



## Intergroup BOT Meeting Minutes Presented February 18, 2020 - from January 16, 2020 BOT Meeting

### Attendees

**Board of Trustees** - James H, Charles S, Chris D, Bill B, Clarence B, Kathy D, Tom K, Willie V, Lester B, Gordon R, Erin K, Dale C

**Intergroup Association Inc.** - Kelli R

**SETA** - Dan K

### I. Call to Order @ 7:00 PM

### II. Minutes

*MOTION to approve Minutes. Approved. All in favor, none opposed*

### III. Treasurer's Report – Chris D

- December bookstore income has declined over several year.
- Member contributions way down.
- Cost of sales 65% for the year.
- Unbudgeted expenses.
  - Amortization & Depreciation - \$7K
  - Employer portion of payroll tax - \$8K
  - Bonus for employees
- These items included in new budget.
- Cash down @ \$93K from \$104K
- Inventory is down.
- Receivables are problematic.
- Looking for CPA to do audit.
- Previous audit cost \$35K
- Audit needs to be presented to delegates August.

*MOTION to approve Treasurer's Report. Approved. All in favor, none opposed*

### IV. Executive Secretary's Report – Kelli R

- 2020 Calendar presented. BOT contact information provided.
- Summer Open House the week before the International Convention.
- Suggest moving Summer Open House to late July or August.
- Postage rate change January 26<sup>th</sup>. Need postage system with tracking capability.
- Monthly inventory under consideration.
- Need to hire new cleaning crew, the other company has moved to a better contract.
- James asked for Ad Hoc volunteer to investigate the Prudent Reserve matter. Erin volunteered.

### V. SETA Liaison Report – Dan K

- SETA Convention coming up.
- Answer on audit. SETA does not do audits.

### VI. Old Business

- SETA Archives.
- Need to get signature and send to area treasurer for rent payment.

### VII. New Business

- Increase 2020 budget by \$15K.
- Continued to discuss budget. Nothing to trim to adjust budget.
- Consider hiring a less expensive bookkeeper.

### VIII. Adjourn and Close

*MOTION to Adjourn. All in favor, none opposed*