



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:

P&L for November 2025

Maryrose M - Chairman

- 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.