



Intergroup BOT Meeting Minutes

Presented NOV21, 2019 (from OCT17, 2019 BOT Meeting)

Attendees

Bill B, Catherine D, Chris D, Chuck S, Dale C, Gordon R, James H, Tom K, Kelli R (Intergroup), Dan K (SETA)

- | | | |
|------|---|-------------|
| I. | Call to Order @ 7:00 PM | James H |
| II. | Moment of Silence followed by Serenity Prayer | |
| III. | Minutes reviewed by BOT | Catherine D |

MOTION to approve Minutes by Bill B, seconded by Dale C—Report Approved.

IV. Reports

1. Treasurer's Report – OCT Treasurers Report (JAN-SEP Results) Chris D

• YTD Bookstore Income	\$ 251,799.61	(over plan	\$ 22,149.71)	109.65%
• YTD Member Donations	\$ 69,976.51	(under budget	-\$ 7,021.54)	90.88%
• YTD Total Income	\$ 333,480.63	(over plan	\$ 7,202.68)	102.21%
• YTD Cost of Goods Sold	\$ 159,646.53	(over plan	\$ 13,396.53)	109.16%
• YTD Total Expenses	\$ 183,345.63	(over plan	\$ 4,094.94)	102.28%
• YTD Net Income	\$ -9,511.53	(under budget	-\$ 10,288.79)	-1,223.73%

NOTE: Correction to OCT Minutes (Reporting of JAN-AUG 2019 Results from SEP BOT Meeting)

- | | | | | |
|------------------|--------------|---------------|----------------|----------|
| • YTD Net Income | \$ -7,703.00 | (under budget | -\$ 10,113.40) | -319.57% |
|------------------|--------------|---------------|----------------|----------|

General Comments

SEP

- **Book Sales** – Sept volume down this Mo compared to YTD 2019 trending
- **Cost of Goods** – 64%; in line with budget
- **Expenses** – All pretty much in line except unbudgeted expenses
- **\$ 1,800 Loss** – SEP, roughly equivalent to the above monthly budgeting shortfall

YTD

- **Book Sales** – Above projections compared to the previous years' trends (6.5 YTD over 2018)
- **Cost of Goods Sold** – In line with budget @ 63% (budgeted 63.5%)
- **Expenses** – Well controlled; in line other than the \$1,500 per month unbudgeted items:
 - **Depreciation** – Unbudgeted Expenses affected Admin Exp category
 - **Unbudgeted Payroll** – Unbudgeted Tax Related Expenses created negative impact
- **Conference Area** – Below projections mainly due to Depreciation & Open House
- **Membership Donations** – Down by \$7,000+ (- 9% from 2018)
 - YTD has been down significantly
 - SEP was flat
 - OCT increased a bit
- **Overall Loss** – \$ 10,000 YTD
- **Contributing Factors** – Depreciation, Payroll Taxes, Membership Contributions

Balance Sheet

- **Key Points**
 - **Total Cash** – \$ 87,000
 - **Receivables** – \$ 16,000
 - **Inventory** – \$ 49,000
- **Operational Observations**
 - Intergroup's cash is used largely to finance Inventory & Receivables
- **Accounts Receivable**
 - These funds currently come out of Intergroup's Prudent Reserve
 - Allowing A/R is another way to carry the message to groups
- **Prudent Reserve** – will discuss in detail at later point in meeting

MOTION to approve Treasurer's Report by Bill B, seconded by Gordon R—Report Approved.

2. Executive Secretary's Report

Kelli R

QuickBooks Conversion

- Continuing to scan all merchandise for bar coding
- Preparing for year-end Inventory Count
- Verifying that Quick Books matches Physical Inventory
- Identifying Items for End of Year Open House Clearance Sale

Spirit of Houston Conference - Nov 8-10

- Will Close the office at 3:00 on Nov 8
- New Pamphlet - Made a few suggested changes
 - Call-in orders
 - Added QR code linking to the bookstore on the website!
- Looking forward to meeting people and letting the fellowship know more about Intergroup
- Will take flyers for upcoming events

IG Seminar

- Kelli attended Sept 25-29
- Will report on best practices learned in DEC Delegates' Meeting
- Expenses attached (in line with budget)
- Reported great dissatisfaction among Intergroup offices
- Mainly due to reduced bookstore revenues creating financial hardships

