

**CAPE COD INTERGROUP  
REPRESENTATIVE'S MEETING  
MINUTES  
August 4th, 2015**

**CALL TO ORDER:** At 7:30 by Tam G., Vice Chairperson for Steering Committee, moment of silence followed by the Serenity Prayer..

**ROLL CALL:** Tam G., Vice Chair; Stephanie D., Secretary; Chuck T. Office Manager; 9 IG Reps(listed below).

**SECRETARY'S REPORT:** Read, Amended, Motion to accept seconded. Minutes accepted as read for July.

**TREASURER'S REPORT:** Read. Jesse M. disturbed that we are losing so much money. Rent was paid twice in July. Inventory done at the end of June. Paid for books but does not show as an asset until received. \$881 in outdated meeting lists shows as a loss. Jesse M. total profit from sales is small compared to group contributions. It is group donations that are not enough. We need a total of \$42,000.00 for 6 mos. prudent reserve, \$6300.00 a month. Ed M. made motion to accept report, seconded by Bill Z. Motion passed.

**OFFICE MANAGER'S REPORT:** Chuck T. calls for assistance are up, sometimes difficult finding rides etc. Inventory completed. Everything is now run through Quick Books which translates to more transparency. All transactions reviewed weekly. Tonya is excellent as a volunteer and part-time employee. Motion to accept made and seconded, passed.

**AREA/DISTRICT 1&2 REPORT:** New liaison, Jessica absent, will be here next month.

**OLD BUSINESS:** Bill Z. asked about 12 step call list, does answering service have the call list? Answer is yes. Bring blank call list sheets to next meeting for the reps to distribute.

**NEW BUSINESS:** CC Intergroup Office Policies and Procedures from 1994 need to be updated. Jesse M. stated it's the duty of the Steering Committee to update the policies and procedures manual. Steering Committee will revise incrementally until completed.

**ADJOURNMENT:** Motion to adjourn at 8:29 seconded and approved. Meeting closed by Tam G. with the Lord's Prayer.

**IG Reps and Groups**

Jesse M. Hyannis Noontime  
Bill Z. SATSO  
Bindy J. Orleans

Ed M. Hour Of Power  
Jim J. Dennis Pass it On  
Chris A. OMBBSS

Gino Dennis Live at Five  
John M. WBMBBSS  
Sharon D. Falmouth Sun. AM

**NEXT MEETING TUESDAY, September 1st, 2015 – 7:30PM**