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***Board of Trustees (BOT) Minutes***  
***Meeting Date: December 11, 2025***

**BOT In-Person Attendees:** Maryrose M, Tanya D, Steven R, Gary S, Kirk T, Mark D, Byron, Steve G

**BOT Zoom Attendees:** Belinda E

**BOT Absent:** Taylor C, Debbie L, Audrey D, Troy D.

**Non-BOT Attendees:** Kelli R (Executive Secretary)

**I. Call to Order AT 7:05 PM**

**Maryrose M - Chairman**

**II. Moment of Silence**

**Serenity Prayer**

**III. Announcements**

**Maryrose M -Chairman**

Taylor outgoing chair (absent tonight); Maryrose incoming chair

**IV. Minutes:** November 20, 2025

**Tanya D-Secretary**

*Motion made by Belinda to approve November 20, 2025 minutes as presented; seconded by Steven R.*

*Motion passed unanimously.*

**V. Reports**

**1. Treasurer's Report:**

**Maryrose M - Chairman**

P&L for November 2025

- Bookstore income – \$14,535, under budget by \$8,967
- Membership contributions – \$7,291, under budget by \$1,649
- COGS – \$8,778, 60.4% of bookstore income
- Net income – \$(1,357.94)

YTD P&L

- Bookstore income – \$231,336, under budget by \$27,186
- Membership contributions – \$92,230, under budget by \$11,092
- COGS – \$142,315, YTD percentage is 61.5% of bookstore income
- Net income – \$4,646.59

*Motion made by Mark to approve the Treasurer's Report; seconded by Steven R. Motion passed unanimously.*

**2. Executive Secretary's Report**

**Kelli R**

To be presented at Delegates Meeting

**3. Facilities Report:**

**Gary S (incoming)**

Will discuss in New Business

**4. Events:**

**Debbie L**

Not present

**5. Outreach Committee Report:**

**Mark D**

- December 7 presented to District 82 in Lake Jackson
- December 10 presented to District 70 in Pasadena
- December 21 will present to District 31 meeting in Porter.

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

**Tanya D (incoming)**

Nothing to report

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

**Maryrose M**

Lease expiring at end of 2026 and Maryrose will reach out to Landlord.

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

**Open**

Doug P is outgoing and will revisit at next meeting

**10. Houston Intergroup SETA Liaison:**

**Byron**

- SETA Convention and Assembly January 23-25 Beaumont at Holiday Inn
- Still looking for location for April

**VI. Old Business:**

**Maryrose M**

- Gary will take over as Chair of Facilities Committee. *Motion made by Belinda; seconded by Steven R. All in favor.*
- Proposed amendment to Bylaws (addition of Section 9.03/Investment of Prudent Reserve Account to be invested in short-term CDs, staggered to mature monthly) will be submitted at Delegates Meeting for approval.

**VII. New Business:**

**Maryrose M**

1. Elect Facilities Chair—completed in Old Business
2. Nominate ad hoc Bookstore Hours of Operation Chairperson
  - To review how to improve operations and profitability of bookstore; to be revisited in January 2026

**Adjourn & Close**

*Motion made by Tanya to adjourn and close the meeting at 7:45 p.m. and seconded by Steven R. All in favor.*