

Intergroup BOT Meeting Minutes

Presented April 19, 2018 - from March 15, 2018 BOT Meeting

Attendees

Rochelle B, Roger B, Catherine D, Alton G, David E, David P, Brent F, Nicole, Shawn, Kelli R, Dick S
Kathleen T (SETA)

- I. Call to Order @ 7:00 PM Rochelle B
- II. Moment of Silence followed by Serenity Prayer
- III. Minutes reviewed and Approved with minor corrections (Alton/Brent)
- IV. Reports

1. Treasurer's Report Roger B

• YTD Bookstore Income	\$ 50,991.84	(under budget -\$ 3,864.16)
• YTD Member Donations	\$ 15,572.93	(over plan \$ 372.93)
• YTD Total Income	\$ 69,277.79	(under budget -\$ 3,264.21)
• YTD Cost of Goods Sold	\$ 32,130.71	(under budget -\$ 2,091.29)
• Total Expenses	\$ 30,373.51	(over plan -\$ 12,186.99)
• Net Income	\$ 6,773.57	(over plan \$ 11,014.07)

General Comments

- Book store revenues continue to be problematic (although this run rate is based on data from only two months so far to date)
- Cost of Goods Sold improved from January to February
- Net Income is significantly more positive than budgeted due to headcount
- Workshops are proven to contribute to higher bookstore sales
- The sale of hard cover books is a global phenomenon
- Next month (April) is the month the board voted to move the Harvey funds into the General Fund (\$ 100K) (Probably into an Investment Account)
- An uptick in literature is built into the budget for June due to the conference

MOTION to approve Treasurer's Report by Catherine D, Seconded Brent F. Report Approved.

2. Executive Secretary's Report Kelli R

Total membership Contributions (from Groups & Individuals)

- \$4,358.04 2018 Feb Membership Donations (under budget -\$2,241.86)
- \$15,572.93 2018 YTD (thru Feb) (over plan \$372.93)

NightWatch

Available Dates for 2018 Weekend NightWatch:

- Nov 21-26 (Thanksgiving)
- Dec 14-17
- Dec 28-Jan 2, 2019 (New Year's Holiday plus Inventory Day)

Bookstore

- Bookstore sales still slow

- Picked up at the end of January due to a workshop at Intergroup
- February workshop day book sales = \$ 662.15
- Welcome, Katherine Salamanca! (new Intergroup bookstore assistant)

Office Expenses (Cost Reduction Efforts):

- Hearing Impaired Signers – February Services of \$ 320.00 (paid in February)
- Plumbing Expense – Anticipating March expense for copper wiring repair in kitchen
- Postage – income exceeded expenses in February by \$ 151.96
- Audit Report – Plan to give report to BOT in March, and Delegates in April

Harvey update – no change this month

Harvey Donation Summary		
Description	Amount	Status
Total Donation	\$ 37,561.63	General Liability
Expenses paid	-1,940.30	Used for Invoices
Keep money	-2,277.00	Moved to General Fund
Money to Return	-2,789.00	Returned to Donors
8373 Floor	974.25	Check # 4704
CyFair File Cabinet	172.11	Check # 12968
Peter (translation)	111.00	Check # 12973
Balance	\$ 29,297.97	No change

Current Projects

- Policy and Procedures Manual – Work in progress

3. Event Coordinator's Report

Dick S

AA Group Workshop

- Lower attendance than hoped for (35 attendees) but good workshop
- \$ 500+ = funds contributed (after workshop expenses)
- Event also generated additional bookstore sales = \$ 662.15 total sales Saturday

Convention

- Progress to date – ~ 58 Registrations / 85 Room Nights (Need ACTION!)
- Trustees – please Register plus reserve 2 hotel nights
- Western Region YPAA – from Austin, Dallas, etc. will help at June Convention and Dick set them up with a table
- Texas State Convention group – (State Convention 2019 at same hotel) same offer (table) in exchange for registrations
- District Presentations - to promote the Convention in April and May
 - BOT members – contact DCMs (April or May meetings)
 - Sign-up sheets – circulating for BOT members to visit districts
 - Estimated headcount of who will be at the meeting (ask in advance)
 - Dick will provide hand-outs for meeting (and fortune cookies)

Coming Events

1. Huntsville – March 17 – promotion for Convention

2. March 24 – CFC Training Workshop @ Intergroup
3. April – workshop in Humble
4. May 19 – Workshop Baytown Club
5. June 15th-17th - (Houston) Convention

4. Ad Hoc – Legacy Committee

Catherine D

Website Committee Activities

Progress Report

1. Kick Off Meeting - completed
2. Content & Layout Preferences – completed & provided to vendor 3/11/18

Upcoming Activities

1. Content and Layout Preferences review – next week
2. Design Concept Review – several weeks

Timeframe

- Aggressive Schedule to be ready by Convention
- March Kickoff meeting – Needs Analysis and Intake Process
- May Roll Out date – prior to June Convention

