



## Intergroup BOT Meeting Minutes

Presented SEP 24, 2019 (from AUG 15, 2019 BOT Meeting)

### Attendees

Chris D, Chuck S, Gordon R, Lester B, Chairperson, Rochelle B, 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                       | Lester B |

*MOTION to approve Minutes by Chris, seconded by Chuck—Report Approved.*

- IV. Old Business

### CFC Houston Presentation

- CFC + AA members present Roy E, Roland, Karen, Chuck M, Richard D, Dick P, Christine, Mark
- CFC Houston “CFC” Background Plus Issue Summary
  - Carries the AA message to prison inmates & comprised of AA members
  - Committee used to be part of Intergroup & is older than Intergroup, itself
  - Created 3+ yrs. ago when Intergroup Assoc. Inc. dissolved the “Intergroup CFC of Houston”
  - Tenant of Houston Intergroup ever since—however Intergroup intended this arrangement to be temporary during a transition period for CFC
  - CFC considers their organization to be a registered AA group and/or an AA committee
  - Although currently an Intergroup tenant, CFC has been asked by the BOT to relocate due to a conflict with Tradition 6\* (involving outside entities), since CFC is neither part of Intergroup nor the Area 67 Service Structure
- Representatives from CFC and SETA attended the BOT meeting to explain CFC’s mission and to describe their efforts to carry the message along with support and concerns.
- CFC req. BOT to reconsider the relocation request or at least extend the deadline to Oct 1, 2019
- Intergroup suggested the benefits of CFC merging with SETA CFC
- SETA members echoed this sentiment
- Some members cited confusion & controversy caused by having 2 separate CFC groups
- Discussion on both sides of this issue culminated with the BOT chairperson restating that Intergroup does not have authority over CFC of Houston, but Intergroup cannot support an Outside Entity, further reiterating the seemingly beneficial option of CFC merging with SETA CFC.

\*“**Tradition 6:** Our groups ought never endorse, finance or lend our name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.”

## V. Reports

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

• YTD Bookstore Income	\$ 198,480.83	(over plan	\$ 19,864.25)	111%
• YTD Member Donations	\$ 56,159.23	(under budget -	\$ 3,728.18)	94%
• YTD Total Income	\$ 264,679.17	(over plan	\$ 9,168.52)	104%
• YTD Cost of Goods Sold	\$ 124,388.79	(over plan	\$ 10,638.79)	109%
• YTD Total Expenses	\$ 144,923.78	(over plan	\$ 5,081.67)	104%
• YTD Net Income	\$ -4,633.40	(under budget	\$ -6,551.94)	-2.42%

#### General Comments

- **Income** – Continued shortfall revealed by a review of the **JUL P&L**
- **Bookstore** – Income continues upward trend thru JUL; ahead of plan for the year
- **Membership** donations are picking up and at budget for July (however not YTD)
- **Balance Sheet** – Reports showing Cash Account Balances over the last couple of years
  - Reveal Cash value has gone down while the Inventory Assets have gone up.\
  - Intergroup is experiencing too high of Inventory levels which is tying up high levels of Cash-on-Hand – Out of balance by ~ \$10,000.00
- **Conference Area** – Revenues down due to Open House venue change
  - Revenue was under budget for this event—however, Expenses were *also* under budget.
- **Payroll** is over budget due to Payroll taxes

*MOTION to approve Treasurer's Report by Chuck, seconded by Rochelle—Report Approved.*

### 2. Executive Secretary's Report Kelli R

#### Staff Meeting – AUG 8, 2019

- Personnel process – Time clock in and out, daily
- Bookstore process – Implemented scanner usage – non-optional

#### QuickBooks Conversion

- COGS
  - Currently compiling June report comparing COGS for each sales transaction in the POS system Vs the Pro Desktop
- Bar Codes
  - Each item now has a bar code in the system (even if no physical label)
  - Currently creating tags for items with no scannable label

#### Spirit of Houston Conference - Nov 8-10

- Opportunity to host Bookstore/Info Table @ Conference
- Chuck will be doing the sobriety count down :-)
- Omni Hotel @ Eldridge & I-10
- Have arranged table for Intergroup Info
  - Info RE: Meeting Guide App
  - Nightwatch Program
  - Hearing Impaired Services

#### Office Expense/Cost Reduction

- Hearing Impaired Signers – JUL services paid in JUL due to late invoice
  - JUL Invoice \$ 720.00
- Postage JUL 2019
  - Income for shipping and handling \$ 833.65

- Total Postage Expense for JUN                    \$ 695.16
- Income exceeded Expenses by                    \$ 138.49

**3. Events Committee Report**

Kelli R

- Potential Topics
  - Big Book Study
  - Home Group
  - Sponsorship
  - 4<sup>th</sup> Step
  - Chairing a Meeting
  - 11<sup>th</sup> Step Day of Reflection
  - History of AA in Houston
- Fall Dates
  - Oct19, 2019 – History of AA in Houston w/Eddie R
  - Nov 16, 2019 – Traditions Workshop w/ Sue C
- Format
  - 11:30 – 2:00 @ Intergroup
  - \$10.00 -\$15.00
  - Lunch and Handouts included
- Attraction
  - Delegate Notices
  - Flyers for meetings
  - The Link
  - Info in the Bookstore and with Bookstore deliveries

**4. SETA Liaison Report**

Dan K

Will go through Flyers at Delegates meeting.

**5. SETA Archives Opportunity Report**

Kelli R

- Meet with Archives Committee and Kelli prior to BOT Meeting.
- Walk through proposed space for Archives rental.
- SETA Archives members present at walkthrough will discuss with rest of committee
- Expect subsequent follow up by SETA Archives Committee with Intergroup

VI. Adjourn and Close with the Lord's Prayer @ 7:55 PM

Lester B

Catherine D, Secretary