

WILMINGTON AREA INTERGROUP

BOARD OF DIRECTORS MEETING APRIL 11, 2019

Donna C., Vice Chair, opened the meeting at 5:30pm with the Serenity Prayer.

Cindy W., Secretary, called the roll with the following Board Members present: Barry M., Bill T., Pat N., Cindy W. Dara G., Donna C., Lee Ann P., Penny C., Susan P., David G., Office Manager. Sam R. and Will S. arrived after roll call. Colin H. was absent. *Note: Butch V. resigned and the BOD appointed Pat N. to replace his position.*

The minutes from the March 14, 2019 Full Council Meeting were approved.

LeeAnn P., gave the Treasurer's Report. LeeAnn presented the new cash income statement that was generated in QuickBooks. She relayed that it is easier to read. Susan P. asked if the figures were correct and how much the Intergroup was in the hole. Susan commented that it was hard to discern without the spread sheet. It was explained that after the figures were entered that a spreadsheet would be generated in order to compare the percentages of income from month to month. There was discussion about how to generate payment from groups that have outstanding invoices. There will be more discussion in New Business about putting a credit report in place. **Will S.**, Chair, arrived at the meeting and called for a motion to accept the Treasurer's Report. Treasurer's Report Accepted and Approved by the BOD.

David G., gave the Office Report. Book Store has been stocked up and the sales and contributions have been strong. Where and Whens and Meeting Schedules have been updated. Price list for literature has been made for the Web Site and the group mailboxes. Cameras have been installed outside the building. The drink machine will not be replaced. The Intergroup phone has been changed so that it rings directly to the night owl phone. The phone rings six times and then goes directly to the night owl phone. There was discussion about changing the number of rings to four.* David said he could have that done.
**Since this meeting the phone now rings four times and then forwards to the night owl phone.* Office Report approved.

David G., gave the Volunteer Phone Report. Phone in the office seems to stay covered and the night owl phone is covered through June. Volunteer phone report approved.

LeeAnn P., gave the events committee report. Tickets are printed out for the Founder's Day Picnic. Ticket price is seven dollars and the picnic is June 9th at Empie Park. LeeAnn reported there will be music and it will be kid friendly. Events committee will be at the Service Workshop on April 13 and hopefully can generate some interest in volunteers for upcoming events. There will be a volunteer appreciation day on April 25th for the Intergroup Volunteers. 1:30 to 3pm is the time and will be at Intergroup with refreshments and fellowship.
Events Committee report approved.

Donna C., gave the Strategic Plan Implementation report. Donna reported there will be a Strategic Plan Implementation Committee formed that will meet monthly and be comprised of BOD members and IGR's to make sure the Plan stays on track to meet the goals for the next three years. Strategic Plan report approved.

Sandra K. from Business 101 gave an update report on the QuickBooks and 2018 Tax Projects she was contracted to perform. Sandra reported she and Donna are going to H&R Block Friday afternoon to file the 2018 taxes.
Project update report approved.

Will S. brought up New Business report. Recommendations were presented by Sandra K. Accounts Receivable, Price Changes, Sales Tax and Operational Hours and Options. David reported \$2000.00 in outstanding accounts.

Sandra suggested that accounts be paid after 15 days and after 30 days the account holder is not able to charge until the outstanding bill is paid. Sandra suggested that this policy, if voted on by the BOD, be presented to the next Full Council Meeting on May 9th to be in place by June 1st. She also suggested that the accounts be settled with group contributions. There was discussion about not taking the money from group contributions. There needs to be criteria set in order for groups, businesses, and individuals to charge for goods. BOD voted in favor of setting up a policy for customers to charge goods as of June 1st. The policy being that goods charged are paid for in 15 days and after 30 days no more credit until the outstanding bill is paid. There was more discussion on each group having one person authorized from each group to be able to charge

goods. This person needs to be on file at the Intergroup. Barry M. volunteered to draft a credit policy reflecting balances are due 15 days after purchases and if not paid after 30 days no more credit is extended. This policy will be distributed to all groups and to organizations that want to charge their purchases. BOD voted that it will be a policy for each group to have one representative on file as the authorized person to charge goods.

Discussion on sale of goods and price changes. Sandra suggested that we take the catalogue prices and make sure they were correct in QuickBooks and then make sure that what the sales price on the item is correct in QuickBooks. Sandra suggested that someone needs to go through the items and decide what percentage of mark up will go on each item in order for there to be some consistency in cost of item and profit on item. LeeAnn reported that all the cost of items entered in QuickBooks as of last year are current. LeeAnn agreed to meet with David and Ashley to go over the cost of goods to make sure the profit margin is appropriate. Will S. asked that this project be accomplished by April 26th. Discussion on Sales Tax. Sandra's recommendation was to add sales tax on to the cost. Barry did an analysis on discounting the items 5% reduction and then adding sales tax. Sandra's recommendation is to not include the sales tax into the profit on the item. Sandra recommends entering the cost of items and enter the Intergroup's sales price and then adding sales tax. QuickBooks will separate the cost and sales tax. BOD voted to research the cost of items sold, sales price and what sales tax would be added and bring it back to the June BOD meeting to determine how to go about changing items sold with a price and sales tax. This research will be done by David, Ashley and LeeAnn.

Discussion on Operational Hours & Options Sandra suggested that hours of Intergroup could be cut to 11-5. It Discussion included: 1)the night owl phone could not be extended past 9 am. 2) we offer a service to alcoholics and if one person can be saved it is worthwhile. 3) hours of operation in Raleigh's Intergroup. 4) the Intergroup's mission. Is Intergroup operating to serve alcoholics. 5) How to take the budget into consideration and not face a deficit. David informed the BOD that World Services is owed \$4,000.00 by Wilmington Area Intergroup. It was verified there was no record of the invoices in QuickBooks. Sandra also recommended Ashley's computer be replaced because it operates so slowly. A recommendation was made that the Strategic Plan Implementation Committee consider options for raising Intergroup's revenue and no action be taken until this Committee can begin operation and make appropriate recommendations. **Will S.** made a Motion and it passed to table the hours of operation, phone options until the Strategic Plan Implementation Committee could get into practice.

Sandra mentioned there were many email addresses that invoices are being received. There needs to be one email address that all invoices are received. The assistant manager needs to have a separate email. Will S. asked David to make the changes to the email addresses. All invoices must come to Wilmington Area Intergroup's email address.

Barry M. presented By-Laws Change Recommendations.

Preamble change to include Columbus County. BOD approved.

By-Law change Article IV, Section II, to include all groups as members of the Association whether they are registered with GSO or not. BOD approved this change.

By-Law change, Article VIII, Section III, adding the treasurer shall ensure that all regularly scheduled payments (salaries, rent, taxes, etc.) are made as in a timely manner, as scheduled. BOD approved this change.

Barry suggested that David and LeeAnn will put all the filings during the month in the treasurer's report. LeeAnn agreed to this suggestion.

Barry M. presented the Budget for 2019. BOD accepted and approved the revised Budget.

Meeting adjourned at 7:30 pm.

Minutes respectfully submitted by,
Cindy W. Secretary