

# Intergroup BOT Meeting Minutes

Presented JUN 21, 2018 - from MAY 17, 2018 BOT Meeting

## Attendees

Rochelle B, Jim B, Lester B, Jim C, Catherine D, Nicole K, David P, Brent F, Shawn S, David E, 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. Announcement

### 1. Organizational Announcement Rochelle B

#### Resignation of Event Coordinator

- Board Accepted Dick Smith's Resignation
- Transitional details to be discussed during New Business segment of BoT meeting

- IV. Minutes reviewed and Approved (motion by Lester/seconded by Brent)
- V. Reports

### 1. Treasurer's Report Brent F

#### JUNE Treasurers Report (May Results)

### 1. Treasurer's Report Roger B

• YTD Bookstore Income	\$ 96,643.23	(under budget -\$ 11,088.77)
• YTD Member Donations	\$ 57,382.73	(over plan \$ 26,718.49)
• YTD Total Income	\$ 164,197.49	(over plan \$ 18,419.25)
• YTD Cost of Goods Sold	\$ 62,709.65	(under budget -\$ 5,734.35)
• YTD Total Expenses	\$ 61,636.74	(under budget -\$ 3,316.76)
• YTD Net Income	\$ 39,851.10	(over plan \$ 44,845.36)

#### General Comments

- The Harvey Fund has been incorporated into the General fund & is now reflected on the Balance Sheet
- The Intergroup Prudent Reserve total is now \$ 130,187.27K
- Reduced bookstore income continues to negatively impact Intergroup's budget
  - 2018 Bookstore Sales were 90% of budget
  - The bookstore missed budget every month so far in 2018 and achieved the following % budget for each month below:
    - JAN - 97% of budget

- FEB - 89% of budget
- MAR - 86% of budget
- APR - 87% of budget
- Expense Control remains very favorable due to prudent operational controls
- Membership Donations are also on track
- Personal Donations are somewhat down
- Prudent Reserve is healthy and over expectations
- No April workshop since it was too close to the convention (to help offset costs)
- A/C expenses are imminent
- Website expenses are due shortly
- Convention liabilities are a possibility
  - Intergroup is still on track to be over budget for 2018
  - *MOTION to approve Treasurer's Report by David P, Seconded Catherine D. Report Approved.*

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## **2. Executive Secretary's Report**

Kelli R

### Total membership Contributions (from Groups & Individuals)

- \$7,105.66      2018 APR Membership Donations      (over budget \$105.66)

### 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 Bookstore
- Bookstore sales still below budget – down \$3,456.67 from budgeted amount
- \$ 23,543.33 = APR 2018 sales

### Office Expenses (Cost Reduction Efforts):

- Hearing Impaired Signers – February Services of \$ 400.00 (paid in April)
- Plumbing Expense – N/C because copper wiring repair in kitchen was donated
- Postage – Income exceeded Administrative Postage expenses for the month
- Multiple Conference room bookings generated rental fees this month
- Bookstore sales were generated from each of these bookings (Friday & Saturday)

## **3. Ad Hoc – Legacy Committee**

Catherine D

Website Committee Activities

### Progress Report

1. Finalized Design style for new website
2. Finalized New Logo for Houston Intergroup
3. Received Specific Page Layouts
4. Refining page specific content
5. Working on Meeting Guide formatted info
6. Exchanging information for bookstore set up
7. Determining readiness for Convention – how much will be ready for viewing

8. Evaluating and Testing

**4. SETA Liaison Report**

Kathleen T

- Delegates meeting next month – soliciting suggestions for discussion items
- **August** – August 17th - 19th, 2018 - 37th Annual District 90 Convention, **Beaumont, TX**
- **September** – CFC Conference (rescheduled from last year due to Harvey)
  - September 21-23, 2018 - South East Texas Area Correctional Facilities Conference
- **October** – **SWRAASA** – Regional Best Practices (Branson MO) Oct 5-7

**VI. New Business**

Rochelle B

**1. Convention Progress Report and Follow Up Items**

Dick S

- Detailed Convention Info
  - List of Booked Hotel Nights
  - Copy of the Registrations
  - List of Convention Scholarships
  - Hotel Contract Arrangements (back-charges, etc.)
  - Copy of Budget (and achievement vs budget)
  - Key Group Status
  - Detailed Convention Follow Up To-Do List
- Sincere expression of Appreciation to Dick for his service to Intergroup

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

Rochelle B

Catherine D, Secretary