Events

- History Workshop
 - 37 registered to-date
 - Financial Report Available in October Meeting
- 4th Step Workshop
 - Sat Nov 16
 - 4 Sign Ups so far
 - Planned Additional Email Blasts
- Holiday Open House
 - Dec 14, 2019
 - Speaker – Troy D, Area Delegate
 - Tax Free Day at the Bookstore

Office Expense/Cost Reduction

- Hearing Impaired Signers – SEP services paid in SEP due to late invoice
 - SEP Invoice \$ 720.00

- Postage SEP 2019
 - Income for shipping and handling \$ 656.63
 - Total Postage Expense for SEP \$ 671.05 (Bookstore \$533.70/Admin \$137.35)
 - Expenses exceeded Income by \$ 14.42
 - Will probably see a small overage in OCT due to flyer mailings

SETA 2020 Convention

- Fri, Jan 24, 2020, 5:00 PM – Sun, Jan 26, 2020, 12:00 PM
- Moody Gardens Hotel, Spa and Convention, Galveston, TX
- 3rd Floor Butterfly Suite Reserved Room, \$296.70 per night
- Parlor (Suite) with Pyramid View and Balcony
- This expense will be planned for the 2020 Budget

3. Events Committee Report

Dale C

- Fall Dates – let's remind the Delegates
 - **OCT 19** – History of AA in Houston w/Eddie R
 - **NOV 16** – 4th Step Workshop – Jeff S
 - **DEC 9** – Holiday Open House
 - **Future Events – Ideas** (open to other ideas as well)
 - **12 Steps, 12 Traditions & 12 Promises** - Erin? (2020 Board Member)
 - **Concepts Workshop**
 - **Anonymity Workshop** (esp. relative to Social Media)
- Fourth Step Workshop
 - 1-hour presentation + Q&A
 - Visual Aids
- Format
 - 11:30 – 2:00 @ Intergroup
 - \$10.00 -\$15.00 includes Lunch and Handouts included
- Attraction (Vs Promotion)
 - Delegate Notices, Mtg Flyers, The Link, Info in the Bookstore + w/Book deliveries

4. SETA Liaison

Dan K

SETA Assembly was weekend of Oct 5-6

- Discussed Moving Archives to Intergroup

Area Activities

- SW Regional Forum, Houston, was OCT 11-13, 2019
- SETA Convention coming up in JAN 2020

V. Old Business

1. SETA Archives Rental Update

Kelli R

Initiative Status

- Assembly status
 - Eddie, SETA Archives Committee Chair, in attendance at BOT Meeting
 - Unable to attend recent Assembly meeting
 - Secretary presented all relevant collected info regarding potential move
- Proposal presented to the Area and two questions came from the floor:
 1. Flooding – Intergroup outside the 500-year flood plain
 2. Buildout contractor – Area wants to obtain their own bid
 - Build Out costs (identified as \$1,850) would not impact Intergroup at all in that case

- Landlord has not yet approved Buildout
- Certificate of Insurance is key criteria required by Landlord
- Committee desires to move forward but Area makes final decision per vote @ Assembly
- Area will make final decision by vote in NOV
- Archives needs to be out of current location by DEC 31st
- Archives Committee's goal is to move by DEC 14 weekend
- Intergroup will create formal agreement
- Next Steps
 1. Landlord approval for file storage
 2. Build out bid needs to be presented ASAP so work may start shortly
 3. Letter of Intent (Lester has signed, Rick from Area needs to sign)

VI. New Business

Prudent Reserve

Chris D

- Suggestions Available for Prudent Reserve for Central Offices & Intergroups
- Recommendation is typically 1-12 months Operating Expenses
- AA Traditions offer guidance around Spiritual Principles and money
- By-laws specify keeping a separate account as a component of Equity
- Not specific about Cash or how to establish the Prudent Reserve
- Specifically states 6-12 months of prior year operating expenses
- And should be noted in Periodic in Financial Reporting
- How to Calculate the optimal Prudent Reserve? Min \$113,000?
- Currently Prudent Reserve
 - Board Designated PR = \$ 120,000
 - Component of Equity under Balance Sheet (not limited to Cash)
- Master Acct – \$ 64K
- + Operations Acct, Accounts Receivable, Inventory—all used to fund Intergroup
- Discussion needed around purpose of accumulating “Cash”
- Is it prudent to have 6 months of Operating Expenses accumulated in the form of Cash?
- Plan for more discussion in NOV

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

James H

Catherine D, Secretary