



Brazos Valley Intergroup Association

IGRs Monthly Meeting Minutes

Intergroup Office
837 N. Harvey Mitchell
Bryan, TX 77803

Date: February 18, 2023

Trustee Attendees: Roger B., Wayne S., Matt S., Philip K.. Absent: Dave Ten Hoor
Resigned/Vacancies: Treasurer, Kimie Womack, Secretary, Cheyenne Casey

IGR Attendees: Arturo S., Mike D., Tyler H., Rachel S., Silas. M., Tony A., Kimie W., Tony W. (8 of 36 groups represented=22%)

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| I. | Call to Order at 11:45 am | Chairperson, Roger |
| II. | Moment of Silence | Serenity Prayer |
| III. | Minutes Prior IGR meeting minutes | Secretary, Silas Moores (acting) |

Motion to accept Minutes as submitted, seconded and APPROVED

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| IV. | Treasurers Report | Treasurer, Roger Brown (Acting) |
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Roger Reported BVIA operating results for the month ending Jan. 31, 2023. Beginning Bank Bal.=\$501.63, Donations \$412.00, Bookstore Sales = \$1068.75, Bookstore Gross income \$177.35, Total Gross income=\$589.35, Expenses(Overhead) = \$140.93, Net Operations Income= \$448.42. Ending Bank Bal.=\$950.05.

Motion to accept Treasurers Report, seconded and APPROVED.

V. OLD BUSINESS

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|----|--|-------------------------|
| a. | Book Store Operation Report | Vice Chairperson, Wayne |
| | i. Migrating towards a new operating model | |

Wayne discussed the BVIA Office/Bookstore remodeling and floor plan adjustments underway. New access control will be installed. Only trained BVIA Office volunteer staff will be allowed access to the office. Need to more diligently document Literature and Merchandise sales and to properly invoice. BVIA is looking to recruit office staff volunteers to staff the office 3 hours per day, five days per week. This represents a new operating hours model for BVIA. Current operating hours model being considered is Tue-Sat. 1:00pm to 4:00pm. A \$15/day per diem has been budgeted for office volunteer staff to offset travel and meal expense. BVIA intends to accommodate online ordering via the BVIA website. This will take most of the year to implement. Wayne reported that the landlord is planning on building lockers for groups that meet at the Brazos Club. The landlord envisioned that one or possibly two of those lockers might be utilized by BVIA as a drop ship location for literature orders.

Roger commented that the per diem model for volunteer BVIA office staff model is one that has been successfully utilized by the CENTEX Intergroup in Waco. Which is where the concept originated. CENTEX has roughly the same size community of service as BVIA (36 groups).

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| b. | Volunteer Report | Volunteer Chair, Matt |
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Matt reported that there was an average of 3 calls/day in the month of Jan. 2023. One 12th Step call resulted which was handled by Lynn. Matt reported that we gained 2 volunteers and lost 1 in the month of Jan. resulting in a net 24 Hr. volunteer roster of 66. Matt announced that he is planning a 24 HR. Volunteer workshop for April 22. It is his intention to include a free lunch to volunteer participants. Matt and Tony A. commented that the last



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workshop experienced about 60 attendees. Money has been included in the BVIA 2023 budget in the amount of \$115 for this workshop.

c. Website/IT Report

Website/IT Chair, Philip King

King reported that he had no knowledge of the origin of the \$288 invoice for some web site domain charge. Roger commented that, Past Treasurer, Julie, was asked to provide King with a copy of the Invoice and discuss the matter. To date no Trustee has seen the invoice. It was paid by the past Treasurer in FY 2023 without Trustee sign off. King reported that the current antiquated website consumes a tremendous amount of data storage space. Of which only about 5% is being utilized.

Wayne asked of the old website could be scrapped and if BVIA could just start over with a new website? King responded -YES. Roger asked King to put together a plan and report at next BVIA meeting.

Tony A. inquired as to where BVIA was in getting group meeting data updated or input into the AA Meeting Guide App. King reported that has not yet been done. Tony A. requested that BVIA accomplish that ASAP.

d. Inventory Report

Inventory Chair, Dave (Absent)

In Dave's absence, Roger reported that Dave intends purchase AA Literature inventory prior to an announced 20% price increase on books and 30% increase on pamphlets. AAWS has announced the price increases effective April 2023.

e. District 33/SETA Liaison Report

District Liaison, Rachel

Nothing to report.

f. Committee Reports

Committee Chairs (10 Min.)

i. Budget Committee Progress

Treasurer/Chairperson (Roger)

Roger reported that the Treasurer elect (Kimie) resigned leaving BVIA without a Treasurer. Roger will serve as the interim Treasurer until the vacancy is filled. Roger also reported that Secretary (Cheyenne) resigned. BVIA is still in need of a volunteer bookkeeper.

