



Intergroup BOT Meeting Minutes

Meeting Date: March 21, 2024

*Minutes Approved as Amended in April 18, 2024 Meeting**

BOT Attendees: LJ, Monica T, Byron T, Taylor C, Steve R, Audrey D, Ken H,

BOT Zoom: Doug P, Belinda E

BOT Absent: Tony W, Jeff A

Non-BOT Attendees: Kelli R. - Executive Secretary

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|------|-------------------------------|---------------------|
| I. | Call to Order at 7:01 PM | Taylor – Vice Chair |
| II. | Moment of Silence | Serenity Prayer |
| III. | Minutes BOT February 15, 2024 | Taylor C-Vice Chair |

Corrections need to be made to February 15 minutes to reflect that Chris R was a possible speaker and this was not confirmed. The tentative date of March 16 for the Emotional Sobriety workshop has been changed. Motion made by Doug P. to accept February 15, 2024 minutes with the needed revisions; seconded by Monica T. Motion passed.

IV. Reports

Treasurer’s Report Audrey D

- Membership Contributions under budget for February, but still over for YTD.
- Cost of Goods Sold is on target at 61.2%
- Conference area income over budget due to SETA Archives paying for 6 months of rent.
- Contract Services under budget due to an invoice not being received.
- Bookstore income on target.
- Charts/Graphs will be included moving forward.

*Motion made by LJ. To approve the Treasurer’s Report; seconded by Steven R. *Motion Passed*

Executive Secretary Report Kelli R.

- The shredding project is ongoing. Currently 2020 files are in process of scanning (theses are slated for shredding). Then we will scan 2021 and 2022. 2023 files are complete with scanning and are located in the Drop Box File. 2024 files are scanned on a monthly basis. A new heavy-duty shredder was purchased as the previous one had broken and was not repairable. Three years of information will be kept as paper as well as saved in our Drop box storage.
- QuickBooks desktop pro invoice is due April 8, for \$1049 this is for 3 licenses. Further research will begin on what options are available when QuickBooks no longer offers maintenance on the desktop version. The streaming services, manual entries, and security/data features of online QuickBooks will be researched.

- A procedural notebook has been started and information will be added as necessary to document the activities that are performed as well as needed information needed for this position.

Facilities Report

Ken H.

- Nothing new to report. Will meet with maintenance contractor at the next quarterly service appointment.

Event Committee Report

Monica T.

- Workshops: Brian will have Emotional Sobriety workshop on October 19.
- Meditation Workshop is in the planning stages.
- Kelli and Libby have suggested a home group workshop, tentative date is May 4.
- The play, “How to or Not to Chair a Meeting”, is being planned and volunteers are wanted/needed. This is a great opportunity for Sober Fun! The date of the play is TBA
- Open Houses are also in planning stage. Dates are TBA and a save the date flyer will be created when dates are set.

Outreach Committee Report

Kevin W.

- Currently Four members for outreach committee.
- Please proceed to announce this committee at all meetings.
- They have presented information at two group conscience meetings.
- No sobriety requirement is needed for this committee and a script will be provided to all members of this committee.

SETA / Houston Intergroup Report

Taylor C.

- Virtual committee meeting Saturday March 23.
- Area level assembly April 6, San Jacinto College North Campus, sharing session of round table begins at 1:30 and is hybrid. Register on SETA website.
- The Trustee Literature Committee for the General Service board presented a questionnaire survey to fellowship about the founder’s writings and how to preserve these. The intention is how to set this up moving forward. The objective is to define a policy moving forward to preserve these rights.

V. Old Business

Taylor/Audrey

- I. Revising By-Law Verbiage on article 7.07 on financial audits to be changed.
 - This will be presented to delegates April 18.

- A financial review of the statements shall be conducted every 3 years, and the results will be provided to the delegates by email and/or in person. The change will be changing the word audit to the word review.
- A statement of change proposal to the change will be drafted with the current verbiage as well as the proposed terms. The purpose of the proposal is to tighten the language of what is appropriate for the financial review of Intergroup, as we move forward. An Ad-Hoc committee will meet with Audrey to discuss this change. As well as how changes will be reflected in the by-laws.
- *1a. Changes to the By Laws –Think about how the changes to the By-Laws will be reflected and recorded in the body i.e. footnote changes. Currently we have to go back to the minutes and look up changes. How far back do we want to document changes?

II. HVAC and Facility Care
 Tabled until next month.

Ken H.

II. New Business

I. Review Audit/Review Proposal from CPA

Audrey

This item will be closed out – dependent on the outcome of item I. in old business.

III. Motion made by Ken H to adjourn and seconded by Steven R.

Adjourn & Closed at 8:01