

# Intergroup BOT Meeting Minutes

Presented JUL 21, 2018 - from JUN 21, 2018 BOT Meeting

## Attendees

Rochelle B, Roger B, Catherine D, David E, 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 David E/seconded by Alton)
- IV. Reports

## 1. Treasurer's Report Roger B

### JUNE Treasurers Report (May Results)

## 1. Treasurer's Report Roger B

• YTD Bookstore Income	\$ 132,420.33	(under budget -\$ 4,749.67)
• YTD Member Donations	\$ 66,437.08	(over plan \$ 28,072.84)
• YTD Total Income	\$ 212,437.26	(over plan \$ 30,853.02)
• YTD Cost of Goods Sold	\$ 85,983.96	(over plan \$ 419.36)
• YTD Total Expenses	\$ 79,297.36	(under budget -\$ 23,991.14)
• YTD Net Income	\$ 47,155.94	(over plan \$ 54,424.80)

### General Comments

#### Note

- This is Roger's last Treasurer's report (a six-month commitment for the first half of 2018)
- Roger has been preparing Brett to resume this role for the second half of 2018
- Roger will be assisting Kelli and Bart to finalize the auditor's report.

#### Highlights

- Bookstore Income YTD is still behind budget, but the delta has become greatly reduced as the year has progressed (from 90% of budget to 97% of budget in just one month – from April to May!)
- Net Contributions are \$ 54K over plan!
- Cost of Goods continue to run higher than expected so Gross Margin expectations will be difficult to meet—due mainly to the unplanned price reduction put in place after the budget was finalized.
- Intergroup's Prudent Reserve total is now \$ 136,320.93K or \$ 16,320.93+ over plan!
- Reduced bookstore income continues to negatively impact Intergroup's budget
  - 2018 Bookstore Sales went from 90% of budget to 97% in one month! (Apr to May)
  - 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

- **May – 123% of budget!!**
- Expense Control remains very favorable due to prudent operational controls
- Other than COG sold (due to the price increase)
- Prudent Reserve is healthy and over expectations (due to group contributions and partly to the Harvey contributions)
- Website expenses (capital expenses) are still outstanding (will be amortized over time)
- Convention was a huge spiritual success
  - Convention liabilities are a possibility in June
  - Costs are still being received (and have not yet been tabulated)
  - ETA – charges should be known within a couple weeks
  - Minor deficit anticipated
  - Attendees totaled 540 Vs original planned attendance of 1000
  - Excellent expense control
  - Profit was not the goal since we are a non-profit organization

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

MOTION to approve Treasurer's Report by David P, Seconded Catherine D. Report Approved.

## 2. Executive Secretary's Report

Kelli R

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

- \$7,919.35 2018 MAY Group Donations (over budget \$919.35)
- \$1,135.00 2018 MAY Personal Donations (over budget \$435.00)

### 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

- May Bookstore sales over budget for the first time all year!
- Santa Maria, West Oaks and the Parc all ordered in May.
- \$ 23,543.33 = APR 2018 sales
- \$ 33,286.35 = MAY 2018 sales \$ 6,286.45 over budget

### Office Expenses (Cost Reduction Efforts):

- Hearing Impaired Signers – May Services of \$ 320.00 (paid in March)
- Postage – Intergroup incurred a deficit of \$ 49.66 in postage expenses for the month compared to our shipping and handling costs
- Admin postage expenses equaled \$ 441.64 – will explore this for potential user errors.
- Administration position currently available.

### Communications

- Convention "Thank You" notes – will send out shortly
- May send wrap up comments via LINK Newsletter
- LINK Newsletter – may change frequency
- Idea; one sale item per month in the LINK – may bring people into the store

Facilities Utilization

- CFC Annual Round Up – Aug 4, 10-4 PM (white can)
- Additional CFC Committee Meetings at Intergroup
- SETA Audit Committee Meeting – end of June
- Other SETA Committee Meetings

**3. Ad Hoc – Legacy Committee**

Catherine D

Website Committee Activities

Progress Report

1. Received positive feedback at the convention re website content and style
2. Meeting Guide MAP function was not yet complete / ready to show
3. Received feedback from the Region RE: website content and style
4. Vendor continues to flesh out page specific content
5. Continue to exchange information for bookstore set up
6. Tweaking Need Help Now and Home Page Banner
7. Evaluating and Testing for launch

Need for Additional Sections Identified (add after launch)

- Hearing Impaired Section
- Info for Veterans Section
- How to Start a Meeting Section under Groups Services

Proposed Future NightWatch Training - Motion to bench discussion till future date

- Train volunteers on how to use the new Meeting Guide App (new website Mtg directory)
- Include training on Forwarding phones (to another landline)
- Train experienced daytime volunteers then recruit them to help train NightWatch staff

**4. SETA Liaison Report**

Kathleen T

- o Will share information at Delegates Meeting

**V. New Business**

Rochelle B

Chapter 9 Meeting to

- Marty H – Safe Harbor AA Meeting, Woodlands; Family After – Open AA Meeting
- Request to reinstate this AA meeting studying Chapter 9 of the Big Book

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

Rochelle B

Catherine D, Secretary