



Intergroup BOT Meeting Minutes

Presented DEC12, 2019 (from NOV21, 2019 BOT Meeting)

BOT Members: Catherine D, Chris D, Chuck S, Dale C, Gordon R, James H, Lester B

Kelli R (Intergroup), Dan K (SETA)

Incoming 2020 BOT Members, Erin K, Kathy D, Tom K, Will V

- 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 with corrections by Dale C, seconded by James H—Report Approved.

IV. Reports

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

• YTD Bookstore Income	\$ 274,273.13	(over plan	\$ 19,106.57)
• YTD Member Donations	\$ 86,431.57	(over plan	\$ 878.20)
• YTD Total Income	\$ 373,688.71	(over plan	\$ 12,852.11)
• YTD Cost of Goods Sold	\$ 173,785.25	(over plan	\$ 11,285.25)
• YTD Total Expenses	\$ 204,634.80	(over plan	\$ 5,904.84)
• YTD Net Income	\$ -4,731.34	(under budget	-\$ 4,337.98)

General Comments

OCT

- Book Sales – Down this month; under budget
- Member Contributions – ~ \$8K over budget; timely surprise;
- Cost of Goods – ~ 63%; in line with 2019 trend
- Expenses – All pretty much in line except unbudgeted expenses of depreciation and unbudgeted payroll taxes
- Overall good month

YTD

- OCT – overall helped the YTD numbers
- Membership Donations – flat over last year but back to the budgeted amount
- Thank you to District 33 for a special donation this month!
- Negative Impact – Budgeting for Depreciation & Payroll Taxes inadvertently overlooked

Balance Sheet

- Current Cash Position
 - Total Checking / Savings Vs Accounts Receivable
 - Pretty similar position compared to 6 mos ago; not much change (good!)
- Prudent Reserve – will discuss in detail at later point in meeting

MOTION to approve Treasurer's Report by Dale C, seconded by Catherine D—Report Approved.

2. Executive Secretary's Report

Kelli R

Bookstore

- DEC 14, 2019 – Annual Holiday Open House
 - Sales, clearance Items, stock reduction prior to inventory
 - Speaker – Troy D, Area Delegate
 - Potluck

Workshop Book Sales

- AA History Workshop Sales – OCT 19 - \$ 1,370.29 (Sat)
- Spirit of Houston Conference Sales – NOV 8-10 - \$ 1,307.93 (Fri nite & Sat)
- AA 4th Step Workshop – NOV 16 - \$ 483.10 (Sat)

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

Office Expense/Cost Reduction

- Hearing Impaired Signers – OCT services paid in OCT – \$ 640.00
- Postage SEP 2019
 - Income for shipping and handling \$ 583.81
 - Total Postage Expense for SEP \$ 565.57 (Bookstore \$451.95/Admin \$113.62)
 - Expenses exceeded Income by \$ 18.24

Staff Bonuses

- Budgeted \$500 per employee in 2019
- Bonus pay was 2 weeks earnings in past years (more generous than \$500)
- Payable 1st check in DEC (1st-15th)
- Three employees (doing the work of four employees)
- 2020 include 2 Weeks earnings as end of year bonus
- 2020 include 2 weeks paid vacation

MOTION to approve Bonus of 2 weeks earnings per employee by Chris D, seconded by Chuck S—Approved in Unanimity.

3. Events Committee Report

Dale C

- OCT 19 – History of AA in Houston w/Eddie R – (52 participants) \$ 554.87 profit
- NOV 16 – 4th Step Workshop – Jeff S – (38 participants) \$ 409.84 profits
- DEC 14 – Holiday Open House
- Future Events – Ideas (open to other ideas as well)
 - 12 Steps, 12 Traditions & 12 Promises
 - Concepts Workshop
 - Anonymity Workshop (esp. relative to Social Media)
 - Traditions?
 - Sponsorship?

- Schedule around the corresponding month:
 - 4th Step in APR?
 - 8th and 9th Step – AUG
- **Open House** – June
- **Advance Planning** – provide advance notice and plan around other events

4. SETA Liaison

Dan K

Area Activities

- SETA Convention coming up in JAN 2020
- District 33 (Bryan / College Station, Brazos Valley) requesting to add meetings to Houston Intergroup's meeting list;
 - Their District is part of Area 67
 - Their meeting list is already properly formatted
 - Houston Intergroup already maintains a 12th Step call list for District 33
 - Students from the Houston area would be able to look up meetings there and vice versa

V. Old Business

1. SETA Archives Rental Update

Kelli R

Initiative Update

- Construction begins Monday
- Will be completed by the contractor who provided the original bid to Intergroup
- Will add the prorated build out cost to their monthly rental fee
- Move begins Saturday Dec 14th (after Open House ends)
- Boxing Day is Dec 7th – Looking for volunteers
- SETA's area will have a separate key; Maintenance and cleaning will be handled separately
- Lots of volunteers are coming to Intergroup to help move equipment, etc.
- Will be donating some old equipment (typewriter, some chairs, etc.)
- Have established a new Record Retentions Room

VI. New Business

Prudent Reserve Considerations

Chris D

- AA Traditions offer guidance around Spiritual Principles and money
- Not specific about how to establish the Prudent Reserve
- GSO Publishes: "Intergroups should reserve 1-12 months of Operating Expenses"
- + Operations Acct, Accounts Receivable, Inventory—all used to fund Intergroup
- Issue around accumulation of "Cash"
- Current Cash, Receivables and Inventory = greater than PR Requirements
- How to calculate the optimal Prudent Reserve?
- By-laws specify keeping a "separate account as a component of Equity"
- Currently Prudent Reserve
 - Board Designated PR = \$ 120,000
 - Component of Equity under Balance Sheet (not limited to "Cash")
- Component of Equity subject to interpretation; not very specific
- Intergroup could be interpreted as meeting this requirement, presently
- Discussion around "separate" PR Account

- Previous Initiative(2017) to reduce Prudent Reserve to 6 months of Fixed Expenses
- This past initiative proposed revising the PR from \$ 120,000 to \$100,000
- And should be noted in Periodic in Financial Reporting
- Plan information on accounts and amounts for discussion with Delegates
 - Changes would require modification to Intergroup Bylaws
- Discussion around the following components:
 - Cash, Receivables and Inventory Value
 - Compliance with Bylaws
 - Accounts – Master Acct (PR) and Operations Acct

Outreach Program– Kelli to explore

- Identify “dark” groups
- Determine who to reach out to and how
- Establish an Outreach Committee to appeal for participation

Speaker CD Sales

- San Antonio Intergroup sells \$125K annually in Speaker CD Sales

1. Adjourn and Close with the Lord's Prayer @ 8:40 PM

Lester B

Catherine D, Secretary