



Brazos Valley Intergroup Association

IGRs Monthly Meeting Minutes

Intergroup Office
837 N. Harvey Mitchell
Bryan, TX 77803

Date: January 21, 2023

Trustees Attendees: Roger B, Wayne S., Kimmie W., Matt S, Dave T.H., Cheyenne C., Phillip K

IGR Attendees: Tyler H., Chris M., Rachel S., Michael R., Jack M., Paul D., Tony A., Silas M., Malinda O., Julie S., Mike D., Les R., Sean D.

- I. **Call to Order** at 11:45am Roger
- II. **Moment of Silence** Serenity Prayer
- III. **Minutes** Prior BOT meeting minutes Cheyenne

Minutes accepted as submitted.

IV. OLD BUSINESS

1. Treasurer's Report

Julie/Kimmie

Past Treasurer Julie, submitted most of the Treasurers report.

There is \$1,982.38 in the bank account.

Julie is going to help with undeposited funds. \$5,389.63 in inventory current asset. Does not include pamphlets inventory. We still need to inventory of the pamphlets.

Roger asked if we owe any money- The BVIA past Treasurer, Julie stated that she needs to make a payment to the website domain for \$288.

Roger asked Julie to speak with King and current Treasurer Kimmie regarding the \$288 invoice/bill to get their sign off. Julie informed that \$288 is an annual charge for the website domain name. The comment was made that \$288 for an annual domain name fee was excessive. Roger asked Kimmie to get a copy of the \$288 invoice/bill so that the current Trustees could determine what it was for.

A question was raised. Does BVIA need to pay the Brazos Club rent for its monthly meeting time? Wayne stated that BVIA does not need to pay extra rent to The Brazos Club for the monthly meetings as it already pays \$100 a month in rent.

Julie submitted a treasury report going back 2 years. She reported that she had put forward a lot of effort to categorize income and expenses to the best of her ability. Lack of proper categorization at point of sale or donation intake made the task almost impossible. More effort needs to be put forward to properly label or categorize sources of income and expenses.



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BVIA bank account is at Chase bank. The cosigners are Julie and Tony Allen. Julie is going to have to reset the account to add Kimmie. Kimmie does have online access to the account.

Roger suggested that it is prudent to have 3 people as bank account signatories. Need to decide which 3 Trustees by the Feb. 18 meeting. The Trustees will advise and place on the Feb. 18 agenda.

BVIA needs to figure out what articles of formation, bylaws and or meeting minutes were submitted to Chase bank when the account was opened. Kimmie was asked to secure copies of the documentation used to open the Chase account along with verification of the EIN# used.

Julie stated that when the treasury was handed over to her, she was handed a stack of petty cash for use at conferences. She still has it in her safe and is asking if the group wants her to deposit it or keep it on hand. Roger advises that we deposit the money immediately.

Les clarified that the petty cash was set aside for Aggieland and Unity conferences because we usually have tables set up. Roger commented that money should have been put back into the Intergroup Treasury/bank account.

Bookkeeping- Kimmie talked with Roger about keeping a set of books for intergroup, possibly with quickbooks. Kimmie is asking if anyone would like to volunteer to be the BVIA bookkeeper. Ultimately Kimie volunteered to be the bookkeeper.

Cheyenne asked how we would keep track of transactions in order to get the information to quickbooks. Wayne commented that a sales journal needs to be started as part of the NEW office/bookstore operating model.

Wayne reported that we will be emptying the rooms for new floors at the club. The safes will be going away with the new floors. Once we reorganize, we will change the combo on the door. We need to create a manual on how to sell items the right way. Wayne committed to have a newly drafted bookstore policy, process and procedure document prepared for submission at the Feb. BVIA meeting.

After securing cash and checks from the lock box, Julie reported there is an additional \$1314 cash on hand. Added together with the \$1,982.38 reported earlier in the Treasurer's report resulted in a \$3,296 total cash current asset at intergroup.

Wayne reported that we voted a few months ago to spend \$500 on specialty chips that we want to buy to have ready for Unity. Also, we need to get some more book covers. We have allocated \$1288 dollars going out with needed inventory and a website.

The Treasury report voted on and accepted as reported.

2. Volunteer Report

Matt

We still have 65 volunteers. Every one of them has served in the past year, we fielded 58 phone calls, 2/day. He has seen people come into meetings for their first meeting after calling the hotline. Matt has a thought on



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possibly more volunteers. If everyone rotates the way it has been working then each volunteer will be on for 3 weeks out of the year. May be a good idea to have a volunteer exercise/workshop. The system is working well. Tony said the packet for volunteers should be up to date.

Wayne suggested that it is a good time to have a workshop since we have so many new members.

