



## Intergroup BOT Meeting Minutes

Presented NOV 15, 2018 - from OCT 18, 2018 BOT Meeting

### Attendees

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

- I. Call to Order @ 7:00 PM Rochelle B
- II. Moment of Silence followed by Serenity Prayer
- III. Minutes reviewed and Approved (motion by BrentF / seconded by JimC)
- IV. Reports

### 1. Treasurer's Report - OCT Treasurers Report (SEP Results) Brent F

• YTD Bookstore Income	\$ 242,654.25	(under budget -\$ 17,267.75)
• YTD Member Donations	\$ 132,005.11	(over plan \$ 61,582.03)
• YTD Total Income	\$ 402,380.61	(over plan \$ 29,533.53)
• YTD Cost of Goods Sold	\$ 158,313.67	(over plan \$ 4,305.07)
• YTD Total Expenses	\$ 220,617.16	(over plan \$ 8,702.38)
• YTD Net Income	\$ 23,449.78	(over plan \$ 16,526.08)

### General Comments

Balance Sheet (as of September 30, 2018)

- Total Checking & Savings Balance = 97,464.56
- Total Accounts Receivable = \$ 19,763.37 (outstanding from SETA CFC & CFC)

Profit and Loss Budget Vs Actual SEP 2018

1. Bookstore Income behind budget by ~9%; trending under budget for the year
  2. Membership donations off from SEP projections; however, above YTD projections
  3. Intergroup budgeted incoming funds from a conference that did not take place as planned due to personnel changes
- Three items above, combined, impacted ability to achieve funding as per budget
  - Otherwise, pretty much status quo for SEP Vs Budget

Profit and Loss (YTD)

Below budget but still showing a profit after Subtracting Harvey, the Auditor's services, and the convention losses.

*MOTION to approve Treasurer's Report by Lester, Seconded by Alton. Report Approved.*

### 2. Executive Secretary's Report Kelli R

Total membership Contributions (from Groups & Individuals)

- \$4,959.00 2018 SEP Group Contributions (under budget -\$2,540.14)
- \$ 20.00 2018 SEP Personal Contributions (under budget -\$ 665.00)

These numbers represent a significant decrease from the previous year. Proposed a letter of gratitude for donations to keep Intergroup in the forefront of the minds of members of the fellowship and to express appreciation & underscore significance of member support.

## NightWatch

Available Dates for 2018 Weekend NightWatch:

- Nov 21-26 (Thanksgiving)
- Dec 28-Jan 2, 2019 (New Year's Holiday plus Inventory Day)
- Nightwatch coverage issues
- Beginning to call groups to find groups willing to staff holiday phone lines

## Bookstore

- \$ 24,833.07 = SEP 2018 sales (under budget by \$ 2,116.93)
- 82% of budget; continue to fall behind
- Looking for ways to leverage the new website to promote book sales
- "Book of the Month"; discounts to support the book of the month; correlate with the book study that meets at Intergroup Fridays at noon (new this month!)
- Working to resolve on-line bookstore shipping, handling issues related to new website

## Office Expenses

- Hearing Impaired Signers – SEP Services of \$ 640.00 (paid in SEP)
  - Over budget by 2x due to addition of new hearing- impaired meeting
- Shipping & Handling
  - Income Vs Expenses = \$ 405.15 Vs \$ 531.49
  - Expense Overrun = \$ 126.34
  - Admin postage expenses equaled \$ 35.44
  - On Line bookstore was a factor (incorrect calculations) but has been addressed
- IT - External Backup & Flash Drive purchased to ensure data integrity for \$ 79.98
- A/C
  - A/C repairs (\$ 785) will appear in Oct financials due to necessary repairs
  - Additionally, a \$ 2,000 Maintenance Agreement was also strongly suggested
  - Quarterly maintenance for 5 units

MOTION to move forward with this Maintenance Agreement made by Rochelle / seconded David E. MOTION Approved

- Meeting Directories
  - Need a solution for printing from the Meeting Guide format
  - Ordered 1000 additional to tide us over till 2019
- Web Chat feature – hoping to postpone launch till get up to speed on other features
- On-Line Bookstore
  - cancelling all accounts associated with old bookstore; moving old website expenses towards funding new website budget line items (expenses related to being hacked in the past; incomplete records due to previous webmaster)

Audit Status – *continue making progress on completion of follow up items*

## 2019 Preparation

- Budget Preparation – Underway
- 2019 NightWatch Schedule – Underway
- Audit Firm – Must schedule Auditor to attend 2018 year-end Inventory (1/2/19)

## Upcoming Events

- 8373 – Sponsorship workshop
- Nov 2–4 – Spirit of Houston Conference – Literature Table (Fri & Sat)
- Dec 8 – Intergroup Holiday Open House – Need Speaker

### **3. Ad Hoc – Legacy Committee Report**

Catherine D

ICOAA Seminar briefing ICOAA (full report in December)

- Houston has more meetings than most other Intergroups

- Meeting Guide App developers made configuration recommendations
- App Developers are planning a [local] newsletter feature
- App has now been licensed to AA GSO (in perpetuity at zero cost)
- Recently increased from 170 Intergroups to 190 using the App
- Various technology discussions (e.g., phone lines for forwarding nightwatch calls)
- Book sales are declining across all levels at GSO and Intergroups
- Validation for Intergroup to focus on digital presence but perhaps reducing physical presence; underscore mission of legacy ad hoc committee
- Recommend Subcommittees for real estate & Bylaws Review

#### 4. Workshops Report

Jim C

- Discussion around workshop location (at Intergroup Vs Clubs)
- Need for education around the availability of Intergroup facility for workshops
- fundraising opportunity for Clubs, too - might host a larger audience at Intergroup
- Parking available – enough room even for a BBQ in pkg lot
- Potential for First Responders to have a meeting at Intergroup
- **Idea: Intergroup Workshop (for groups) “How to Host a Workshop”**

#### 5. SETA Liaison Report

Kathleen T

- Evan Kornacki is newly elected SETA Liaison
- Kathleen’s term runs through December and will mentor Evan through then

#### V. Old Business

Brent F

- Convention Lessons Learned Report
- Brent is relocating (geographical move)—Congratulations Brent on the new job!
  - Additional Open Board Position
  - Open Treasurer Position for 2019
- Tax Attny recommendation – go back and get CPA amend 2016-17 taxes
  - Amend and then move forward with IRS

#### VI. New Business

Kelli R

##### Delegate Meeting – Proposed Time Change

- Move Delegates to 7:00 and BOT Meeting to 6:00
- Intention is to engage Delegates or even increase participation
- Complaints last month about length of meeting
- Could shift the Unity meeting to an alternate room on Board Meeting nights
- Unanimous to propose to Delegates

##### Accounting Software -Proposal to Upgrade QuickBooks to Enterprise Version

#### VII. Adjourn and Close with the Lord's Prayer @ 7:50 PM

Rochelle B

Catherine D, Secretary