



## Intergroup BOT Meeting Minutes

Presented APR 18, 2019 - from MAR 21, 2019 BOT Meeting

### Attendees

Bill B., Catherine D, Chris D, Chuck S, David E, James H, Lester 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 James H/  
seconded by Chuck S)
- IV. Reports

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

• YTD Bookstore Income	\$ 58,243.52	(over plan	\$ 7,210.21)
• YTD Member Donations	\$ 17,503.29	(over plan	\$ 392.60)
• YTD Total Income	\$ 77,398.96	(over plan	\$ 8,281.64)
• YTD Cost of Goods Sold	\$ 32,153.40	(under budget	-\$ 346.60)*
• YTD Total Expenses	\$ 36,614.86	(under budget	-\$1,085.26)
• YTD Net Income	\$ 8,630.70	(over plan	\$ 9,713.50)

### General Comments

- Jan-Feb: Book sales are exceeding budget and expenses are holding down
  - February book sales exceeding plan and over last year
  - Working on COGS (this was estimated in January) due to software glitches
  - Each month COGS will become more accurate. Target is ~ 60% COGS
- Membership donations are slightly above projections for the year
- Donations were over budget in Jan by roughly the amount they were under in Feb
- Contract Services are a bit under, but Payroll is over from personnel absentee issues
- Receivables are up—bringing cash balance down
- Discussion around Prudent Operating Reserve
  - Cash Balance is not technically the same as Target POR
  - Discussion around distinction of Operations Account Vs other accounts
  - Discussion around goal of 6 months POR (\$ 120K)
  - Intergroup has made a great deal of progress in a short amount of time towards accumulating the current amount in the POR account since an emphasis was made here in recent years
  - Agreement to focus on moving more assets into the formal POR account from the Master Account
- Focusing attention to correct Amortization and Capital Budgeting processes

*MOTION to approve Treasurer's Report by Bill B., Seconded by James H., Report Approved.*

## 2. Executive Secretary's Report

Kelli R

### February Membership Contributions

Group Contributions	\$ 6,103.48	
Personal Contributions	<u>\$ 295.00</u>	
Total Contributions	\$ 6,398.48	(under budget -\$ 2,156.87)

### Bookstore Sales

- JAN Literature Sales \$ 28,865.76 (over plan \$ 3,865.76)
- JAN Bookstore Income \$ 29,694.81 (over plan \$ 4,178.15)
- A Number of groups are paying Priority Mail rates to have their shipments delivered in a timely manner

### Administrative Issues

- March Staff Meetings - Friday AM (MAR 1)
  - Inventory & Stocking Best Practices
  - Bar Code Set Up Initiative for Inventory Items
  - Office Item Stocking Issues
  - Amortization and Capital Budget

### QuickBooks conversion

- Process is coming along
- Optimistic, Notable Improvement has been achieved;
- Have received input and located an on-line manual
- Working out the communication between POS and Accounting software
- Currently completing scanning and inventory item barcode set up

### Meeting Directory

- Currently Out of Stock
- Nearing final Stages
- Working to get draft to the printer shortly

### Workshop Review

- March 9 – "How to Chair a Meeting" Workshop @ Intergroup Office
  - 45 Registrations – above expectations (could seat 75+)
  - Net Profit - \$ 590.00 (kept expenses down through personal donations)
  - Income, Expenses & Profit will be reflected in March Financial Statements
  - Possible Next Workshop Topics: Traditions, History, Meditation Step 11, Sponsorship, The AA Group
- State Convention – June 7&8 (Houston)
- June 22 Annual Open House @ Intergroup

### 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 – invoice received late last month
- Hearing Impaired Signers – February expense of \$ 480.00 (pd in MAR)

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

Open House Committee

- James and Rochelle working on recruiting volunteers James, Kelli
- Kelli posting information on website
- Kelli reviewed a list of priorities

**4. SETA Liaison Report**

Evan K

- Next Area Assembly is April 13 – 14
  - Will discuss Agenda items for the 2019 General Service Conference
  - Delegates sent out Agenda Items last month
  - Will be updating some brochures
  - Will be some changes to the way the General Service Conference Works
  - Most importantly, the biggest change has been a request to begin work on the 5th Edition to the Big Book
  - Could see as early as 2023
  - Present a draft Budget for 2020
  - Motion to discontinue Gratitude Dinner
  - Motion from District 51 to Allow flyers and announcements from all Young People's Conferences at all area functions

V. Old Business

Lester

Amortization and Capitalization Budget Items

Kelli

- Bart (Auditor) is assisting Kelli with this project
- Goal is to address/adjust depreciation monthly
- Updating reporting to accurately reflect GAP accounting procedures and comply with IRS ruling
- New Line Item on Income P&L Statement under General Office Administration Showing Depreciation
  - Facilities & Equipment - Leasehold Improvements
  - General Office and Administration - Website

VI. New Business

VII. Adjourn and Close with the Lord's Prayer @ 9:00 PM

Lester

Catherine D., Secretary