

CAPE COD INTERGROUP
Alcoholics Anonymous
STEERING COMMITTEE MEETING
MINUTES
Monday, December 16th, 2013

CALL TO ORDER: 5:00 by Jack M., Chairperson.

ROLL CALL: Jack M., Chair; Scott B., Co- Chair; Kathy B., Office Manager; Jamie F., Treasurer, Bill L., Secretary; Colleen O., Trustee.

Absent: Paul D., Trustee; Cynthia G., Trustee.

SECRETARY'S REPORT: Read, motion to accept seconded and approved.

TREASURER'S REPORT: Read, motion to accept seconded and approved.

OFFICE REPORT: 104 Walk-ins, 103 Telephone calls, 67 Answering service calls, 2109 website visits in **NOVEMBER**.

OLD BUSINESS: Jack reported on progress of new website work it is agreed to give Dave until January 7th to show some progress. A motion to send a payment for services rendered so far to T.W. Cooney in the amount of \$900.00 was seconded and approved.

NEW BUSINESS: Jack shared his Office Manager's performance review with the committee. A motion to a 3% raise in salary was seconded and approved.

ADJOURNMENT: 5:30 p.m. motion to adjourn was seconded and approved, meeting closed by Jack.

Respectfully submitted by Bill L., Secretary.

NEXT MEETING: Monday, January 27th, 2014 – 6:00pm