



Intergroup Association, Inc.

5151 Mitchelldale Suite, B10, Houston, Texas 77092, aahouston.org, 713-686-6300

Intergroup BOT Meeting Minutes

Meeting Date: January 20, 2022

In Attendance:

BOT: Erin K, Jackalyn R, Chris D, Clarence B, Paul K, Deborah T, Tony W, Kathy D, Laura J, Casey M,

Non-BOT Kelli R – Exec Sec, Libby S- Admin Asst. ,Joel G. – SETA 67 Houston Intergroup Liaison

Open Meeting – Erin K

- Moment of Silence
- Serenity prayer
- Greeting
- Minutes Review

Motion made by Jackalyn R to accept minutes as corrected; seconded by Tony W. All in Favor

Treasurers Report – Chris Davis

Dec P&L

- Bookstore income up \$24,000 vs budget of \$19,000 (Nov – sales down)
- Membership contribution was down
- COGS – are in line with sales
- Expenses – positive notes
- Contract Services –Audit Expense was down budgeted \$5000.00. Audit Review was performed in March 2021.
- No Rent for Oct and Nov 2021
- Did Better than anticipated for the period

YTD P&L

- Bookstore sales exceeded the plan for the year
- Conference Income –Rental Income
Workshop/Open House– Our biggest opportunity
- Membership Contributions
- Group rebounded the second half of the year with \$13,000 above and Individual \$3000

COGS

- We planned for 59.1% and came in at 59.3% of sales.
- Staff did a good job managing cost and pricing model.
- All in all in line throughout the year. Profit of \$16,000 vs Budgeted loss of -\$9000.

Balance Sheet

- Cash position went down due to:
 Inventory stock went up
 Payroll Bonuses

Question purposed ‘Do we accept the Audit?’ Chris replied with general discussion about the past audits in 2017 and March 2021.

*Motion made by Lauren J to accept Treasurer Report; seconded by Casey M.
All in Favor*

Executive Secretary Report Kelli R.’s report

- Bookstore Sales Chart attached
- End of Year Inventory Report
- February Link 1st week of February 2022
- Meeting with web Master Monday 1/24 at 2pm 7:38 pm
- Meeting Directory Discussion
- Invited to District 70 meeting (2/9 @ 7pm) to give presentation on Intergroup
- Notebooks made for BOT – can be picked up in advance.

Joel Garza SETA Area 67 Houston Intergroup Liaison

- SETA Convention - this weekend (1/21 – 1/22). In person or zoom. Info on aa-seta.org
- Erin K asked Joel to include in his report:
Bookstore Hours 10 – 4 pm Mon – Fri
Day time Phone Volunteers Mon – Fri 2 shifts 9am to 1pm or 1pm to 5pm
Hard Back Big Book Out of Stock with AAWS (ETA Mid-February 2022)

Old Business

- Events Chair open positioned. Job description read to BOT.
Kathy D would like to stand the position. Casey would like to yield to Kathy.

New Business

- Budget 2022 – Christopher Davis
Bookstore Income – Flat and declining in years past. Proposed 220,000.00 (line 4)
Conference Area Income – We have opportunity to generate more earned income.
Chris provided description of the budget Line Item.
One New Line Item added to Expense.
Line 78 Under Expense add BOT Programs \$5,000.00 “Carry the message”
Specified Questions/Concerns for Budget Items you can email Chris and copy Erin.
Will Vote on Budget in February BOT Meeting. Erin K.
- 2023 Conventions – Kelli
In 2023 IG will celebrate 60 Years.
Last Convention held in 2018
Does the BOT feel that we should have convention - Yes or No
If the Board would like to have this convention, now is the time to plan.
General Discussion held by BOT members.

- Website Ad Hoc Committee – Kelli
Website will be 5 Years in 2023
Is information Correct/Updated
Suggest we have an AD-HOC appointed for Website Review

Motion made by Erin to form a Public Information Committee which would include a website review: seconded by Casey.

- Replacement BOT Member Erin
Read By-Laws 6.1 Board of Trustee Qualifications
February election for Trustee in Delegates Meeting
Dale was appointed Chair on Nominating Committee

Policy & Procedure Ad Hoc: Jackalyn R

Jackalyn & Clarence is working on format – In Process

Job descriptions and Interview process

1. Job Description in By-Laws
2. Communication

Committee will be defined more clearly.

A description of Board of Trustee with no other responsibilities will be included.

Kelli Reported for the Facility Report

1. February 9th City of Houston Inspection
2. SETA Archives Agreement- Up for Renewal
3. NW Unity Gate Key to open up the gates on the weekend.

Motion made by Erin to not give Northwest Unity a gate key at this time: seconded by Jackalyn. All in favor

Meeting adjourned at 8:38pm.