Roger presented the Trustee approved BVIA 2023 Budget. He noted that this is the first ever BVIA Annual Budget and Operating plan to be submitted by a BVIA Board of Trustees. The annual budget is a financial expression of the annual management plan of the Trustees. The Trustees have voted to stop the subscription (\$15.98/Mo.) to Zoom as it is only utilized for one hour each month and for the past several months and zero people had attended the BVIA meeting via zoom.

Tony A. asked if the groups should be consulted as to whether they want Intergroup to continue the Zoom expense? Roger commented that the Trustees had discussed this expense item and decided to discontinue as an overhead expense. Tony. A commented that he did not know what the bylaws stipulated but thought the groups should be consulted.

Matt asked if this meeting could/should take a vote to discontinue the Zoom expense? Mike D. commented that the process should be that the IGRs take this question back to the groups before a motion/action be taken. Roger acknowledged that the groups could compel the Trustees to budget an overhead expense that it had deemed un-necessary in its annual management plan.

The decision was made to table the Zoom overhead expense opinion of the groups until the next BVIA meeting.

Roger stated that the 2023 Budget included the initiation of a "Special Worker Fund" intended to begin the process of raising the necessary funds to affect the contracting of a BVIA Office Manage special worker. The funds needed are one year's expense to contract a special worker to manage the office/bookstore. That BVIA needs to have those funds in hand prior to committing to contract a "special worker." This fund will be established in 2023 but not aggressively campaigned.

VI. NEW BUSINESS



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- a. ACTION NEEDED: The BVIA Board of Trustees recommend the following changes to the BVIA Chase Bank Checking Account. Chase Bank Account number ending in 7725.
- i. Resolution to remove past BVIA treasurer, Julie Shaddox, from the BVIA Chase Bank Checking Account.
Motion made, seconded, and APPROVED to adopt resolution.
 - ii. Resolution to remove Tony Allen, from the BVIA Chase Bank Checking Account.
Motion made, seconded, and APPROVED to adopt resolution.
 - iii. Resolution to add the following elected BVIA Board of Trustee members to the BVIA Chase Checking Account:
 1. Roger Brown – Chairperson
 2. Matt Stull- 24 Hr. Chairperson (Temp until Treasurer Recruited)
 3. Dave Ten Hoor- Inventory Chairperson**Motion made, seconded, and APPROVED to adopt resolution.**
- b. REPORT/INFO: BVIA Organizational (legal) and Operational issues Chairperson
- i. Advisory Actions Progress Report
 - ii. Legal Structure Defined (Need Organizational Functionality)
 1. Chairperson Accountable (Chair to Form Committee)
 - iii. Financial/Accounting/Bookkeeping Fiscal Order Installed (Operating Budget)
 1. Treasurer Accountable (Chair Accountable for Budget Committee)
 2. Office/Bookstore Staff & Inventory assist
 - iv. Office/Book Store Operation Model Re-Organized & Managed
 1. Vice-Chair Accountable, Inventory Chair, Treasurer, BVIA Office Manager assistance
 2. Integrate with the Treasurer re Fiscal Accountability
 3. Unity Conference Plan? Inv., Cash, Staffing, Reconciliation
 - v. Website & Communication Improvement
 1. Website/IT Chair Accountable
 - vi. 24 Hour Hotline Functionality Enabled & Continued
 1. 24 Hour Hotline Volunteer Chairperson Accountable
- Roger quickly reviewed the 5 Operating imperatives (Management Plan) for the Board of Trustees for 2023. He commented that there is an Advisory Action Progress Report included in the IGR information packages.
- c. REPORT/INFO: Bylaws requirement for a “Board of Trustees Meeting” Chairperson
Roger mentioned that the Trustees were now meeting monthly, on the third Thursday of each month, in compliance with the BVIA Bylaws.
- d. REPORT/INFO: DRAFT BVIA Trustee & Office Manager Role Descriptions Chairperson
Roger asked that the IGRs review the draft role description package included in the BVIA IGR information package. Roger commented that role descriptions are important information to allow people to understand the role requirements and level of commitment needed.
- e. REPORT/INFO: BOT Voted to discontinue ZOOM subscription (for now) Chairperson
This item was discussed extensively in the previous “2023 Budget” discussion.



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VII. IGR FORUM

IGRs

- a. Questions, Comments, Suggestion, Concerns re BVIA

Time did not allow for this discussion. Tabled until March Meeting.

Meeting Closed at 1:00 pm with The Lord's Prayer.

NEXT Monthly BVIA IGR meeting at 11:45am, Mar., 18, 2023

**Approved By Chairman
Roger Brown**