



Intergroup BOT Meeting Minutes

Presented October 18, 2018 - from September 20, 2018

In attendance: LesterB, Kathleen SETA Rep., Intergroup KelliR, DavidE, JimC, BrentF, AltonG

Call to Order with a moment of Silence followed by Serenity Prayer @ 7:02 BrentF

Minutes were reviewed with a Motion to approve DavidE, with minor corrections. Approved

Old Business:

Treasurer's Report

BrentF

Income:

Bookstore Aug. \$31,455.98 Budget \$27,438.00 Up \$4,017.98

Cost of Goods \$20,597.89 Budget \$17,111.00 Up \$3,486.89

Member Donations \$6,951.98 Budget \$8,200.00 under -\$1,248.02

Total Income \$38,608.21 Budget \$36,316.00 over \$2,292.21

Gross Profit \$18,010.32 Budget \$19,205.00 under - \$1,194.68

Expenses:

Admin/Office Expense \$2,101.25 Budget \$1173.50 over \$927.75

Facilities and Equipment \$12,398.23* Budget \$ 5,248.00 over \$7,150.23

*Second Month Rent made Facilities over Budget to catch up Rent

Payroll Expense \$7,746.77 Budget \$11,150.00 under -\$3,403.23

Total Expense: \$24,988.75 Budget \$20,194.00 off \$4,794.75

Net Income: August-\$6,978.43 Budget-\$989.00 -\$5,989.43

YTD Total Income \$371,698.29 Budget \$334,991.08 over \$36,707.21

YTD Expense \$202,648.31 Budget \$191,420.78 over \$11,227.53ver

YTD Income \$20,162.52

Areas of Concern:

Membership Donations were down \$1,248.02 and Second Month Rent payment hit Facilities budget number for month of August. YTD Bookstore Sales are down (not a new trend). Convention did not generate expected revenue target.

Bright note: Bookstore over budget.

Lester suggested a letter might be sent out to encourage donations from Groups.

LesterB move and accept report.

Executive Secretary's Report

KelliR

Group Donations: Month of August 2018 \$6,916.98 under Budget \$583.20 Personal Contributions \$35.00 budgeted amount \$665.00 (2018 Personal Budget was based on 2017 actual contribution received)

Nightwatch – Available 2018 Weekend Nightwatch:

Nov. 21-26 Thanksgiving Holiday

Dec. 28- Jan. 2 New Year/Inventory (May be filled)

Bookstore – August 2018 Sales \$30,875.40 over budget by \$3,875.40 Second Month in a row over budget Sales represent 114% of budget

Book of the Month Club October “AA Comes of Age“, the book is a discount price \$9.45

Online bookstore is set up and functioning. A few orders have come in. Switched to PayPal from Merchant Services.

New printer purchased for book store at \$162.00.

Continuation of Cost Reduction –

Hearing impaired signers – August 2018 service \$480.00 paid in August, over by \$80.00

Postage for Month of Aug. 2018 income shipping and handling \$578.22 expense \$531.49.

Income exceeded Expense by \$46.73. Admin postage \$35.44

Purchased External back up \$59.99 – old one failed. Install and program new to back up daily. Also purchased 128GB flash drive to back up QuickBooks and Office data weekly to be kept with Kelly offsite. Cost \$91.57 for both items

Additional Comments:

Admin Asst. Hired Libby Stephan

Meeting Download to Website: Updated and continuing to clean up database.

Printed Directory: looking in to options to get directory printed

Chat to stay off-line until comfortable

Kelli and Libby will be only ones with Admin rights to website.

Audit:

5A Bank Signature cards completed

4A Fireproof Locking cabinet delivered and set up

7c 2018 W9s have been mailed to Contract/Service Providers

Upcoming Projects –

Filing overhaul- Alphabetizing, contact SETA to retrieve files from old cabinets. Clean up inventory room.

Cancel all accounts associated with old bookstore

2019 Budget

2019 Nightwatch Schedule

Events –

Sept. 22. Serenity of Woodlands “How to Chair a Meeting”

Sept. 29. Northshore Nightwatch Presentation

Oct. 6. 8373 Sponsorship Workshop

Nov 2-4 Spirit of Houston

Dec 8 Intergroup Holiday Open House

Next Board Meeting Oct. 18, 2018

AD HOC – Legacy Committee -

CatherineD

Website is Live as of Sept. 31

BOT Approved Maintenance package:

Vendor agreed to original \$265.00 for first month.

Subsequent monthly pricing: \$190.00 per Month Hosting with additional security

\$320.00 per month = discounted rate for 4 hours maintenance and programming with option to reduce programming hours from 2 to 1, or none but continue with 2 hours of maintenance.

Training still needs to take place

Suggestions from SETA IT rep. will be reviewed and incorporated in future if possible.

Workshop Report

JimC

Talked to SETA about possibly holding meetings in conference room.

No positive feedback to move meetings to Intergroup.

SETA Liaison Report

KathleenT

Upcoming Events:

CFC Conference –

SWARSA – Best practices to be held in Branson, MO Oct. 5-7

Gratitude Dinner to be held at Jimmy Burke Center in November

Business

Old/Table

Lessons Learned from Convention

BrentF

Take up at October Meeting

New

KelliR

Need to replace 5 Board members.

Discussion to put meeting time change on agenda for October meeting

Dismiss with the Lord’s Prayer 8:11

Next BOT Meeting - Oct, 18 2018

