



Intergroup Association, Inc.

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

BOT MEETING MINUTES ***MEETING DATE: July 17, 2025***

BOT In-Person Attendees: Taylor C, Tanya D, Steven R, Audrey D, Douglas P, Debbie L

BOT Zoom Attendees: Maryrose M

BOT Absent: Byron, Mario C, Belinda E,

Non-BOT Attendees: Kelli R Executive Secretary

I. Call to Order AT 7:00 PM

Taylor C - Chairperson

II. Moment of Silence

Serenity Prayer

III. Announcements

Taylor C-Chairman

Tanya D appointed as the Secretary.

Mark D appointed as Outreach Chair

IV. Minutes: BOT June 19th, 2025, Meeting Minutes

Taylor C-Chairman

Motion made by Doug P to approve the meeting minutes; seconded by Debbie L Motion passed unanimously.

V. Reports

1. Treasurer's Report:

Audrey D-Treasurer

P&L for June 2025

- Bookstore income – \$17,592, under budget by \$5,910
- Conference area income – Under budget, Open House included in June budget but will not take place until August.
- Membership contributions – \$6,387, under budget by \$2,551
- COGS – \$10,733, 61.0% of bookstore income
- Net loss – (\$2,924.41)

YTD P&L

- Bookstore income – \$130,821, under budget by \$10,191
- Membership contributions – \$42,824, under budget by \$15,804
- COGS – YTD percentage is 60.4%.
- Net loss – (\$8,453.65)

Motion made by Steve R to approve the Treasurer's Report; seconded by Doug P. Motion passed unanimously.

2. Executive Secretary's Report

Kelli R

- Conference room Computer will be updated to Windows 11.
- Ordered a switch for bookstore printer to hook up via USB.
- During Bookstore slow period, Kim will with scanning and other office projects.
- The Link June 2025 Issue was published and posted to website.

3. Facilities Report:

Mario C.

Front door sticks and will not close - Doug will send handyperson to look at.

Annual HVAC maintenance agreement for the four AC's has been renewed with expense of \$500 every quarter.

4. Events:

Debbie L

Summer Open House food budget is under. Estimated expense \$500

Chili Cheese Dog Lunch \$15

Requesting groups to donate baked goods and items of interest for dessert auction.

5. Outreach Committee Report:

Open

No Report

6. AD HOC Committee Executive Secretary Search

Steve R

Committee presented to the BOT the updated Executive Secretary Agreement/Contract. This is the employment agreement once they become the Manager. Proposed changes to this contract are noted in red.

Discussion Included:

- The New Manager will be hired as Assistant Manager with an hourly rate. Do we want a separate agreement for this training period?
- The new manager will be paid on a salary basis. This will be discussed in the committee meeting.
- The first agreement will be for a duration of one year and thereafter can be renewed not to exceed three years.
- Salary and hourly compensation will be determined in future committee meetings.
- Policy and Procedure for annual review needs to be created and established.
- Holidays and Vacations (suggested for the first year 40 hours prorated) needs to be defined.
- Change wording of employment pay from bi-monthly to read paid twice monthly.
- There are gaps with policy and procedure that need to be addressed.
- Expanded the definition of Executive Secretary. "Executive Secretary acting as General Manager for the Daily Operations.
- Taylor will join the Ad-Hoc Committee meetings- Kelli will send invitations out for the next meeting.

7. AD HOC Committee Prudent Reserve

Audrey D

Per bylaws section 9.02 we should maintain in the prudent reserve no less than 6 months or more than 12 months of the prior year's expense. (exercise best efforts to do that). Current prudent reserve is technically not at 6 months threshold. Last year (2024) expenses were \$117,000.

Currently we are at \$92,000. Purpose of committee was to how to manage the investments in Edward Jones account. We only invest in CDs. Concern about cash position and the current loss. Several CDs have matured. Some CDs mature in 2026 & 2027, we should consider looking into shorter term CDs, such as 3 months. Half funds are invested in CDs. Will discuss a plan on how to proceed in the future.

8. AD HOC Lease Investigation

Maryrose

Original idea was to look at lease to determine who is responsible for fixing the front door.

Taylor did fix the door. Yes -the Landlord is responsible for repairs to the front door. My thought is we have a repairman to look at the door – great. If it needs to be fixed again – we can reach out to landlord at that time.

Reviewing the lease for renegotiation at term end - will start next year. Lease is up December 31, 2026 and can be renewed up to 12 months no later than 6 months. Start talking about lease renewal in January 2026.

9. Houston Intergroup SETA Liaison

Byron

Not present.

VI. Old Business:

BOT retreat went well. Reviewed the Bylaws. Need to create AD HOC for action items. One of the big items fulfilling the expiring 2025 BOT position. Doug agreed to chair Nominating Committee with two delegates.

Doug is drafting a description on what Intergroup does. Need to work on a mission statement.

VII. New Business:

New hours for bookstore will get tabled until September meeting. Doug will lead Ad Hoc for bookstore data, hours, mission statement on board agenda for August. Can we use Kim to help with outreach calls, emails?

Adjourn & Close

Motion made by Doug P to adjourn and close the meeting at 7:28pm and seconded by Steve. All in favor.