



*Intergroup BOT Meeting Minutes  
Meeting Date: December 21<sup>st</sup>*

BOT Attendees: Doug P, LJ, Monica T, Kevin W, Audrey D, Steven R, (*BOT elect Jeff A 2024*)  
BOT Zoom: Erin K, Tony W, Belinda E, John P, Byron T, Chris D  
Non-BOT Attendees: Kelli R. - Executive Secretary; Taylor C - Houston Intergroup Liaison &  
BOT elect 2024

- I. Call to Order at 7:03 PM Doug P – Chairman  
Serenity Prayer
- II. Moment of Silence
- III. Minutes from BOT Meeting November 16, 2023 LJ - Secretary  
*Motion made by Erin K to accept minutes; seconded by Monica T - Motion passed unanimously.*
- IV. Reports Byron T
  - Treasurer's Report - November
    - Profit & Loss statement looks pretty good
    - Membership Contributions are up \$4070
    - Bookstore expenses are low and under budget
    - Administration fees and office expenses are in line with budget
    - Facilities & equipment expenses are down
    - Payroll expenses are down
    - Audrey D commented that COG sold was higher, it was due to CFC order - In October, depreciation expense was reported higher, and the entry was adjusted and corrected.

*Motion made by Audrey D to approve the Treasurer’s Report; seconded by Erin K - Motion passed unanimously.*

- Executive Secretary Report Kelli R
  - Full-time coverage is needed in the bookstore, would like to overhaul the staffing model and expand bookstore responsibilities and hours for staff. Would like to hire another person for the bookstore to aid in coverage.

- Facilities Report
  - No Report

- Event Committee Report Monica T
  - Will have the numbers regarding for the Holiday Open House next month. The event was a success, roughly 50 people attended.
  - We're going to have several workshops next year.
  - Events Committee spent \$158 on flowers to thank individuals for 60<sup>th</sup> Anniversary event and will be reflected in December Financials.

Communications Committee

Kevin W

- Delegate count has gone from 56 to 71, over 58 groups and 7 district representatives.
- SETA would like Intergroup to have a booth at the event,

SETA Liaison

Taylor C

- SETA 61st Annual Convention, Moody Gardens, Galveston, TX. 1/19-1/21/2024 - Website: <https://www.2024setaconvention.org> \$30 now for the event, you should book hotel now.

V. Old Business

- Secretary 2024 position still needs to be filled. Belinda E - nominated and elected by board.
- Communications committee - Kevin W nominated and elected by board.
- Financial Audit - Dawn B CPA proposal to observe in-person inventory on December 29 for \$2k / \$175 per hour - she'll generate a report which will verify the process, so the remainder of the audit can be performed at a later date.
- Current bylaws requires this every 3 years, recommendation to change the language from audit which would lessen the legal responsibility.
- Communication Committee - Change name to **Outreach Committee** in 2024

VI. New Business

- 2024 SETA Convention Budget Request

Kevin W will be manning the booth throughout the convention and would like to have hotel cost of 296.00 for 2 night stay paid by Intergroup. Additional supply expenses will be covered under office supplies.

*Motion made by Doug P to approve the hotel cost, seconded by Steve R. Motion passed unanimously.*

- Budget will be discussed In January's Meeting next month
- December bonus discussion will be held in January

Adjourn & Close at 7:57 PM