



Board of Trustees (BOT) Minutes

Meeting Date: March 19, 2026

BOT In-Person Attendees: Maryrose M, Steve G, Kirk T, Gary S, Mark D, Tanya D, Belinda E, Debbie L, Benjamin B, David D

BOT Zoom Attendees: Troy B, Taylor C

BOT Absent: None

Non-BOT Attendees: Kelli R (Executive Secretary), Cody B (Assistant Manager)

I. Call to Order AT 7:00 PM

Maryrose M - Chairman

II. Moment of Silence, followed by Serenity Prayer

III. Announcements

Maryrose M - Chairman

Maryrose thanked the BOT members that were able to attend the dinner prior to the BOT meeting and will plan to continue dinners in the future.

IV. Minutes: February 19, 2026

Kirk T-Secretary

Kirk presented the minutes from the February 19, 2026, BOT meeting and asked if the BOT had any comments or corrections to the draft minutes. The BOT provided minor comments to the minutes. *A motion made by Debbie to approve February 19, 2026, minutes, as revised; seconded by Steve. All in favor.*

V. Reports

1. Treasurer's Report

Steve G - Chairman

- Steve G discussed P&L for January, noting that both bookstore revenue and COGS were lower than budgeted, with the result being total income slightly over budget for February. Membership contributions were higher than budgeted, but contributions will vary. Steve discussed payroll expenses, which will increase with Cody coming on payroll in March, and payroll expenses will remain at a higher level through August while Kelli continues to train Cody before her retirement. Year-to-date results were similar overall compared with February, with operations at a profit. Taylor had a question regarding normalizing payroll expenses across 12 months, which is the method that has been used in the past, and the BOT discussed providing the information to the Delegates as to payroll expenses but no need to amend the budget as previously presented, and Steve will discuss further with Kelli after the meeting.

2. Executive Secretary's Report

Kelli R

- Kelli said she and Cody have been working closely together and training is going well. Kelli mentioned that Kim had surgery and will return to work on April 13th. Bookstore will be closed for Good Friday April 3. The BOT discussed employment policies and updating the employee handbook relevant to medical leave and ADA policies. Kelli also informed the BOT that the volunteer phone lines were nearly covered for 2026.

3. Facilities Report

Gary S

- Gary informed the BOT that a new countertop has been installed, the base cove in the restroom has been fixed with liquid nails, the fire extinguishers have been inspected, and the dumpster behind the building has been removed. Remaining items to complete include having the carpets professionally cleaned replacement of the remaining blinds (some have been replaced), and replacement of the window tinting on the storefront. Notice that the door is still sticking – work in progress with Landlord.

4. Events Report

Debbie L

- Debbie informed the BOT that the first workshop, How to Lead a Meeting, will be held on April 11th and Lester B from the Cypresswood Group will be presenting. Beth Y will speak at the Summer Open House on June 13th. Debbie is still looking for someone to lead the September workshop from the south side of Houston. Troy mentioned he knows people from the Bay Area Club that might be interested in leading the workshop but would also like to check with Byron to find SETA Committee chairs for the September workshop. Debbie's handout report also set forth a detailed outline of the 2026 events.

5. Outreach Report

Mark D

- Mark attended the Mouth of the Brazos conference in Lake Jackson on March 7th and said it went well. Mark is going to visit the Safe Harbor Group in the Woodlands and is also going to Bryan/College Station this weekend and will continue to perform his outreach to various groups.

6. Nominating Committee

Taylor C

- Taylor had to leave the meeting but informed Troy there is nothing to report, other than welcoming the new members to the BOT (Benjamin and David).

7. Ad hoc Lease Investigation Committee

Maryrose M

- Maryrose discussed that the current landlord (Partners) had purchased the building since Intergroup entered into the lease, and she is continuing to try to obtain a copy of the proposed lease in a timely manner in order to review before the lease expires at the end of the year and consider any material changes proposed by the landlord. Maryrose has a contact at Partners and will try to make some progress. Benjamin suggested the BOT also reach out to others in the program that may own buildings that are centrally located (near current location) to see if Intergroup finding a long-term lease at a reasonable rate is a possibility.

8. Houston Intergroup SETA Liaison:

Byron

- Byron was absent and nothing to report.

VI. Old Business:

- Nothing to report.

VII. New Business:

Maryrose M

- Intergroup Seminar is being held November 5-8 in San Antonio. Having a store manager attend this conference was not specifically budgeted for 2026, but BOT discussed the importance of Cody attending as Intergroup managers from across the US and Canada attend, and Kelli noted the value of what she has learned and whom she has met from past conferences. The BOT agreed that funds will be made available by reallocating another area of the 2026 budget to cover this expense (approximately \$750). Steve will discuss further with Kelli, and the BOT will address further at the next meeting.

Adjourn & Close

Motion made by Debbie to adjourn and close the meeting at 7:52 p.m. and seconded by Mark. All in favor.