



Intergroup BOT Meeting Minutes

Presented JAN 16, 2020 - from DEC 12, 2019 BOT Meeting

Attendees

BOT Members: Bill B, Catherine D, Chuck S, Dale C, Gordon R, Lester B
Dan K (SETA), Kelli R (Intergroup)

Incoming 2020 BOT Members: Clarence B, Erin K, Kathy D, Tom K

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

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

IV. Reports

- 1. **Treasurer's Report** - DEC Treasurers Report (NOV Results) Lester B

• YTD Bookstore Income	\$ 298,791.31	(under budget \$ 18,108.10)
• YTD Member Donations	\$ 91,683.53	(under budget \$ -2,425.16)
• YTD Total Income	\$ 404,492.14	(over plan \$ 7,546.90)
• YTD Cost of Goods Sold	\$ 190,149.85	(over plan \$ 11,399.85)
• YTD Total Expenses	\$ 223,036.77	(over plan \$ 1,865.04)
• YTD Net Income	\$ -8,694.48	(under budget \$ -5,717.99)

General Comments

- Highlight presented by Lester
- Bookstore Sales roughly \$ 1,000 under budget
- Membership donations ~ \$ 3,000 under budget but last month these were significantly over budget
- Cost of Goods Sold = 66.7% (slightly higher than 2019 annual trend and budget, which is 63.7%)
- Budget includes a one-time HVAC maintenance cost (budgeted but not paid)
- The actual expense will occur in January of 2020 so will impact 2019's budget favorably
- The P&L is in line with 2019 trend, reflecting unbudgeted depreciation & amortization
- Cash-on-hand remains at or around the level of \$86-\$90K (not including other assets)
- These is the equivalent of 4-5 months Operating Expenses Last month we discussed reducing the amount of Inventory on hand
- Efforts will be made in 2020 to better predict and accommodate demand
 - Per Kelli, SETA Archives build-out expense will show as an item on the balance sheet in 2020
- Over time, SETA's rent payment will eventually reduce the balance amount

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

2. Events Committee

Proposed 2020 Intergroup Events	
March 7	AA Service Opportunities including @ your Home Group
May 9	AA's 4 th and 5 th Steps "Write It and Tell It"
June 27	Intergroup Open House (Speaker, Silent Auction & Dessert Auction)
Sept 12	Anonymity in the Age of Social Media
Oct 24	AA's 12 Traditions
Dec 12	Intergroup Holiday Open House (Speaker & Potluck)

Topics

- Logistics
- Food – Dale's shrimp tacos!
- Publicity
- Attendance Goals - 50+
- Volunteer
- Materials (Packets)

3. Executive Secretary's Report

Kelli R

Open House

- DEC 14, 2019 – Annual Holiday Open House
- \$ 150 in budget for refreshments
- Sales, clearance Items, all ready
- Speaker – Troy D, Area Delegate
- Potluck, Volunteers helping to set up
- Flyers mailed to clubs

SETA Archive Update

- Buildout complete – barely noticeable
- Move-in date the weekend of the Open House
- SETA Archives Buildout - Final Bill - \$2,100

SETA 2020 Convention

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

Office Expense/Cost Reduction

- HVAC – Maintenance Agreement - \$2,000 Annual for 2020
- Hearing Impaired Signers – OCT services paid in OCT – \$ 720.00 (2x per week)
- Postage SEP 2019
 - Income for shipping and handling \$ 427.74
 - Total Postage Expense for SEP \$ 390.46 (Bookstore \$358.56/Admin \$31.90)
 - Expenses exceeded Income by \$ 37.28

4. **SETA Liaison Report**

Dan K

- JAN - SETA 2020 Convention – JAN 24-26
- Cindy presenting on Grapevine tonight (to Delegates)

V. Old Business

Lester B

Discussion around Prudent Reserve

- Currently 4.5 months of Operating Expenses available in cash-on-hand
- Bylaws Require \$120K Prudent Reserve
- (Held separately from day-to-day \$20K Operations Budget)
- Consideration of Current Treasurer's interpretation
- Discussion of GAAP Accounting Principles
- Review Prudent Principles for Non-Profit Organizations
- Possibly Ad-Hoc Committee to decide path forward
- Possibly detangling of Bookstore and Intergroup finances

VI. New Business

Board of Trustee Executive Committee Election Results

- Chair – James H
- Secretary – Clarence B
- Alternative Treasurer – Bill B
- Vice Chair – Chuck S.

2020 Budget

- Handouts for review
- Table Discussion until JAN 2020

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

Lester B

Catherine D, Secretary