



## Intergroup BOT Meeting Minutes

Presented JAN 17, 2019 - from DEC 13, 2018 BOT Meeting

### Attendees

Alton G, Bill B., Catherine D, Chris D, Chuck S, Dale C, David E, David P, Jim C, Rochelle B, Roger B, Kathleen T (SETA), Kelli R (Intergroup)

- I. Call to Order @ 7:00 PM Catherine D
- II. Moment of Silence followed by Serenity Prayer
- III. Minutes reviewed and Approved (motion by David P/ seconded by Dale C)
- IV. Reports

### 1. **Treasurer's Report** - NOV Treasurers Report (OCT Results) Roger B

• YTD Bookstore Income	\$ 300,027.73	(under budget -\$ 14,770.27)
• YTD Member Donations	\$ 157,120.43	(over plan \$ 70,297.35)
• YTD Total Income	\$ 485,383.27	(over plan \$ 38,374.19)
• YTD Cost of Goods Sold	\$ 196,935.27	(over plan \$ 8,704.67)
• YTD Total Expenses	\$ 267,752.16	(over plan \$ 13,249.38)
• YTD Net Income	\$ 20,695.84	(over plan \$ 16,420.14)

### General Comments

- Bookstore, Conference Area and Convention combined were behind plan for the year by ~\$ 30k
- Membership donations are over by \$70K
  - CPA contribution worth \$ 35K; was cancelled out by the associated Audit expense
  - \$29,297 came from Harvey donations (a windfall)
- Without the above two items, Intergroup would have lost \$12K this year
- The convention incurred a \$ 10K deficit
- 2018 Cost of Goods Sold were affected by a decision to lower book prices
- Bookstore income continues to spiral down
- Convention space will be a challenge; even with additional events, the staff is not equipped to staff events outside of normal business hours
- In terms of Actual performance, (vs Budgeted), without the convention deficit, Intergroup YTD financials would have been positive by \$ 2K.
- In January, the BOT will review final YTD numbers and review and approve 2019 Budget figures
- Prudent Reserve of \$ 99,769 (Goal = \$120)
  - Fairly good financial situation
  - Assets minus Liabilities = \$ 61,000 positive position
  - Recommendation to review the need for \$120K Prudent Reserve

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

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

November Membership Contributions (from Groups & Individuals)

NOV Group Contributions	\$11,163.04		
<u>NOV Personal Contributions</u>	<u>\$ 60.00</u>		
NOV Total Contributions	\$11,223.04	(over plan	\$ 3,032.04)

### Bookstore Inventory

- Jan 2 (count every item in the store)
- Dual Methods - new Point of Sale (POS) system and old-fashioned counting method
- \$ 25,681.74 = NOV 2018 sales (under budget by ~ \$ 1,300)
- Total Bookstore income includes shipping and handling

### Open House - Dec 8

- Pleased with the turnout!
- Positive feedback on the festivities and the speaker!
- \$ 3,208.21 = Book sales at Open House
- \$ 2,735.72 = Total Open House Income (after discounts and expenses)

### Costs

- November Hearing Impaired Expenses - \$ 640 (paid in NOV)
- November Postage income from shipping and handling
  - \$ 466.78 Income
  - \$ 381.72 Expenses
  - \$ 65.00 Difference
  - The postage fees exceeded the cost of Admin postage
- ICOAA - Annual Intergroup ICOAA Seminar expense –
  - \$ 2,050.00 Budgeted
  - \$ 1,412.56 Actual Expense (Budgeted under Admin Office Expenses)
  - \$ -637.44 Under Budget - great expense control by Catherine
  - Report upcoming in February
- Mail chimp
  - Monthly expense has increased to \$35 per Mo;
  - form of communication for LINK Newsletter and communication to Delegates;
  - costs may go up to \$ 40/Mo; cost cap is \$50/Mo
- Central A/C & Heating – 2018 through 2019 – signed maintenance agreement – should save on maintenance costs
- Website developer submitted quote for formatting info to print meeting directories
- Meeting required with website developer to follow up on current outstanding issues

### Upcoming Events

- End of Year Filing
- 2019 Budget
- Workshop Topic
  - Goal: 3 Workshops for 2019
  - Timing, Topics, Resources from the fellowship (SETA)
  - Establish a BOT member as chair to coordinate
  - Kathleen volunteered as a future potential resource
  - Maybe 1<sup>st</sup> workshop needs to be “How to run a workshop”
  - Alice wants to present a workshop on the History of AA
- NightWatch - Libby has mailed the schedule to the groups
- QuickBooks conversion – currently underway
- DEC 15 (Sat) Delta Club Speakeasy Group – Ebenezer Booze Play at Intergroup (3-5PM)
- LINK Newsletter – Intergroup needs assistance with this effort

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

Catherine D

- No formal report this month / Discussion (Points as Follow)
- Initiative to benchmark against other large metropolitan Intergroups
  - Recent chatter between groups about costs
  - Ad Hoc Committee may be able to use some of this info for comparison data
  - Weigh Book Sales with Space Rental Cost, for example
  - Considering Book Sales are experiencing a nationwide downward trend
  - Evaluate what future financials may look like for Houston Intergroup
  - No published numbers—can ask other groups to share their information
  - Lessons can be learned through other Intergroups
- Main Houston Expense Concern - Conference Facility
  - \$ 107K per year cost (direct and overhead expenses)
  - This must be made up thru bookstore profit or membership donations
  - Contractually committed through Sept 2021
  - Now is the time to explore future options to make an informed group conscience
  - Are others doing triple net leases? Etc.?
- Facility Costs
  - Rent \$ 3,926
  - Maintenance of \$226
  - + utilities and water
  - + Annual surcharge for outside common areas
  - Any other triple net lease expenses (A/C replacement costs, etc.)
  - Facility rental fee is \$ 25/hour (The Council rents for \$27.50 per hour)
- Expense calculations by area
  - overhead costs plus annual costs and square foot costs for each operating area
  - divided by net contribution that each area makes towards the fellowship

### **4. Workshops Report**

Jim C

- We have more equipment and capabilities than we realized!
- We can now offer video webinars!
- Could generate additional income—important considering the decline of brick & mortar facilities; let's help the fellowship make use of this space while it is available

### **5. SETA Liaison Report**

Kathleen T

- Defer Report to Delegates' Meeting

### **6. Legal Comments**

Dale H

- Audit mentioned in Bylaws is required by neither the Federal laws nor the State of TX
- Intergroup is behind in filing the periodic report required by the TX Secretary of State
- An updated Aging Report is required from Intergroup

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

Catherine D

Catherine D, Secretary