



Intergroup BOT Meeting Minutes

Meeting Date: March 16th

BOT Attendees: Doug P, Chris D, L.J, Paul K, Tony W, Byron T, Steve R, John P, Kevin W, Erin K

Non BOT Attendees: Kelli R. - Executive Secretary / Taylor - SETA Liaison

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|------------------------------------|--------------------|
| I. Call to Order at 7:02 PM | Doug P. - Chairman |
| I. Moment of Silence | Serenity Prayer |
| III. Minutes BOT February 16, 2023 | LJ.-Secretary |

Motion made by Steve R. to accept February 16, 2023 minutes; seconded by John P. Unanimous

IV. Reports

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|---|---------|
| 1. Treasurer's Report | Byron T |
| <u>February PL</u> | |
| Expenses are in line | |
| SETA Archives rents room from Intergroup - No rent received for 2023. | |
| Kelli stated that SETA is going to pay every 6 months for 2023. | |
| Membership contributions, under budget, some groups report quarterly, there seems to be standard fluctuation | |
| Expenses look to be on target; | |
| - Chris D - COS needs to be watched, historically run at 60% - Intergroup (World Service) has raised some prices and IG Houston hasn't. If we do not raise prices, we will be at 78%. | |
| - Kelli - we give a 5% discount on Big Books average cost \$7.46 so when we discount we sell them at \$7.99 - COS = 93% | |
| Discussion about current and future pricing | |

Motion made by Erin K. to approve the Treasurer Report; Seconded by Paul K. Unanimous

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|--|----------|
| 2. Executive Secretary | Kelli R. |
| Quickbooks is discontinuing POS portion October 3. Options to go to another POS service, or nix and use Desktop as done in the past. Kelli thinks its most favorable to use the Desktop - July 1st, discontinue using QB POS (find a merchandise service tool to handle credit cards) and run a full inventory then begin using QB Desktop. We should start looking at QBs online in the future, as Desktop will be discontinued down the road. Desktop will be simpler and less expensive to use. BOT agreed to this plan, Kelli will report costs at next meeting. | |
| Google Drive Google Workplace - \$5.04 per month = 5TB storage for each user, can scan everything to the cloud | |
| Bookstore employees hours reduced. Intergroup seminar October 12-15 Cincinnati Ohio - Kelli would like Libby to attend as well. | |

3. Facilities Report

Paul K

AC payment made for \$2500, paid in full. SETA archive switched to bi-annual payment (Jan-June / July-Dec), Kelli sent invoice, payment due \$2700 which = \$450 per month. Sink needs to be replaced, need help to get that done. Cabinet will be removed and sink replaced. Floor was stripped but it needs waxing, chairs scuff floors. They'd like to have volunteers come in to clean the office, IG will sign off for service work hours. Announce to the areas

4. Event Committee

LJ for Monica T

Intergroup 60th anniversary party - October 21, 2023: St. Christopher \$850 - looking at other churches - confirmed a band AA group which are great. Speaker and lined up folks to say a few words, working on food, cake and raffles, no bookstore. Summer Open house June 24th, maybe have a "play" and Brian would like to do emotional sobriety workshop, she'll discuss with Kelli -- \$15.00 lunch/packed - Dec 9th Holiday Open House. Kelli will work with Monica on flyers.

5. Communication Committee

LJ

Motion made to make Communications committee a full committee *by Paul K, John P seconded - Erin K descending vote, but the motion carried (it was noted that adding additional committees divests our volunteer pool from the board)*. Doug P will reach out to potential chairperson.

6. SETA Liaison

Taylor

Assembly April 1-2, round table discussions General Service Conference, agenda items - each committee will present 2024 budgets, which will be voted on and approved next Assembly which will be July 8-9

V. Old Business.

None

VI. New Business.

Succession plan for hiring new manager/employees - Byron T has nothing finalized to date. Doug P. asked him to create a draft to get the ball rolling.

VII. Adjourn & Close @ 7:56pm