



Intergroup BOT Meeting Minutes

Presented OCT17, 2019 (from SEP19, 2019 BOT Meeting)

Attendees

Bill B, Catherine D, Chuck S, Dale C, Dan K, David P, Gordon R, Jim C, Lester B, Chairperson, 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 Dale, seconded by David P—Report Approved.

IV. Reports

1. Treasurer’s Report – SEP Treasurers Report (JAN-AUG Results) Kelli R

• YTD Bookstore Income	\$ 231,081.61	(over plan	\$ 26,948.37)	113.2%
• YTD Member Donations	\$ 61,199.03	(under budget	-\$ 7,243.70)	89.42%
• YTD Total Income	\$ 303,065.46	(over plan	\$ 11,346.16)	103.89%
• YTD Cost of Goods Sold	\$ 146,238.99	(over plan	\$ 16,238.99)	112.49%
• YTD Total Expenses	\$ 164,529.47	(over plan	\$ 5,220.57)	103.28%
• YTD Net Income	\$ -4,633.40	(under budget	\$ -2,714.86)	-2.42%

General Comments

- **Cost of Goods Sold** – needs examination with QuickBooks to ensure accurate reporting
- **Income** – Negative including some employee taxes higher than expected due oversight
- **Budget** – This year has provided a better understanding for next year’s budget planning
- **Balance Sheet** – A/R seems high but working closely with Groups to resolve this by next mo
- **Total Income** – is off by about the amount that Group Donations are below budget

MOTION to approve Treasurer’s Report by Jim, seconded by Dale—Report Approved.

2. Executive Secretary’s Report Kelli R

Staff Meeting – N/A this month

QuickBooks Conversion

- Progress with making tags for items with no bar codes
- Physical Inventory by Vendor – to verify Quick Books inventory

Spirit of Houston Conference - Nov 8-10 - Table @ Conference

- *New Pamphlet - Review by next meeting*
 - Can write notes on it!
 - Add notes about being able to order online from the bookstore!
 - Add link to the bookstore!
- Will distribute the following at Spirit of Houston

- *Meeting Guide App Info*
- *Nightwatch Program Info*
- *Hearing Impaired Services*
- Chuck - will be perform the Spirit of Houston sobriety count down :->)

By-Laws

- Updated as per vote in last month's Delegates Meeting
- Copies included in packet

Delegates List

- Updated Delegates list for mailings
- Will use SETA roll call procedure in OCT Delegates' meeting

IG Seminar

- Kelli will attend Sept 25-29
- Will report on best practices learned later this year

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

SETA 2020 Convention

- Fri, Jan 24, 2020, 5:00 PM – Sun, Jan 26, 2020, 12:00 PM CST
- Moody Gardens Hotel, Spa and Convention, Galveston, TX
- 3rd Floor Butterfly Suite Reserved Room, \$296.70 per night
- Parlor (Suite) with Pyramid View and Balcony

HVAC

- Broken Fan Motor on Back A/C Unit
- Currently in Unusable Condition
- Repair Bid Attached - \$ 550.00

The "Link" Newsletter

- Mail Chimp is Newsletter tool
- Mail Chimp Expense will increase to \$ 59.99 in October (~5,000 recipients)
- Exploring alternate newsletter platforms (e.g. Constant Contact)
- Catherine considering working on Newsletter next year
- Q3 Newsletter will go out after group donation figures become available

3. Events Committee Report

Dale C

- Fall Dates
 - **OCT 19** – History of AA in Houston w/Eddie R
 - **NOV 16** – 4th Step Workshop
 - **DEC 9** – Holiday Open House
 - **Future – Connect 12 Steps with Traditions and 12 Promises - Erin**
- Fourth Step Workshop
 - 1-hour presentation + Q&A
 - Visual Aids
- Format
 - 11:30 – 2:00 @ Intergroup
 - \$10.00 -\$15.00 includes Lunch and Handouts included

- Attraction (Vs Promotion)
 - Delegate Notices, Mtg Flyers, The Link, Info in the Bookstore + w/Book deliveries

4. SETA Liaison

Dan K

SETA Assembly Oct 5-6 Dan's 1st Report

- Will present Intergroup's OCT and NOV Workshop Info @ upcoming Assembly

Upcoming Area Activities

- SW Regional Forum, Houston, OCT 11-13, 2019 Sheraton, IAH
- 3rd Annual Nat'l Corrections Conf, NOV 1-3 Houston Doubletree JFK
- SWARSSA, Amarillo, OCT 9-11, 2020

V. Old Business

1. SETA Archives Rental Update

Kelli R

Initiative Status

- Met with Archives Committee prior to BOT Meeting
- Build Out costs have been identified as \$1,850
- Eddie, SETA Archives Committee Chair, in attendance at BOT Meeting
- Committee desires to move forward but Area makes final decision per vote @ Assembly
- Area will make final decision by vote in NOV
- Move must take place by end of DEC (weekend of 14th)

SETA Requesting Formal Proposal

- Intergroup will require document named as Co-Insured on SETA's INS Policy
- Intergroup will send formal Proposal including build out costs (\$1,850)
- Build Out costs could be paid up front or over time thru SEP 1921
- Represents considerable savings over current monthly exp (\$721/mo)
- Formal Proposal will include Lease Agreement with Accurate Fees
 - **Option One:** \$ 450 per mo
 - **Option Two:** \$ 542.50 per mo (Include Build Out fee over life of lease)
- Dale will send proposal to BOT for review prior to SETA
- Kelli will notify landlord of interior tenant modifications (for buildout)

2. CFC Update

Lester B

Initiative Status

- CFC attended the previous BOT Meeting
- Intergroup attempted to reimburse rent related funds from AUG 2016 until current
- CFC refused the gesture but vacated the office immediately
- Those funds were originally included as part of the budget
- Intergroup agreed to keep the funds

VI. New Business

Donations

- Raising Groups' Awareness of Intergroup's Value
- Outreach

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

Lester B