



Intergroup BOT Meeting Minutes
Meeting Date: October 20, 2022

Attended:

BOT: Erin K., Casey M., Chris D., Clarence B., Doug P., Kathy D., LJ, Monica T., Tony W., Paul K.

Non-BOT: Kelli R. – Executive Secretary; Joel G.

- I. Call to Order at 7:00 Chairman** Erin K.
- II. Moment of Silence / Serenity Prayer**
- III. Review of BOT Minutes from September 15, 2022 meeting** Paul K.

Motion to accept minutes made by Doug P; 2nd by Monica T. Unanimous

IV. Reports

Treasurer’s Report Chris D.

September P&L

Bookstore Income sales Over Plan
Membership donations were down.
Cost of Sales is up
Expenses are significantly below budget
Income right on

YTD

Bookstore Income above plan
Membership Contributions below plan –
Cost of Sales is higher
Income above our budget for the year

Balance Sheet

Inventory continues to run \$40K -

We have done a good job on maintain our stock and cash balance for the year.

Motion made to accept Treasurer Report by Kathy; seconded by LJ Unanimous

Executive Secretary Report Kelli R.

Will give report in October Delegates Meeting.

Facilities Report

Tony W.

We did receive confirmation from Landlord that they will pay anything over \$2500.00.
We'll confirm with Landlord on our portion of bill – to Landlord or AC Company.

Events Committee

Casey M.

Holiday Season Open House is coming up December 10th 11 to 3 PM.
Pot Luck Lunch with Speaker

Ad Hoc Committee- Communications

LJ

Tri-fold flyer “What does Intergroup do?” is in packet.
Spirit of Houston – Intergroup Information Table
BOT Volunteers time slots selection
Kelli will order the IG Table Cloth and Pens

Houston Intergroup Liaison

Joel G.

Area Elections Held in October Assembly
The new Houston Intergroup Liaison will be formally introduced in December Meeting.
Approval from Area chair to have an Alt – Houston IG Liaison
SETA Convention will January 2023.

V. Old Business

Convention 2023- Intergroup 60th

Casey

I have been in contact with a member who is an event planner that is willing to take the lead on planning our 60th anniversary. We'll report back to the Board with more specifics after the December Open House.

Election Process – Change the Nov BOT Meeting in Person

Erin

Motion made by Erin to have the November 2022 BOT meeting as Hybrid; Seconded by Monica

VI. New Business

Complaints/Grievances Policy

Casey

Have a formal written complaint process that precisely documents how to handle grievances to staff and BOT- these procedures would accompany the job description.

Motion made to have a written formal procedural and policy outlining how we handle the Complaints/Grievances; seconded by Kathy. Motion not passed.

VII. Adjourned & Closed at 7:48pm with the Lord’s Prayer.

Respectfully submitted: Paul K.