



## Intergroup BOT Meeting Minutes

Presented MAY 16, 2019 - from APR 18, 2019 BOT Meeting

### Attendees

Bill B., Catherine D, Chris D, Chuck S, Dale C, David P, 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 by BOT Catherine D

*MOTION to approve Minutes by James H., Seconded by Bill B., Report Approved.*

### IV. Reports

#### 1. **Treasurer's Report** – JAN Treasurer's Report (restated) as of APR 2019 Chris D

• YTD Bookstore Income	\$ 28,648.71	(over plan	\$ 3,132.06)
• YTD Member Donations	\$ 11,104.81	(over plan	\$ 2,549.47)
• YTD Total Income	\$ 40,355.30	(over plan	\$ 5,796.65)
• YTD Cost of Goods Sold	\$ 17,881.17	(over plan	\$ 1,631.17)
• YTD Total Expenses	\$ 19,033.92	(over plan	\$ 292.63)
• YTD Net Income	\$ 3,440.21	(over plan	\$ 3,872.85)

#### **Treasurer's Report** - APR Treasurers Report (Jan-Mar Results) Chris D

• YTD Bookstore Income	\$ 89,504.32	(over plan	\$ 12,954.36)
• YTD Member Donations	\$ 23,382.29	(under budget -\$	2,283.73)
• YTD Total Income	\$ 54,273.50	(over plan	\$ 10,109.31)
• YTD Cost of Goods Sold	\$ 17,881.17	(over plan	\$ 5,523.50)
• YTD Total Expenses	\$ 58,094.10	(over plan	\$ 877.67)
• YTD Net Income	\$ 3,051.67	(over plan	\$ 3,692.14)

### General Comments

- Restated January Results due to identified costing errors in new POS system
- Adjustments corrected artificially inflated Net Income
- March Bookstore income is surging
- On-Line orders, especially, are on the rise
- Bottom line not as favorable
- Inventory is up to meet YTD book sales demand
- Current sales rate should allow that inventory to be converted into cash in timely fashion
- Cost of Goods Sold (COGS) are in line with Budget
- 2018 Margins were compressed due to Discounts put in place early 2018
- 2019 Margins are somewhat better than planned

### General Comments (continued)

- Membership Donations are under budget
  - YTD Member Donations \$ 11,104.81 (over plan \$ 2,549.47)
  - March Member Donations \$ 5,879.00 (under budget -\$ 2,676.33)
- Expenses are well controlled and in line with budget
- Final CPA bill received for review and action on Depreciable assets per GAAP practices
- Contract Services are a bit under, but Payroll is over from personnel absentee issues
- Receivables are up—bringing cash balance down—but all receivables are low risk
- Cash Balance needs to be a focus

*MOTION to approve Treasurer's Report by David P., Seconded by Dale C., Report Approved.*

## **2. Executive Secretary's Report**

Kelli R

### Meeting Directory - NEW!

- GORGEOUS! And In-Stock as of APR 2019 - Printed 3,000
- Used New Vendor - substantial savings in printing costs
- Newcomer Packets now available!
- Will give away several Meeting Directories during the Raffle at the Delegates' Meeting

### QuickBooks & DesktopPro conversion

- COGS reporting has been corrected
- Barcode set-up for scanning Inventory items is still in progress

### Office Expense/Cost Reduction

- Postage Fees Summary – Shipping Income exceeded Shipping Expenses by \$ 146.12
- Hearing Impaired Signers
  - FEB invoice received late last month so both Invoices paid in MAR
  - FEB + MAR expenses total = \$ 1,200.00 (pd in MAR)
- Computer Equipment
  - Office Computer Maintenance work is being performed by Jim C
  - Back-up drives installed for Kelli and Libby's computers for security purposes
- Switched payroll processing systems as another cost savings initiative
- Have tied Workman's Comp to the new payroll system so now automatic!
- CPA Services
  - Completed Depreciation and Amortization Schedule in QuickBooks
  - \$2,675.00 = total bill for CPA Services
  - This will be recorded in APR financials as Contract Services / Bookkeeping
  - Now will be reflected in Income Statements (P&L and Balance Sheet)

## **3. Ad Hoc – Legacy Committee Report**

Chuck S

### Bylaws Update Initiative

- Reviewed Bylaws & revised where obvious changes were necessary
- Review of recent activities and discussion regarding bylaws

## **4. Open House Committee**

Kelli, James

- Reviewed invitation and communications with the fellowship
- Reviewed # registrations received to-date
- Reviewed priorities, arrangements, logistics and committees

## **5. SETA Liaison Report**

Evan K

- Summary from Area Assembly APR 13 – 14
  - Elected Chair for 2020 Convention

- o Area Budget Committee Reports
  - o Discussion of Agenda items for the 2019 General Service Conference, MAY 19 – 25, New York City, NY
  - o Troy B, Delegate seeking feedback prior to May 15 via Input Form on SETA website: [http://aa-seta.org/officers/delegate/2019/Response\\_Form\\_ENG\\_Agenda\\_2019.pdf](http://aa-seta.org/officers/delegate/2019/Response_Form_ENG_Agenda_2019.pdf)
- General Service Conference will discuss Updates for items including:
- o 5<sup>th</sup> Edition of the Big Book, Alcoholics Anonymous
  - o Possible 2<sup>nd</sup> Edition of Twelve Steps and Twelve Traditions
  - o New Public Service Announcement
- o And more...
    - o Updating some brochures, adding and/or discontinuing others

V. Old Business Lester

Amortization and Capitalization Budget Items Kelli

- Auditor is assisting Kelli with this project
- Goal is to address/adjust depreciation monthly
- Updating reporting to reflect GAAP accounting procedures & comply with IRS ruling
- New Line Item on Income P&L Statement under General Office Administration
  - o Facilities & Equipment - Leasehold Improvements
  - o General Office and Administration – Website, e.g.

VI. New Business

CFC Houston Kelli

- Carrying the AA Message to Alcoholics who still suffer behind the walls (TX prisons)
- White Can is CFC Houston (Blue Can is SETA CFC)
- Previously associated with Intergroup
- Current arrangements were intended as transitional period
- CFC Houston is technically, officially an outside enterprise
- Discussed a plan of action WRT CFC Houston that will adhere to the Traditions
- Plan to address this issue in revised Bylaws
- Request that CFC HOUSTON relocate from Intergroup facility
- Notify via email and attend next monthly meeting (Kelli + Board Member)
- Allow 90-day grace period for this relocation

*MOTION by Chuck C., to approve this proposed path forward, Seconded by Lester B., Motion Approved.*

Host Hospitality Suite 2020 Convention Kelli

- This event would represent a Budget Item (Expense Vs a fund-raising opportunity)
- Kelli will bring draft budget to next BOT meeting

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

Catherine D., Secretary