

# Intergroup BOT Meeting Minutes

Presented May 17, 2018 - from April 19, 2018 BOT Meeting

## Attendees

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

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

## 1. Treasurer's Report

Roger B

|                          |               |                              |
|--------------------------|---------------|------------------------------|
| • YTD Bookstore Income   | \$ 74,521.55  | (under budget -\$ 7,772.45)  |
| • YTD Member Donations   | \$ 20,951.80  | (under budget -\$ 2012.44)   |
| • YTD Total Income       | \$ 100,085.14 | (under budget -\$ 8,327.10)  |
| • YTD Cost of Goods Sold | \$ 47,144.12  | (under budget -\$ 4,188.88)  |
| • Total Expenses         | \$ 45,844.14  | (under budget -\$ 16,810.36) |
| • Net Income             | \$ 7,096.88   | (over plan \$ 12,672.14)     |

### General Comments

- Double rent payments in December eliminated any rent expense in March
- This favorably impacted Facilities & Equip under Expenses in the MAR P&L Statement
- Reduced bookstore income continues to negatively impact Intergroup's budget
- Despite a reduction in the budget by 5% over last year's actuals
- \$ 16,967 less YTD in book store sales than last year this time
- Cost of Goods Sold have run 63% vs 60% last year
- Compounded by a price reduction without the anticipated sales increase
- Reduction in book sale prices were not factored into the budget as the decision was made after the budget was in place
- Expense Control remains very favorable
- Membership Donations are also down (by 37% from this time last year)
- Prudent Reserve is healthy though and significant receivables exist
- Intergroup is in a good position to move forward with the A/C initiative
- The fellowship and God have provided generously
- The convention is the most significant financial risk of 2018
- The new website should enable Intergroup to promote on-line book sales
- Harvey funds have been moved into the Prudent Operating Reserve
- Prudent Reserve set by the board is \$ 120K
  - Last year this time the POR was \$ 57K
  - Today Intergroup is fully funded

*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)

- \$5,378.87 2018 MAR Membership Donations (under budget -\$2,385.37)
- \$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)
- Nightwatch coverage issues – forwarding when there is no coverage; imperative when a group signs up that someone answers; explore options for handling nightwatch to find better solutions
  - Explore rotating call list? (ala SEPIA?) Other options?

### Bookstore

- Bookstore sales still below budget – down \$3,892.29 from budgeted amount
- \$ 23,108.71 = MAR 2018 sales
- \$ 33,962.98 = MAR 2017 sales (almost \$ 10,000 difference!)
- In store visits are down; generated the following discussion points:
  - Does the fellowship realize books can be purchased on line?
  - Could hours of business have affected sales?
  - A significant portion of people shop the bookstore over the lunch hour
  - Could a shift in Bookstore hours from 8-5 to 9-6 affect buyers?
    - To allow people to shop after work?
    - As well as folks who attend the 6PM meeting at Intergroup?

### Office Expenses (Cost Reduction Efforts):

- Hearing Impaired Signers – February Services of \$ 320.00 (paid in March)
- Plumbing Expense – copper wiring repair in kitchen was donated
- Postage – income exceeded expenses in March by \$ 130.95
- This overage covers administrative postage for which Intergroup does not get reimbursed
- Audit Report – Plan to give report to BOT in March, and Delegates in April

Harvey update – No change in the amount this month and rolled into the general fund as of March 31, 2018

### Current Projects

- Policy and Procedures Manual – Nearing completion
- Equipment List - underway

## **3. Event Coordinator's Report**

Dick S

- Short term rental for the conference area
- CFC \$ 100 (60 people for training session)
- April newsletter went out – beautiful job, thank you Sarah!
- 3 x the normal click throughs
- 2017 Hit Count by Location on AAHouston.org was the popular click through destination

### 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 – approximately 123 Registrations / 130 Room Nights

- District Presentations - to promote the Convention in April and May
  - BOT members – contact DCMs (April or May meetings)
  - Reception has been very good; Intergroup will provide handouts for these mtgs
  - Dick (Intergroup) provides hand-outs for meeting (and fortune cookies)
  - Upcoming presentations to Districts 20, 31, 51, 52 & 60
    - ✓ 31 – Kathleen – (Porter, TX) MAY 20
    - ✓ 51 – Catherine & Rochelle – (Delta Club) – APR 29
    - ✓ 20 – Catherine – (Council on Alcohol & Drugs) – MAY 5
    - ✓ 52 - ?
    - ✓ 60 - ?
  - Hospitality – Modified plan is to provide snacks only Vs meals
    - Rolls / fruit in the AM and snacks in the afternoon
    - Desserts or sweets before and after meetings
- Hearing Impaired
  - Free Registrations for Hearing Impaired (for Saturday night speaker)
  - Signers for Saturday night speaker
- Website has a pop-up ad promoting the convention
- Convention Promo Merchandise – extras available for BOT members
- SETA Convention (April 16) – Passed out Convention Promo materials & freebies

Other Events / Activities

1. Humble House – Dick presenting Big Book workshop on How to chair a meeting; they are paying for packets; revenue is associated with the conference area
2. Blue Bonnet Retreat is this coming weekend
3. Texas State Convention group – (State Convention 2019 at same hotel) same offer (table) in exchange for registrations
4. May 19 – Workshop Baytown Club
5. June 15<sup>th</sup>-17<sup>th</sup> - (Houston) Convention

**4. Ad Hoc – Legacy Committee**

Catherine D

Website Committee Activities

Progress Report

1. Committee completed Initial Design Concept Review but rejected the design concept
2. Committee provided additional ideas to consider for design
3. Met with Vendor again and previewed 2 New Design Options
4. Committee has formally chosen a design direction
5. Prototype available now for sneak preview

Timeframe

- Very aggressive Schedule to be ready by Convention
- Still working towards this schedule

**5. SETA Liaison Report**

Kathleen T

- Kathleen saved her presentation until the Delegates were present

- Note: Catherine mentioned that since the previous meeting, Kathleen, Kelli, and Catherine to articulate Roger's message from the last meeting for Kathleen to present at a joint Assembly meeting with Peter, Sat April 14. That summary was shown in the April BOT minutes.
- The statement was read at the Assembly—it seemed to be understood and the reaction to the statement was neutral.

V. New Business

Kelli R

### **1. Audit Status Report Discussion**

- Very nearing completion
- Hoping to present to BOT in May
- Hoping to present to Delegates in August

VI. Adjourn and Close with the Lord's Prayer @ 7:50

Rochelle B

Catherine D, Secretary