



## Intergroup BOT Meeting Minutes

Presented FEB 21, 2019 - from JAN 17, 2019 BOT Meeting

### Attendees

Bill B., Catherine D, Chris D, Chuck S, David E, David P, James H, Jim C, Lester B, Rochelle B, Evan K (SETA), Kelli R (Intergroup)

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

### 1. Treasurer's Report - DEC Treasurers Report (Y-T-D Results as of DEC 31) David E

• YTD Bookstore Income	\$ 324,989.28	(under budget -\$ 17,246.72)
• YTD Member Donations	\$ 161,563.69	(over plan \$ 66,540.61)
• YTD Total Income	\$ 515,390.67	(over plan \$ 32,075.59)
• YTD Cost of Goods Sold	\$ 216,245.31	(over plan \$ 10,903.71)
• YTD Total Expenses	\$ 291,634.28	(over plan \$ 16,892.50)
• YTD Net Income	\$ 7,511.08	(over plan \$ 4,279.38)

### General Comments

- December Bookstore sales down by \$2,400+ in keeping with general trend
- Intergroup's goal is not to make money but ended year in a good position
- Net Income was positive, despite of declining book sales and convention losses
- POS currently equals \$ 104K which has continually improved last couple years
- Recommended Prudent Reserve is \$120K
- Conference Area income has been down this year but trending upward
- Workshops and groups contributing rent bring in Conference Area related funds

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

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

#### December Membership Contributions (from Groups & Individuals)

DEC Group Contributions	\$3,733.26	
DEC Personal Contributions	\$ 410.00	
<u>Special Donations</u>	<u>\$ 300.00</u>	
<b>NOV Total Contributions</b>	<b>\$4,443.26</b>	(under budget -\$ 3,756.74)

#### Bookstore Sales

• DEC Literature Sales	\$ 24,432.71	(under budget -\$ 2,567.29)
• DEC Bookstore Income	\$ 25,008.55	(under budget -\$ 2,429.45)

#### Costs

- Postage fees exceeded the cost of Admin postage (helped defray cost)
- Website postage cost glitch in postage cost created issue in Dec
- Issue was corrected and will require attention when new products are added

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- Hearing Impaired Signers - \$ 720 expense for December (paid in Dec)
- Reached \$50 monthly cost with MailChimp 2,700 emails/mo
- Will remain at this cap until reach 5,000 monthly email volume

### Administrative Issues

- Staff Meetings began – January on Friday AMs
- QuickBooks conversion
  - currently underway (had to convert much data manually)
  - Using QuickBooks Pro beginning 2019
  - New system reads bar codes \*yay!) except for chips
- NightWatch – Several Dates available
  - Year End Bookstore Inventory Results (Jan 2, 2019)
  - Dual Methods (new Point of Sale (POS) system +old-fashioned counting method)
  - Uncovered \$3,292 Merchandise Losses (7% for 2018)
  - 2017 Losses = 2% (5% increase from 2017 to 2018)
  - Attributed to mistakes due to turnover
  - Single Largest Loss was \$ 655 of Daily Reflections (78 = almost 2 cases) (40/case)

### Website Issues

- Directory Printing – explored bid from website vendor and decided it was favorable but not the right timing to ask the board for this level of funding
- Chat Feature still offline
- Upcoming Training to Upload Admin files to website and P&L;
- Libby will be trained as back up

### Calendar

- Office holidays – 10 in 2019
- BOT Meetings
- Delegates Meetings
- June 22 Annual Open House –need to select theme, plan bake sale, committees, etc.
- State Convention – June 7&8
- April Workshop

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

Catherine D

- No formal report this month / Discussion (Points as Follow)
- Met with Espresso Moon & Reviewed all Open Support Items related to Website
- Developed better understanding of how to achieve timely responses to support Items
- Have since received favorable responses to each item and scheduled training
- Delved into the Bid Proposal for the Meeting Directory Conversion Program
- Determined this proposal is favorable, funds permitting

### **4. Workshops Report**

Jim C

- Intergroup has more equipment and capabilities than previously realized!
- Video webinars capabilities are available!
- 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
- Would like to make this information available on the website

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

Evan K

- Hope to see everyone at the upcoming SETA conference this weekend!

V. Old Business Lester  
 Reminder Delegates meeting has been changed back to 8:00 PM

VI. New Business

**1. Rotation of Service** Lester B

Ad Hoc Committee

- Purpose
  - How to make sure Intergroup remains viable
  - Bylaw Revision
- Volunteers
  - Chuck and James
  - Assume Chair or Additional Committee members

**2. 2019 Working Budget for Consideration and Approval** Lester B

Detailed discussion of Budget Items

General Comments

- Declining Bookstore sales equal ~ 60% of Intergroup Income
- Recommend slight increase on shipping & handling costs
- (~ \$.50) Shipping is included in Cost of Goods
- Outreach activities could help sell books to larger customers
- More data about customers and competitors (e.g. Amazon) would be helpful
- Intergroup needs to be careful to adjust Books Sales budget item downward to reflect current trend of reduction in sales and margins)
- Workshops help offset facility costs
- Base Rent is \$ 53K (\$3,976/mo)
- Additional IT costs could make workshops more attractive
- Open House serves as a fundraiser
- Variable funding effecting Budget
  - **Bookstore Revenues** – declining and have cost of goods (30% margin)
    - Traditionally kept Intergroup afloat
    - Acknowledge the decline in this revenue & change focus
  - **Donations** – (unearned income) can promote this – focus here
  - **Workshops** – earned income) can promote these – focus here
    - 4 workshops
    - Other events such as Open House
    - Making the conference room available to the fellowship
- Budget, will be sent to Trustees reflecting changes, as approved

*MOTION to approve 2019 Working Budget with suggested changes, Jim C, Unanimous Approval*

VII. Adjourn and Close with the Lord's Prayer @ 8:37 PM Lester B

Catherine D., Secretary