



Intergroup BOT Meeting Minutes

Presented SEP 20, 2018 - from AUG 16, 2018 BOT Meeting

Attendees

Rochelle B, Roger B, Jim C, Catherine D, David E, Brent F, Alton G, David P, Kelli R,

- I. Call to Order @ 7:00 PM Roger B
- II. Moment of Silence followed by Serenity Prayer
- III. Minutes Catherine D

MOTION to Approve Minutes, with corrections, by Alton G, Seconded by Jim C.

IV. Reports

1. Treasurer's Report

Brent F

AUG Treasurers Report (JUL Results)

• YTD Bookstore Income	\$ 186,528.19	(under budget -\$ 18,517.81)
• YTD Member Donations	\$ 120,073.27	(over plan \$ 66,050.19)
• YTD Total Income	\$ 332,689.78	(over plan \$ 34,014.70)
• YTD Cost of Goods Sold	\$ 121,602.47	(over plan \$ 1,815.87)
• YTD Total Expenses	\$ 177,659.56	(over plan \$ 6,432.78)
• YTD Net Income	\$ 33,427.75	(over plan \$ 25,766.05)

General Comments (Highlights)

Balance Sheet

- Current Checking / Savings totals \$ 119K+ in the bank--relatively flat from last month
- POR - \$ 120K after convention losses

Profit and Loss

- Bookstore Sales – 10-11% under budget
 - Pretty consistent (missed budget by 9-15% almost every month)
 - Same trend we have seen all year
- Membership Donations – up slightly from YTD 2017; tracking slightly ahead of plan
- Anomaly – unusually high July membership donations and expenses zero each other out
 - \$ 35,517 Personal Donation entry in July
 - A single non-cash, individual donation
 - Attributed to the Auditor's services ("in-kind contribution")
 - \$ 35,517 – Expense charge in July for Auditor's services
 - On the opposite side of the balance sheet from the in-kind donation
 - Balanced out the donated Auditor's services
- Expenses – Intergroup Staff continues to do a solid job of expense control
- Additional rent adjustment due of \$ 7,103.53 which will resolve mistake related to double payment of rent earlier in the year

Report Unanimously Approved by all board members in attendance.

2. Executive Secretary's Report

Kelli R

Contributions

- \$10,892.92 2018 JUL Group Contributions (over plan \$ 3,534.08)
- \$ 471.00 2018 JUL Personal Contributions (under budget -\$ 183.00)

Note: 2nd Qtr Thank you notes have all been mailed

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

Bookstore

- Month of July 2018 sales = \$ 24,076.20 (under budget -\$ 2,923.80)
- Equates to 89% of budgeted sales for July
- July 2017 book sales of \$ 28,692.48, for comparison
- Sales down, from July 2017 by \$ 4,616.28
- Rehired past bookstore employee for 25 hours per week.
- Single bookstore employee did not provide effective coverage
- Completed mid-year inventory effort after convention to align QuickBooks with physical inventory
- Good results with a minor exception (off by \$200)

Events (Held at the sponsor's location unless otherwise noted)

- SEP 22 – Serenity of the Woodlands – “How to Chair a Meeting” Workshop
- OCT 6 – DIST 32 “Service Piece” @ Intergroup – various speakers promoting service work
- OCT 20 – 8373 “Sponsorship Workshop”
- NOV 2,3 & 4 – Spirit of Houston, Omni Hotel Westside
 - Invited Intergroup to host a Literature Table
 - Intergroup may incur a payroll expense for staffing this event
 - Spirit of Houston may provide a hotel room in addition to a literature table
- DEC 8 – Intergroup Open House; *Speaker suggestions welcomed!*

Office & Real Estate Expenses (Cost Reduction Efforts)

- Hearing Impaired Expenses
 - Hearing Impaired Signers – JUL Services of \$ 320.00 (paid JUL)
 - Hearing Impaired Coordinator requested one additional meeting per week
 - This would double the current expenses
 - Intergroup has agreed to
 - provide additional monthly meetings as of SEPT1, 2018
 - reach out to the fellowship through the LINK newsletter
 - promote awareness of hearing-impaired meetings
 - Ask for volunteers who would provide this service
 - Address this issue in the 2019 budget
- JUL Postage Expenses

- Income from shipping and handling \$ 485.16
- Expense \$ 443.70
- Amount Income exceeded expense \$ 41.46
- Administrative Postage Expenses \$ 54.46
- Real Estate Expense – in back rent due to misunderstanding about double ACH (automatic bank payments) earlier this year.
 - \$ 7,103.53 cost (already in the budget but now due)
 - Verified by Intergroup Manager and Accountant
 - Reviewed with Auditor
 - Misunderstanding exacerbated by Landlord's bookkeeping errors

Projects

- Personnel Opening - Administration position currently open – Hiring goal: SEP 1, 2018
- Policies & Procedures Manual Completion and Printed Copies of the by SEP BOT Mtg
- Filing Overhaul – reorganization of vendor filing, alphabetized
- New Filing Cabinet will be here soon
- IG Seminar – Catherine registered to attend in September

3. Ad Hoc – Legacy Committee

Catherine D

Website Committee Activities

*Website is one of primary tools for facilitating carrying of the message and major means of communication with the local AA community"

Status Report

- Finalizing aspects of the store
- Ready to go live next week or two
- Will show the test site tonight at the Delegates' Meeting

V. Old Business

1. Convention Final Report (Update)

Roger B

- Packet will be presented to Delegates
- All items have been completed
- Management exceptions were all ratified at last BOT Meeting

2. Lessons Learned

Brent F

- Email survey to uncover lessons learned, insights & best practices
- Introduce process (or conduct & conclude by email) by next BOT meeting

3. Emergency Shelter Ad Hoc Committee Report (Update)

Kelli R

- *Await approval* from SETA before proceeding further

VI. New Business

1. Event Coordinator Position (Membership Outreach)

Kelli R

General Comments

- Outside the duties of the Executive Secretary
- Exec Secretary could hire an individual Or appoint / recruit committee at Board level
- Budget Issues - Management Budget Issue (2019 Budget Issue)
 - Personnel
 - Facility Utilization
 - How much is the facility costing the fellowship-at-large
 - How could it be better utilized?

Jim Volunteer to assist in coordination

- Coordination with SETA on workshops
- SETA workshops @ Intergroup Vs. Intergroup workshops
- Cost for outside workshops = cost of pamphlets
- BOT is needed to assist Mgt with decision process RE:
- Event coordination
- Facility utilization

2. Big Book Study

- New Book Study Meeting at Intergroup (Friday at Noon)

VII. Adjourn and Close with the Lord's Prayer @ 7:55 PM

Rochelle B

Catherine D, Secretary