



Intergroup Association, Inc.

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

BOT MEETING MINUTES

MEETING DATE: September 18th, 2025

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

BOT Zoom Attendees: Belinda E, Byron, Ricardo D

BOT Absent: Maryrose M, Mario C

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-Chairperson**

Libby's Last day was September 17th, 2025

IV. Minutes: BOT August 21, 2025 Meeting Minutes **Taylor C-Chairperson**

Motion made by Debbie L to approve August minutes as amended; seconded by Mark D.*

Motion passed unanimously.

*Corrected Ad hoc term to be consistent throughout minutes

*Corrected spelling of amended in motion to approve minutes

V. Reports

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

P&L for August 2025

- Bookstore income – \$24,744, over budget by \$1,242
- Conference area income – Over budget, SETA Archives and CFC paid through December, Open House income was budgeted in June
- Membership contributions – \$5,675, under budget by \$3,264
- COGS – \$15,419, 62.3% of bookstore income
- Contract services – Over budget, IT services budgeted in December
- Net income – \$2,994.50

YTD P&L

- Bookstore income – \$179,323, under budget by \$8,693
- Membership contributions – \$60,562, under budget by \$15,943
- COGS – YTD percentage is 61.7%
- Net loss – (\$2,677.30)

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

2. Executive Secretary's Report

Kelli R

Kelli would like to hire a part-time bookstore assistant right now to replace Libby since in March we will hire an assistant manager who will be training in all areas. Job posting will be submitted separately from October Link Letter.

Kelli met with Cass, a marketing representative. Cass will help with the newsletter to see if there are cost effective ways to save on the newsletter and come up with fresh ideas and more interactive newsletter.

3. Facilities Report:

Not present

Mario C

4. Events Report:

Debbie L

2025 Events

Summer open house had \$2143 income: expense of \$540 with a net \$1603.

September 27 Workshop How Big Book Written. 26 registrations to date

November 15th Mediation Workshop

Holiday open house December 13. Someone would like to donate Dave's Hot Chicken for open house; in return they would like to promote their business at the open house. Promotion of a business implies affiliation and against the 7th Tradition. Suggest we keep it as potluck.

2026 Events Save the Date:

March 14 Workshop Maybe "How to Lead a Meeting"

June 20th Summer Open House. I would like to invite Beth Yager from Taos NM as our speaker.

The travel budget for out-of-town speakers' expenses will be paid from the events budget.

September 12th Workshops

December 12th Christmas Open House.

Motion made by Taylor to approve the above dates for 2026 dates. All in favor.

5. Outreach Committee Report:

Mark D

Gathering information on Groups Conscience dates on various groups around town

Looking at groups that have a delegate and contributing to Intergroup

Picking out Groups that have Intergroup Delegates but not donating

Will look at larger groups that have two or more meetings a week

Doug R has joined the committee.

Suggest we promote to the fellowship that individual (AA members) contributions can be made by using the donation button on website via the newsletter. Contributions can be made as a monthly subscription.

6. Nominating Committee

Doug P

One delegate is interested in being on the nominating committee – will reach out to her.

2 BOT applications submitted to date – making announcement visiting groups

Mission Statement - See Attached Draft. Please review and let me know if there is anything that needs to be added or changed.

7. Ad hoc Committee Executive Secretary Search

Steve R

The search criteria will be posted in the October newsletter.

The employment contract will not be circulated and will be tabled for further discussion.

8. Ad hoc Committee Prudent Reserve

Audrey D

- There is currently no requirement to have approval from 2 signers to initiate a withdrawal from our Prudent Reserve account. If we would like this to be included, we need to specify which two people are required to authorize a withdrawal. Per the outcome of our discussion, we will have the Chairman and Treasurer be the two required to make the withdrawal. This will go into effect once the new Treasurer and Chairman are elected in November.
- Currently our trusted contact is a former treasurer of the board, we will change this to be the Vice Chair. The trusted contact is someone that Edward Jones could reach out to if they are unable to reach one of the signers. They would then help reach out to the signers on the account. They have no signatory power or access to the account.
- The Treasurer's job description will be updated to include more detailed guidelines for the Prudent Reserve.

9. Ad hoc Lease Investigation

Maryrose

Not Present

10. Ad hoc Committee Bookstore Hours of Operations

Doug P

Will continue to collect data on bookstore sales for next couple of months.

11. Houston Intergroup SETA Liaison

Byron

No report presented.

VI. Old Business: None

VII. New Business: None

Adjourn & Close

Motion made by Debbie to adjourn and close the meeting at 8:30pm and seconded by Doug. All in favor.