Roger asked Matt to provide a list of resources that he needs for a workshop. Need to get those figures into the BVIA annual budget. Tony A. offered to help Matt with the workshop.

3. Website/ IT Report

King

King reported that he has access to everything from the old IT chair. He can direct, download and upload news to the website. He updated the Unity conference date on the website. He can update the website better than what it is if need be. His recommendation is to fix the problems and inaccurate information on the website. Word press has a cheaper website annually \$45 a year if we are interested in changing.

Motion to approve \$45 dollars for Word press website. Motion accepted.

Suggesting we add an SSL to the website. So the website is secure. \$26.96

Tony motioned \$26.96 for an SSI security system for the website. Motion accepted.

King asked who is monitoring the emails info@bvig.org. Tony A is monitoring it. King suggested we update the login info for the emails to contain the access to the emails. Kevin, Matt, Julie, Kimie, Tony A, and King would be the people appointed to have access.

brazosvalleyintergroup@gmail.com is also another email on the website. King suggested that gmail is easier to use. Julie suggested gmail because Venmo is tied to that email address.

Tony Allen volunteered to help King keep accuracy on the new website.

Roger asked King to report at the next meeting, what it will take to totally improve the BVIA website.

4. Inventory Report

Dave

Dave reported he did an inventory on all products aside from pamphlets. Costed out we have a handle on what we have and what is coming in. Issues we have are things going out and no knowledge of what to keep track on what to order. Dave said even if we put a process in place then we need to still do physical counts on the inventory stock. Dave said it would be helpful that if groups are going to need a full restock of material, he needs the groups to communicate with him in advance to make sure we have the inventory on hand.

Jack asked how much time he would need in advance. Dave requested about a week in advance.



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Cheyenne informed Dave that New Hope will be purchasing 10 new Big Books for their group and ordering a case for the Hamilton unit.

Mike made a point of reference that GSO is going to be having a 10 percent increase in the cost of AA literature through 2024. The New books will not be having a jacket, Big Book and 12&12.

Dave said that pricing had been discussed a little. If we have price increases/decreases we will have to pass that on and keep track.

3. Dist. 33/SETA Liaison Report

Rachel

Rachel said there wasn't a lot entailed at the SETA convention. She has been given a lot to report to the district and area.

4. Book Store Operations

Wayne

We have a lot of people selling a lot of books and such. When the landlord completes the remodel and laying new floors, then we will be changing the combination number on the door and create a format for efficient transactions.

Les offered to buy a new lock out of his pocket that can have hundreds of different combinations that can be assigned to authorized BVIA Office/Bookstore staff only.

The whole concept of access to intergroup needs to be more diligently managed. Access to cash and Inventory are a great concern.

Julie expressed concerns that groups which do not meet at the Brazos Club have difficulty accessing the bookstore due to current operating hours. Roger acknowledged the concern as genuine. That the current Office/Bookstore operating hours and staffing model need thoughtful consideration to be of greater service to **ALL** of the groups in its community of service.

Matt suggested an online ordering system.

5. Budget Committee Report

Roger

Roger reported that intergroup has never had a business plan or budget. We need to set a budget so BVIA can communicate its annual business plan to the groups. Roger brought a template from the Houston Intergroup and acquired a copy of the CENTEX Intergroup (Waco) budget/plan. This will give us a starting point. The Budget committee consists of Wayne, Dave, Roger, and Kimmie. The initial draft 2023 Budget will be circulated to the other Trustee chairs for their input before the Feb. BVIA meeting. Wayne mentioned to Roger that he and Dave have already talked about populating some of the items. By February they are hoping to have a budget to get approved. Kimie asked if they needed to get input from the chairs. Roger suggested they get an initial draft in place then seek the other Trustees input.



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V. NEW BUSINESS

1. BVIA communications follow up from Dec. meeting Roger

Roger suggested we table communications to the groups until we have something to present them.

2. BVIA organizational (legal) and operational issues

Roger passed out a printed report attached to these notes. There are 36 AA groups in our service community. Most of the groups do not meet at the Brazos Club.

Recent research seems to suggest that BVIA may have been established as an unincorporated not for profit association. No Articles of Formation have been located to date. A copy of the most recent bylaws were forwarded to Roger. It appears that they are based on the bylaws from August 9th, 2007. Research indicates that BVIA was formed before 2007. Still aren't sure of the exact year when it was formed. The current structure and language utilized in the current bylaws are confusing and almost unmanageable. Both the legal structure of BVIA and the Bylaws will probably need to be totally reworked later in 2023.

Cheyenne asked Sean D if he has the archive minutes and if he can email them over to her. He said that he does. And he will.

Having no further business, the meeting adjourned at 1:07 pm & Closed with The Lord's Prayer

**NEXT BOT & Delegates meeting at 11:45 am , February 18,
2023**