



Intergroup BOT Meeting Minutes

Presented JUL 18, 2019 (from JUN 20, 2019 BOT Meeting)

Attendees

Bill B, Catherine D, Chris D, Chuck S, Dale, David E, Gordon, James H, Jim C, Lester, 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 Rochelle, seconded by Dale, Report Approved.

IV. Reports

1. Treasurer's Report – JUN Treasurers Report (JAN-MAY Results) Chris D.

• YTD Bookstore Income	\$ 139,619.07	(over plan	\$ 12,035.80)	109.43%
• YTD Member Donations	\$ 39,283.35	(under budget -\$	3,493.36)	91.83%
• YTD Total Income	\$ 182,961.46	(over plan	\$ 6,968.16)	103.96%
• YTD Cost of Goods Sold	\$ 85,874.42	(over plan	\$ 4,624.42)	105.69%
• YTD Total Expenses	\$ 99,709.35	(over plan	\$ 3,884.81)	104.05%
• YTD Net Income	\$ -2,622.31	(under budget \$	-1,541.07)	242.53%

General Comments

- Bookstore under budget in MAY, for the first time in 2019
- Conference Area dramatically under performing
- May #'s are overall fairly in line with budget
- CoGS holding around 65%; in line with budget
- P&L still underperforming at bottom line from Jan-May
- Membership Donations up this month but trending off for the year
- Open House format change will significantly impact fundraising results

MOTION to approve Treasurer's Report by Jim E, seconded by Catherine, Report Approved.

Rotation of Service

- David E (current Treasurer) stepping down due to a personal out-of-state move
- David has been a greatly appreciated, faithful servant and will be greatly missed!
- The Trustees all wish him happiness, prosperity and sobriety in his move!

MOTION to elect Chris D to serve as BOT Treasurer by Rochelle, seconded by Catherine, Treasurer elected by Unanimous Consent.

2. Executive Secretary's Report

Kelli R

Staff Meeting – JUN 7, 2019

- Bookstore processes
- Time Clock – implemented time clock in the POS system to record work hours

QuickBooks Conversion

- COGS financial exchange – finalizing the comparison being cost of goods being transferring for each sales transaction in the POS system and the Pro Desktop. Hoping to provide a completed report in July.
- Focus will be on scanner after the Open House

Office Expense/Cost Reduction

- Hearing Impaired Signers – MAY services paid in JUN due to late invoice
- Postage JUN 2019
 - Income for shipping and handling \$ 654.42
 - Total Postage Expense for APR \$ 478.67
 - Income exceeded Expenses by \$ 175.75
- A/C Freon leak was replaced for \$ 420.00
- 2018 Reconciliation of Op Exps (credit) -\$ 47.29
- Intergroup Seminar – SEP 2019 (AZ) Total Budget \$ 1,500.00

3. Ad Hoc – Legacy Committee Report

Chuck S

Bylaws Update Initiative

- Suggested changes to Bylaws
- Will present Notice of Proposed Amendment to Bylaws
- Ask for consideration for vote of Approval in the next Delegates Meeting
- (Next Delegates Meeting is AUG 15, 2019)

4. Summer Open House

Kelli

Financial Review

- Income-to-date \$372.50
- Expenses-to-date \$536.37

Coordination Details

- Silent Auction – Review Plans and Commitments
- Bake Sale – Review Plans and Commitments

Rochelle B

5. SETA Liaison Report

No Representative / Report

V. Old Business

Kelli

CFC Houston – This discussion tabled until July BOT Meeting

VI. New Business

Budget Comparison

- \$ 23K unanticipated expenses / Possible shortfall might be closer to \$16K

- Triggered in part by restructuring Summer Open House
- Due to new awareness of or new Landlord policy relating to Common Area Use
- Board's responsibility is to help Intergroup remain fiscally responsible
- Main responsibility to preserve Cash Accounts
- Possible solutions:
 - Increase in Group Donations
 - Close Gap in Funds Raised (Open House carried \$7k budget)-Workshops?
 - Workshops – History (SETA), Traditions, Concepts
 - Form a Workshop Committee
 - Dale C to Chair this committee (Catherine & Rochelle to assist)

SETA Archive – Rental Space

- Require 500 SF / (currently have 650 SF & available conference room)
- This rental space budget represents 25% of SETA's total Budget
- Could benefit SETA and Intergroup
- Would require build-out of Intergroup space
- Require transparency regarding potential future Intergroup move
- Intergroup lease expires DEC 2019
- Lester & Kelli to explore build-out costs

VII. Adjourn and Close with the Lord's Prayer @ 7:50 PM

Lester

Catherine D., Secretary