

**CAPE COD INTERGROUP**  
**Alcoholics Anonymous**  
**STEERING COMMITTEE MEETING MINUTES**  
**Monday, April 26, 2021**

**CALL TO ORDER:** 6:30pm

**ROLL CALL:** Suzanne, Chairperson; Constance , Secretary; Laurel, Treasurer; Jay G., Jay F., Alt. Treasurer; Hogie, Susan, Chuck, Office Administrator, Bill S. (visitor)

**SECRETARY'S REPORT:** Motion to Accept, seconded and approved unanimously.

**TREASURER'S REPORT:** Chuck's vacation payment is included in this month's expenses. Motion to Accept, seconded and approved unanimously.

**OFFICE ADMINISTRATOR'S REPORT:** 20 Walk-ins; 16 Phone Calls

The Sober Times has been mailed with the assistance of a volunteer and is available on the website. Volunteers have been coming in on Thursdays. The bank office on Main Street has closed. The closest one to the office is not within walking distance, so Chuck will have to drive to make deposits.

**OLD BUSINESS:** We will wait to ask Maureen for an overview of the financial statements until her busy season is over. We need to form a Nominating Committee to present a slate of candidates for the Steering Committee elections ASAP. Constance and Susan volunteered to be on the committee and we will ask for volunteers at the next IG meeting.

**NEW BUSINESS:**

Because there has been no business after 3:00 on Wednesdays or Saturdays, it was decided to adjust the Wednesday office hours to 10-4 and to discontinue Saturday hours.

Bill S. has found a new office location at 741 Rt. 28, Hyannis. The rent would be \$650/month for 3 years with an option for a 4<sup>th</sup> year at \$700 and a 5<sup>th</sup> year at 750. The utilities would be split among the 4 offices (the average is \$300 for all 4). Bill has met with the landlord, who would be very interested in having us as tenants. There was a lot of discussion regarding the pros and cons, such as what will happen if we can't pay the rent after 3 years? Jay F. expressed concerns about taking on this expense since we have

just done so much work to preserve our resources. Susan wanted to continue looking for other offices. Jay G. cautioned that we should firm up the costs before signing a lease. Bill S. will set up a meeting with the landlord, himself, and Jay F and Jay G. to discuss a cap on the monthly utility bill and anything else that comes up. They will report back to the Intergroup Reps, who would be the ultimate deciding vote on whether or not we should accept this proposal. It was suggested that the proposal be sent to the IG reps before the next meeting with pictures of the office space.

**ADJOURNMENT: 7:55pm**

Respectfully submitted by Constance S., Intergroup Secretary

**NEXT MEETING: MONDAY, May 31, 2021, 6:30PM**