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

BOT MEETING MINUTES
MEETING DATE: August 21, 2025

BOT Attendees: Taylor C, Maryrose M, Audrey D, Mark D, Steve R, Debbie L, Mario C, Byron, Belinda E, Doug P - **BOT Absent:** Ricardo D, Tanya D,
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 will not be here tonight – emailed. Ricardo is not present.

IV. Minutes: BOT July 17, 2025, Meeting Minutes **Taylor C-Chairman**

Motion made by Debbie to approve minutes as amended; seconded by Audrey. Motion passed unanimously.

V. Reports

1. Treasurer's Report: **Audrey D-Treasurer**

P&L for July 2025

- Bookstore income – $23,759, over budget by $257
- Conference area income – Under budget, rent from SETA Archives and CFC not received yet
- Membership contributions – $12,064, over budget by $3,126
- COGS – $16,138, 67.9% of bookstore income
- Net income – $2,781.85

YTD P&L

- Bookstore income – $154,580, under budget by $9,934
- Membership contributions – $54,887, under budget by $12,679
- COGS – YTD percentage is 61.6%
- Net loss – ($5,671.80)

Motion made by Debbie L to approve the Treasurer's Report; seconded by Maryrose M. Motion passed unanimously.

2. Executive Secretary's Report **Kelli R**

Will give report in the Delegates' Meeting

3. Facilities Report: **Mario C**

Door is sticking. Quote was received – Further discussion will be in Maryrose Ad hoc Committee report. HVAC Maintenance Agreement has been renewed for another year with cost of $500.00 for each visit.

4. Events: **Debbie L**

Open house this Saturday August 23, 2025. Bookstore open at 9:30 Speaker at 11:00 – Taylor will chair. Lunch $15.00
September 27 – "How the Big Book Was Written" hosted by Dick Smith

5. Outreach Committee Report: **Mark D**

Met with Kelli – we set up email address for outreach – outreach@aahouston.org
Couple of Documents in packet – Greetings to Delegates and Informative letter on Outreach Committee. Gather information on Group's business meeting to tell them about Intergroup and what we do. How we can help them. Docs are included in the Delegates Packet.

6. Ad hoc Committee Executive Secretary Search **Steve R**

Will report in September's meeting.

7. Ad hoc Committee Prudent Reserve **Audrey D**

More formal written report next month. For now, we are going to focus on 3-month CDs for short term investment. Working on policy and procedure.

8. Ad hoc Lease Investigation **Maryrose M**

Will get with Kelli in regards of the door quote and out to Landlord.
Renewal of our Lease Agreement will start first next year.

9. Ad hoc Committee Bookstore Hours of Operation **Doug P**

Have about three weeks of data – collect more data before given a report.
Look at online orders.

10. Houston Intergroup SETA Liaison **Byron**

State Convention Recap – held this past weekend. Great Speaker and attendance.

VI. Old Business:

Need to create a nominating Committee – Doug will lead
Slight wording changes in Bylaws – which would require an Ad hoc Committee to discuss the changes. Taylor will lead this committee.
1.04 Change object to objective
5.02 Change voting for new Trustees shall be by roll call with secret ballot (not exactly the procedure we do today) to voting for new Trustees shall be by Delegates with secret ballot based on plurality
7.06 – Change Periodic report will be sent to delegates by mail or in person. Change to …..email or in person.
Discussion: Delegates vote on By-Law changes. Changes need to be presented to Delegates in Delegates Meeting and then they can vote in next Delegate's meeting. We need to make sure that the verbiage is in line with what we are doing. No procedural changes, just wording.
Changes to Bylaws. Need 2/3 votes by Delegates present.
Job Description can be email for those interested in updating or making changes.

VII. New Business:

Adjourn & Close: *Motion made by Mark to adjourn and close the meeting at 7:34pm and seconded by Debbie. All in favor.*