



Intergroup BOT Meeting Minutes

Presented AUG 15, 2019 (from JUL 18, 2019 BOT Meeting)

Attendees

Bill B, Catherine D, Chris D, Chuck S, Dale, Gordon, James H, Rochelle B, Kelli (Intergroup), Dan (SETA Liaison)

- I. Call to Order @ 7:00 PM James H
- II. Moment of Silence followed by Serenity Prayer
- III. Minutes reviewed by BOT Catherine D

MOTION to approve Minutes by Dale, seconded by Bill, Report Approved.

IV. Reports

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

• YTD Bookstore Income	\$ 169,261.87	(over plan	\$ 16,161.95)	110.56%
• YTD Member Donations	\$ 47,501.48	(under budget -\$	3,830.60)	92.54%
• YTD Total Income	\$ 225,741.79	(over plan	\$ 4,789.80)	102.17%
• YTD Cost of Goods Sold	\$ 105,887.38	(over plan	\$ 8,387.38)	108.60%
• YTD Total Expenses	\$ 121,503.85	(over plan	\$ 3,603.52)	103.06%
• YTD Net Income	\$ -1,649.44	(under budget \$	-7,201.10)	-29.71%

General Comments

- Review of June P&L reveals income shortfall
- Open House impacted Income & Expense budget for "Conference area"
- Open House budget shortfall comes to roughly \$3,000- was budgeted @ ~ \$7,000
- Budget factored in meal ticket sales which were not sold this year
- Bookstore income was up in June—Open House made a positive contribution
- Cost of Sales was 68% vs typical run rate of 65% - will continue to monitor this factor
- Expenses increased due to double payments of monthly hearing-impaired fees
- Payroll overages reflect the fact that payroll taxes were not included in the budget
- Y-T-D: Slight loss of -\$ 1,600 instead of being ahead by ~\$ 5,500
- Surprisingly strong considering the Open House loss
- If Membership donations were at budget, this would help
- Gross profit down slightly
- Other factors are about as expected (other than unbudgeted Payroll Taxes)
- Open House netted roughly \$ 4,000 contributions
- Challenge over the next few months to convert the bottom line from negative to positive
- Much gratitude to NW Unity Group, for contributing significantly in the form of rent

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

2. Executive Secretary's Report

Kelli R

Staff Meeting – JUL 20, 2019

- Bookstore Processes:
 - Verify Orders before mailing
 - Verify sales receipt print before close of business
 - Double check inventory count

QuickBooks Conversion

- COGS financial exchange – Nearing completion of the comparison being COGS transferring for each sales transaction in the POS system and the Pro Desktop
- Hoping to provide a complete APR & JUN COGS report at AUG BOT meeting
- Planning to implement the scanner feature late JUL; main feature of the POS

Summer Open House

- Total Income \$4,845.50
- Total Expense \$ 559.13
- Net Income \$4,286.37
- Total Bookstore Sales \$2,624.23 (incl in JUN Bookstore sales)

Open House Three Year Comparison – (Net Income)

- 2015 \$ 161.90
- 2016 \$4,667.89
- 2017 \$3,885.08
- 2019 \$4,286.37

-Great attendance, very successful auctions and great speaker!

-Open House generated lots of positive feedback!

-Will offer general thanks to the fellowship in the AUG Issue of the LINK Newsletter

Spirit of Houston Conference

- Opportunity to host Bookstore/Info Table @ Conference
- Conference Date – Nov 8-10
- Conference will provide 1 hotel room for 2-night stay for Intergroup staff
- Last year's numbers (below) to help evaluate this opportunity
- Chuck will be doing the sobriety count down :->)
- Omni Hotel @ Eldridge & I-10
 - Bring info describing Intergroup (provided to Delegates at last meeting)
 - Info RE: Meeting Guide App
 - Nightwatch Program
 - Hearing Impaired Services

2018

- Book sales \$1,783.44
- General Office Expenses -\$ 31.85
- Payroll Expenses -\$ 277.00
- Net Income \$1,474.59

Office Expense/Cost Reduction

- Hearing Impaired Signers – MAY services paid in JUN due to late invoice
- MAY + JUN combined Invoice \$1,280.00
- Postage JUN 2019
 - Income for shipping and handling \$ 712.29
 - Total Postage Expense for JUN \$ 581.13
 - Income exceeded Expenses by \$ 131.16

3. SETA Liaison Report

Dan

- Welcome new SETA Liaison, Dan!
- Recently elected as SETA Liaison
- Previously District 40's Delegate
- Extensive service background
- Attended recent Assembly
- Attended Delegate's Report from NY (Troy's report)
- Takeaways:
 - Challenge August 6: \$8.06 On-line
 - Cost of Services is \$ 11Mil+ (trying to recoup)
 - CPC Committee sponsoring a Program off the ground with hospitals
 - Hospital Workshop Program in Alvin 12-2:00 PM Saturday July 20th
 - SETA Archives – Chris – Dan hoping to become involved and more informed

V. Old Business

Kelli

SETA Convention Update

- Spoke with Convention Chair (Danny)
- Hospitality Rooms will be provided by Districts 40 & 81
- Spanish Intergroup will also provide a Hospitality Suite
- Houston Intergroup's mission might not include SETA Hospitality suite
- Mention to Delegates in AUG that BOT researched & recommends against

SETA Archives Update

- Walk-thru identified Rough area measuring 350 SF
- Walk-thru generated preliminary buildout ideas and questionnaire for SETA
- Questionnaire has been provided to SETA Archives Committee
- Proposed next step is meeting between Intergroup and SETA Committee
- Potential issues include sprinkler, possible insurance rider

VI. Adjourn and Close with the Lord's Prayer @ 8:00 PM

James

Catherine D., Secretary