



Intergroup BOT Meeting Minutes

Presented JUN 20, 2019 (from MAY 16, 2019 BOT Meeting)

Attendees

Lester, David E, Chuck S, James H, Rochelle B, Kelli (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 David E, seconded by Chuck S, Report Approved.

IV. Reports

1. **Treasurer's Report** – MAY Treasurers Report (JAN-APR Results) David E

• YTD Bookstore Income	\$ 115,776.55	(over plan	\$ 13,709.93)	113.43%
• YTD Member Donations	\$ 29,367.05	(under budget -\$	4,854.32)	85.82%
• YTD Total Income	\$ 148,422.24	(over plan	\$ 8,537.60)	106.10%
• YTD Cost of Goods Sold	\$ 70,192.35	(over plan	\$ 5,192.35)	107.99%
• YTD Total Expenses	\$ 81,451.32	(over plan	\$ 5,643.59)	107.45%
• YTD Net Income	\$ -3,221.43	(under budget \$	-2,298.34)	348.98%

General Comments

- P&L shows net loss of \$6K; due to payroll overage, CPA's Fee and low membership donations.
- Will need to be addressed
- Payroll has gone over budget every month (JAN-APR)
- Hours will need to be limited in order to get back in line
- Especially since membership donations are below budget
 - Issue has to do with overtime due to vacation coverages, sick time
 - Postage was unusually high due to having to add postage to the meter
 - CPA Bart fees were also an anomaly – one-time expense
 - Facilities & Equipment budget is over
 - Includes depreciation & Amortization
 - D&A was not a budgeted item
 - \$1,031 YTD Depreciation
 - F&E Expenses would be under budget if not for this D&A amount
 - Bookstore Expenses are over budget
 - Office Expenses – over but can watch these more closely
- Intergroup will need to come up with ways to address salary overages
- Our largest expense (payroll) is over expectations
- Over the course of a year, however, over time and payroll could add up
- Improved Membership Donations would improve the situation
- Could remind the Delegates of all the activities Intergroup performs

MOTION to approve Treasurer's Report by Rochelle, seconded by David, Report Approved.

2. Executive Secretary's Report

Kelli R

Staff Meeting – March 3

- POS System
- Bookstore Transactions – tracking cash purchases
- Tracking individuals for each sale
- Cash tendered Option
- Exact change, identify overage and underage in the register
- Track change given
- Use customer as “job” no matter how they pay (cash or credit)
- Inventory Office Supplies once per week; better communication, planning
- Addressed excessive tardiness, absenteeism
- Discussed Performance Incentive Plans

QuickBooks Conversion

- COGS financial exchange – seems more accurate but a comparison is being completed for each sale in April to make sure a cost of goods sale is transferring for each transaction is being accurately calculated
- \$ 15,918.85 = APR COGS figure (close to APR budget)

Office Expense/Cost Reduction

- Hearing Impaired Signers - APR services total = \$ 720.00 (paid in APR)
- Postage APR 2019 – Income for shipping and handling \$765.02
- Total Postage Expense for APR = \$736.38
- Shipping Income exceeded Shipping Expenses by \$ 28.64
- Purchased a laminating machine (for \$38.00)
- Offering a laminating service to the fellowship (\$ 1.00 per sheet)
- Office Depot sells a sheet for \$ 2.00
- NW Unity increased their rent to \$600/year
- NW Unity also made a one-time donation of \$ 800

3. Ad Hoc – Legacy Committee Report

Chuck S

Bylaws Update Initiative - Suggested changes to Bylaws

- Article Three – Meetings
 - Change meeting notices from USPS to email
- Article Five – Recommend Nominating Committee for Trustees
 - 5.02 – Voting on Trustees by roll call or secret ballot - discussion
 - 7.6 – Audits every three years Vs two years (already voted in by BOT)
- Article Eight – Committees
 - Correct this to reflect current practices
 - Other Suggestion – Speaker Committee?

4. Summer Open House

Rochelle

- Promoting Silent Auction Materials to groups
- Volunteers are coordinating Dessert Auction

Financial Report

Kelli

- Cancelled Tent (did lose ½ of down payment - \$129)
- \$ 167.50 – in food ticket revenues – most people donated their early Registration Fees
- 5/13 – Sent new flyer in the Link

- 5/14 – Sent new flyer to Delegates
- \$ 105 – Saturday Solutions Women Group donated for the Open House
- Searching for a Speaker or Circuit Speaker – Danny B. of Cypresswood confirmed.

5. SETA Liaison Report

Evan K

V. Old Business

Kelli

Host Hospitality Suite, SETA Convention, JAN 2020 Convention

- Budget \$ 3,200 (food, room & suite, and staff)
- Including \$600 for part time staff assistance
- Room & suite - \$ 1,000
- \$2,500 for food
- Tried to budget high instead of low
- Menu
 - FRI – Dinner, finger foods and snack, FRI
 - SAT – Breakfast, Lunch snacks, chili-cheese dogs for dinner
 - SUN – Breakfast Sunday
- Recruit groups to sponsor meals
- SETA will not provide the room
- We will provide info to Delegates and ask for their decision
- Discuss at Delegates' meeting in June

VI. New Business

Legacy Committee Path Forward

- Recommended to Legacy Committee to begin exploring real estate options
- Prompted by 2019 new Landlord restrictions on property use
- Intergroup's property goals are to satisfy the needs of the Fellowship
- What are Intergroup's property needs in light of the current financial trends?
- Lease expires end of Sept 2021, Cost to stay is also unknown
- Options include staying / leaving / alternate locations
- Contingency Planning,
- Compare and Re-evaluation of current and possible future options
- Compare other Intergroup arrangements

Disaster Response Update

Peter C

- Dozen Emergency Response Boxes of Literature for Flooding Shelters
 - Kingwood
 - Meyerland
- Served as a Trial Run

Electricity Contract

- Comparison with current provider (per kilowatt hour)
- Compared with two other vendors
- Presented for a vendor which Peter represents
- Present info to Kelli for 2- and 4-year contracts and early termination fees

VII. Adjourn and Close with the Lord's Prayer @ 8:35 PM

Lester