

**CAPE COD INTERGROUP  
Alcoholics Anonymous  
STEERING COMMITTEE SPECIAL MEETING  
NOVEMBER 23, 2020**

**CALL TO ORDER: 6:30**

**ROLL CALL:** Suzanne RT., Teri P., Laurel S., Susan, Audrey, Jay, Hogie, Constance S., Chuck

The purpose of this meeting was to review the updated version of the Policies and Procedures Document for changes or approval by the Steering Committee so it could be sent to the Intergroup Representatives prior to the IG meeting on December 1, 2020. A copy was sent to each of the members attending. Since these had not been formally changed for many years, most of the modifications were in response to current practice. Appropriate language regarding current employment law was incorporated where necessary.

- The first discussion centered on whether the employment should be described as “part-time” since this may change in the future. It was decided to remove “part-time” from the job description.
- The paid Holiday benefit has been eliminated. The office is closed on 9 Federal holidays and Patriots Day.
- The Sick Days benefit has been modified to comply with current state regulations.
- Vacation Time has been eliminated as a benefit.

**INTERGROUP OFFICE ADMINISTRATOR**

Duties and Responsibilities of the Intergroup Office Administrator include attendance at the monthly Steering Committee and Intergroup Representatives meetings. This has been paid in addition to regular wages in the past.

**STEERING COMMITTEE MEMBERS**

The Treasurer’s position required major revisions to reflect current practice.

The updated document was approved by the voting members present.

Meeting was adjourned at 7:35pm

Respectfully submitted by Constance S., Intergroup Secretary