5. Disaster Response Plan

Peter C

Progress Report

- Additional background info:
 - Box 459 After the Storm, the Best Way to Help
 - How various areas have handled disaster response
 - Peter's conversations about planning future disaster relief efforts
 - Outlined in summary form (flyer)
- Connections
 - Red Cross Certifications throughout Gulf Coast – broader than SETA coverage
 - Certify Shelters (confirms criteria; eager to coordinate with AA for shelters)
 - Council on Recovery – Geo R Brown and NRG Stadium (as did during Harvey)
 - Peter will compare notes with the Council member (Howie L) to learn from his experience in coordinating with Geo R Brown and NRG
 - Ft Bend Emergency Mgt Office – 2nd most critical (after Harris due to amt of flooding)
 - Head Chaplain – Texas National Guard and Reserves (Katy and Sealy & Outlet mall)
 - SETA Chair (Chris H) info for distributions to SETA Members for quarterly mtg (Apr 14-15)
 - Workshop created Sat AM
 - Peter to draft language – motion for SETA to cooperate with Intergroup to bring meetings into shelters during disasters
 - Stressing cooperation between SETA, Red Cross, Harris County, etc.
- Peter's Proposal:

Intergroup would be responsible for:

 - Communicating offer of AA meetings to shelters
 - Acting as communication point for shelters, Red Cross, Harris County, etc.

- Contacting appropriate Districts (DCM?) to communicate need for meetings
Note: Phone contact would be essential (numbers needed)
- Except for George R Brown and NRG (already handled by Council on Recovery)
- SETA Assembly - Saturday, April 14, 2018
 - Meeting – Kathleen and Peter both participating @ 10:20 – 1:00
 - Kathleen will introduce Peter and read Intergroup statement
 - Peter will present background and a motion
 - Amy Allison & Pam Frazier – Assistant committee members
 - Open Discussion after this joint presentation
 - Peter will have feedback after the April SETA meeting but will be unavailable at the April BOT mtg
 - Catherine & Rochelle to attend meeting to offer support in communicating Intergroup's position on the disaster preparedness planning process and to note feedback from SETA members
- Intergroup Committee Plan & Statement
 - Peter attempts to formulate a plan which SETA will be able to align with
 - Offer SETA any coordination capabilities Intergroup can offer;
 - Intergroup doesn't want to fix what isn't broken
 - Intergroup role is to inform meeting changes, broadcast meeting closings, AA Meetings in Shelters
 - The status of regular and emergency meetings, location, whether they are open, changed, moving, etc.
 - Peter can reach out to other organizations (Red Cross, etc.)
 - Intergroup calls for unity in keeping with Tradition # One
 - Thank you to Peter for his efforts to pursue a Disaster Response program
- Intergroup's message articulated below: (summarized comments)

Intergroup's Primary Purpose is to facilitate carrying the message to alcoholics; to transmit and refer requests for help from suffering alcoholics to AA groups and individual members of the AA fellowship. Due to the resources at Intergroup's disposal—especially in the capacity of serving as a communication hub within our local AA community—we feel a responsibility to participate in any local disaster response program that may evolve. In the spirit of service, we offer Intergroup's resources to assist the fellowship in disaster preparedness with hopes of better understanding the best way for us to participate. Whatever role this may turn out to be—our goal is a supporting role, in keeping with Intergroup's Primary Purpose. We believe our resources could benefit the fellowship in case of another disaster, and humbly call for unity as our community comes together to prepare in the event of another unexpected circumstance.

6. SETA Liaison Report

Kathleen T

- Thanks to Kelli for sharing about Intergroup's experience with Harvey, and her transparency which suggested waiting to assess needs and then asking for assistance.
- Texas State Convention – June 22-24, 2018 – Irving, TX (DFW – week after Intergroup Convention)

- District 32 recent visit – shared what Intergroup was about – explained AA guidelines for Intergroup and AA Central Offices; was asked whether Intergroup was part of the AA service structure
- April Assembly – Round Table (discuss as equals) – Sat April 14 from 1-4:30 discuss Issues – primary function of the Area is to elect a Delegate (Ron C) to go to NY conference (April) to help make decisions

V. New Business

Kelli R

- Audit Status Report Discussion
 - Highlights – Dec 2016 tests and transactions end of year 2015
 - Benefits
 - Audit Process Overview
 - Auditor is in final wrap up stages
 - Auditor is also preparing for next audit
 - Present at August Delegates meeting due to Convention timing
- Bid Proposal for AC Units & M – lease requires a maintenance agreement
 - Integrity Air – Vendor Bid
 - Mini pkg - One year / all 5 units / \$ 1,000 per year
 - Full Maintenance pkg – 4 year / all 5 units / \$2,500 per year
 - 2 new units = ~\$ 13,000
 - Attempt to negotiate the maintenance along w/2 new units (throw in maintenance and filters)
 - Rebid with other vendors now (Vs summer when business is good)
 - David to assist Kelli in A/C negotiations
- Note: *Kelli vacation* – March 21 – April 1

VI. Adjourn and Close with the Lord's Prayer @ 8:00

Rochelle B

Catherine D, Secretary