



## Board of Trustees (BOT) Minutes

Meeting Date: November 20, 2025

**BOT In-Person Attendees:** Taylor C, Maryrose M, Steven R, Audrey D, Byron, Mark D, Kirk T, Doug P, Debbie L, Belinda E, Steve G, Troy B

**BOT Zoom Attendees:** , Tanya D,

**BOT Absent:** Mario C, Ricardo D, Gary S

**Non-BOT Attendees:**

### I. Call to Order AT 6:58 PM

**Taylor C - Chairman**

### II. Moment of Silence

**Serenity Prayer**

### III. Announcements

Board Introductions

**Taylor C-Chairman**

### IV. Minutes: October 16, 2025

**Taylor C-Chairman**

*Motion made by Debbie to approve October 16, 2025 minutes as presented; seconded by Steve.*

*Motion passed unanimously.*

### V. Reports

#### 1. Treasurer's Report:

P&L for October 2025

**Audrey D-Treasurer**

- Bookstore income – \$18,323, under budget by \$5,179
- Membership contributions – \$19,371, over budget by \$10,432
- COGS – \$11,004, 60.1% of bookstore income
- Net income – \$10,673.90

YTD P&L

- Bookstore income – \$216,801, under budget by \$18,219
- Membership contributions – \$84,940, under budget by \$9,443
- COGS – YTD percentage is 61.6%
- Net income – \$6,004.53

*Motion made by Debbie to approve the Treasurer's Report; seconded by Belinda. Motion passed unanimously.*

#### 2. Executive Secretary's Report

**Kelli R**

- December Holiday Calendar presented to BOT
- Preparing Bookstore for Open House
- Last AAWS Order for 2025
- Brazos Valley Area Groups – We will add meeting to our meeting schedule as requested by groups. Meetings are no longer showing up on Meeting Guide App.
- Pennies – US Treasury is no longer minting pennies. Our bank will no longer give out pennies. We will ask customers (cash paying) if they would like to round up to nearest \$0.05 and code to round-up contribution.

**3. Facilities Report:****Mario C**

Not present

**4. Events:****Debbie L**

- The Meditation Workshop  
Income: \$840.56 registrations  
Expenses: \$255.75  
Net: \$584.25  
Bookstore Sales: \$480.80
- Open House December 13, 2025  
Speaker – Maryrose  
Chicken provided – donated / Intergroup will provide coleslaw, mac & cheese, and drinks
- 2026 Event Dates  
March 14 – TBD  
June 13 – Open House – Speaker / lunch / cake auction  
September 12 – How to Lead a Meeting  
December 12 – Holiday Open House

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

November 1, 2025 attended Oldtimers Workshop District 31 - Humble  
December 7, 2025 scheduled to present to District 82 meeting - Lake Jackson  
Will concentrate on the district meeting rather than individual groups.  
Will continue to promote individual contributions as a monthly donation.

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

We currently have 3 applications. We'll publish again in December Link Newsletter.

**7. Ad hoc Committee Lease Investigation:****Maryrose M**

Discussed in January 2026

**8. Ad hoc Committee Bookstore Hours of Operation:****Doug P**

- Highlights from Data Report sent out: (by Chat GPT)  
Full year of data would be suggested  
Tuesday big sale day  
Monday and Friday are marginal sales days  
Primary sale hours are 10am to 2pm.  
3% of online sales  
Suggest we upgrade website - See memo from Casey provided in previous BOT meeting
- Recommendation to:  
Continue with ad hoc committee  
Keep gathering data to present to Delegates

**10. Houston Intergroup SETA Liaison:****Byron**

SETA Convention January 23-25 Beaumont

SWRAASA October 9-11 – Baytown – Suggest informational Intergroup table

**VI. Old Business:**

None

**VII. New Business:**

1. Review and approve updated Treasurer's job description

**Audrey**2<sup>nd</sup> bullet has been changed to financial review5<sup>th</sup> bullet has been changed for General Guidelines for PR to invest in short term CD (3-6mo) and have staggered to mature monthly. Per the discretion of the treasurer and the Board of Trustees, other investments could be considered, provided they are liquid and low risk.

Question from Floor: Do we need to change the Bylaws to add the General Guidelines? Does it need to be voted on and approved? This would be a good addition to Bylaws. Bylaw changes are presented to Delegates, and they vote on it 2 months after presentation.

*Maryrose made motion to propose to Delegates to amend the Bylaws to add General Guidelines for Prudent Reserve article 9.03 to be presented at next Delegates meeting. All in favor.*

2. Elections for 2026 Board of Trustees positions: Nomination Opened

Taylor

Chair: Maryrose

Vice Chair: Troy

Treasurer: Steve

Secretary: Kirk

Outreach Committee: Mark

Nominating Committee: Taylor

Events Chair: Debbie

Facility Chair: Not filled

Appointment:

Ad hoc Bookstore Hours: Not appointed

Ad hoc Executive Secretary Search: Tayna

Ad hoc Lease Investigation: Maryrose

2026 Trustee positions were elected by unanimous vote.

3. Add to Delegates Agenda under new business for December meeting New Trustee Election.

**Adjourn & Close**

*Motion made by Debbie to adjourn and close the meeting at 8:38pm; seconded by Audrey. All in favor.*