



Intergroup Association, Inc.

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

Intergroup BOT Meeting Minutes Meeting Date: November 21, 2024

BOT Attendees: Tony W, Taylor C, Monica T, Doug D, Byron A, Maryrose M, Leta D, Debbie L, Lin C, Hannah S, Audrey D, Steven R.

BOT Zoom: Doug P, Mario

BOT Absent: LJ

Non-BOT Attendees: Kelli R. - Executive Secretary

- I. Call to Order at 7:03 PM **Tony W – Chairman**
- II. Moment of Silence Serenity Prayer
- III. Announcements **Tony W-Chairman**
When we are doing reports, please keep conversation to a minimum.
- IV. Minutes BOT October 17, 2024 **Belinda E-Secretary**
Correction needs to be made to minutes to delete duplicate entries of Byron A. in attendance as well as the correct name to **Outreach Committee** (formerly **Communication Committee**). Kelli R. will make the necessary changes.

Motion to approve secretary’s report as presented with amended changes made by Taylor C. and seconded by Maryrose M. Motion passed unanimously.

V. Reports

Treasurer’s Report

Audrey D-Treasurer

P&L for October 2024

- Bookstore Income – \$22,959, under budget by \$960
- Membership Contributions – \$12,933, over budget by \$3,251
- Conference Area Income – Over budget, workshop income was budgeted in November
- COGS – \$14,824, 64.6% of bookstore income
- Administration/Office Expenses – Over budget, alarm and dumpster permits, 2 months of copier monthly bill paid in October
- Contract Services – Over budget, financial review more than anticipated and was included in December monthly budget
- Net income – \$773.90

YTD P&L

- Bookstore income – \$230,790, under budget by \$8,400
- Membership contributions – \$95,365, under budget by \$1,455
- COGS – YTD percentage is 63.1%
- Net loss – (\$773.72)

Motion made by Leta D. to approve the Treasurer’s Report; seconded by Doug. Motion passed unanimously.

Executive Secretary Report

Kelli R.

- The front door of Intergroup will be rekeyed at the request of Northwest Unity Group. As a previous member of the group, (who exhibited possible safety concerns to the group), still has a key. Northwest Unity will reimburse \$250.00 of the cost of the rekey and will also receive 15 keys.
- New sections for meetings, announcements and new groups will now be included in The Link Newsletter.
- Projects are all ongoing: Retention File Scanning, Office Equipment List, Review Audit Checklist and Job Description for Executive Secretary

Facilities Report

Open

- Nothing to report

Event Committee Report

Monica T.

- Holiday Open house on December 14, wear a Holiday Sweater and bring goodies.
- Emotional Sobriety Workshop, was on October 19, 2024- great success

Outreach Committee Report

Leta D.

- Will give the information she currently has to the new Board of Trustee responsible for this committee.

Ad-HOC Committee: Documenting By-Law Changes

Open

- This Ad-HOC committee can be closed

Edward Jones AD HOC Committee “P&P”

Audrey/Taylor

- Will maintain current standards with appropriate documentation for the Treasurer. This Ad-HOC committee can be closed.

Houston Intergroup Report

Taylor C.

- Nothing to report

VI. Old Business

Tony W.

- Nothing to Report

VII. New Business

Tony W.

1. Brazos Valley Intergroup is closing. Houston Intergroup will offer a courtesy bid to purchase their remaining inventory for a 20% discount of the total cost.

Motion to approve courtesy bid made by Taylor C; seconded by Leta D. Motion unanimously passed.

2. Financial Review Report YE 2023.

Adhere to the new GAAP accounting standards effective 2023, changes in financial statement terminology as well as reporting guidelines will be adjusted to reflect the updated changes.

Changes

How leases are reflected on the financial statements; applies to Building and Copier Leases. Will report leases as an assets and Liability on the balance sheet

Insurance prepaid since paid annually this results as an asset at the end of the year that has not been used up yet.

3. BOT Elections are as follows:

BOT Executive Committee

Chairman:	Taylor C.
Vice Chairman:	Maryrose M.
Secretary:	Lin C.
Treasurer:	Audrey D.

BOT Committee Chairs

Outreach:	Hannah S.
Facilities:	Mario C.
Events:	Doug D.
Houston Intergroup SETA Liaison:	Byron A.

4. **Ad HOC Executive Secretary Search Committee** Steven R. Chair; Byron

Motion to Adjourn & Closed at 7:43 pm. All in favor.