



Intergroup BOT Meeting Minutes

Presented MAR 21, 2019 - from FEB 21, 2019 BOT Meeting

Attendees

Bill B., Catherine D, Chris D, Dale C, David E, David P, James H, 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 with changes (motion by Rochelle/ seconded by David E)
- IV. Reports

1. Treasurer's Report - FEB Treasurers Report (JAN Results) David E

• YTD Bookstore Income	\$ 28,548.71	(over plan	\$ 3,032.06)
• YTD Member Donations	\$ 11,104.81	(over plan	\$ 2,549.47)
• YTD Total Income	\$ 40,255.30	(over plan	\$ 5,696.65)
• YTD Cost of Goods Sold	\$ 12,528.20	(under budget	-\$ 3,721.80)*
• YTD Total Expenses	\$ 19,033.92	(over plan	\$ 292.63)
• YTD Net Income	\$ 8,693.18	(over plan	\$ 9,125.82)**

*Estimated – Verifying this information during transition to new POS System

**Any change to COGS could change the Net Income

General Comments

- January Bookstore sales
 - Figures are up considerably over plan
 - New QuickBooks implementation affected January reporting
 - Some glitches are inevitable during any new software transition
 - January figures will be adjusted once information is confirmed
 - Adjustment could be a significant
 - Some shipping and handling may have been coded as book sales
 - COGS appears to be around 43% Vs normal 60-65%
 - Scheduled Auditor to come in to assist in making corrections
 - Adjusted figures will be available by MAR BOT meeting
- Membership donations far exceeded budgeted number
- Donations can be cyclical but it's great to get a head start early in the year
- Intergroup is very grateful to the membership for their donations
- Everything else is close to budgeted amount

MOTION to approve Treasurer's Report by Catherine D, Seconded by Dale H., Report Approved.

2. Executive Secretary's Report

Kelli R

January Membership Contributions

Group Contributions	\$10,919.81		
Personal Contributions	<u>\$ 185.00</u>		
Total Contributions	\$11,104.81	(over plan	\$ 2,549.49)

Bookstore Sales

- JAN Literature Sales \$ 28,086.94 (over plan \$ 3,086.94)
- JAN Bookstore Income \$ 28,548.71 (over plan \$ 3,032.06)

Administrative Issues

- Staff Meetings began –Friday AMs
 - Staffing Issues
 - Inventory & stocking procedures

Office Expense/Cost Reduction

- Postage Fees Summary
 - \$ 531.06 Expenses
 - \$ 461.77 Income (subject to change due to potential errors)
 - \$ 69.29 Expense exceeded Shipping Income by this amount
 - Admin Postage was \$ 114.00
- Hearing Impaired Signers - \$ 640 expense in January (pd in JAN)
- Mail Chimp Fees - \$50 monthly cost for qty level 2,700 -5,000 emails/mo
- Facilities Related Issues
 - A/C repair needed \$ 380
 - Potential safety hazard
 - Triple Net Lease (A/C is the tenant's responsibility)

QuickBooks conversion

- Currently scanning and setting up barcodes
- Challenging – working out kinks

Website Issues

- Meeting Directory printing delayed due to POS system priority
- Posted Minutes and Financials to website and will continue to update monthly
- Can now post LINK Newsletter to website in PDF format
- Request to upload Delegate Meeting Minutes

Upcoming Events

- March 9 – How to Chair a Meeting Workshop @ Intergroup Office
 - Registrations are not at the level we hoped
 - Possible Topics: Traditions, History, Meditation Step 11, Sponsorship, The AA Group
- State Convention – June 7&8 (Houston)
- June 22 Annual Open House @ Intergroup

3. Ad Hoc – Legacy Committee Report

Catherine

Bylaws Update Initiative

- Reviewed Bylaws & revised where obvious changes were necessary
- Chuck S submitted additional research and comments for committee review

Next Steps

- Review research as a committee

- Transition Legacy Committee Chair Role to Chuck S
- Present findings to BOT for review

4. SETA Liaison Report

Evan K

- Area Assembly Jan 20
 - Main approved a motion to do an Audit of all expenses paid to Sheraton North Houston in 2018 (venue where all Assemblies have been held)
 - Area wants to ensure billing accuracy since Hotel implemented billing procedures
- Next Area Assembly is April 13 – 14
- Next SETA Convention – Location TBD
- Hospitality Suite at an Area Assembly – Intergroup would consider future invitation to host a Suite, but would require advance notice in order to budget for the expense

V. Old Business

Lester

Amortization and Capitalization Budget Items

- Bart (Auditor) is assisting Kelli with this project
- Plan to present more information in March

VI. New Business

Open House Committee

- Rochelle to spearhead and James H to help organize this event
- Sponsees to decorate tables
- Solicit support from delegates
- Need volunteers from delegates, sponsees and fellowship
- Rochelle has catering equipment

Contribution Letter

- Bill will present to Delegates
- Letter was included in LINK Newsletter
- Targets individuals who are in a position to withdraw from an IRA
- Potential Tax and Medicare Part B Benefits

VII. Adjourn and Close with the Lord's Prayer @ 8:50 PM

Lester

Catherine D., Secretary