

**CAPE COD INTERGROUP
Alcoholics Anonymous
STEERING COMMITTEE MEETING
MINUTES
Monday, April 24th, 2017**

CALL TO ORDER: at 6:09 p.m. by Tam G.; Chair for Steering Committee.

ROLL CALL: Tam G., Chair; Ed O., Vice Chair; Amber C., Secretary; Sue L., Trustee; Bill Z., Trustee; Chuck T., Office Manager

Absent: Paul D., Treasurer; Scott B., Trustee; Mike C., Trustee

SECRETARY'S REPORT: Motion to accept seconded and approved.

TREASURER'S REPORT: Sue L. had a question about assets vs. equity and liability, Chuck T. will ask the accountant for clarification. Motion to accept seconded and approved.

OFFICE MANAGER'S REPORT: 26 walk-ins, 55 phone calls. New lease has been signed, \$30/month increase to \$530/month. Chuck T. has been looking for a new laptop. 50 Sober Times mailed out, and is current on the website. Chuck T. has been using bed availability list Mike C. gave the committee members last month.

OLD BUSINESS: None.

NEW BUSINESS: Bill Z. made a motion to change the quorum requirement to "members present" from current four members. Motion failed to gain a second.

ADJOURNMENT: 6:48 p.m. motion to close meeting seconded and approved. Meeting closed by Tam G. with the Lord's Prayer.

Respectfully submitted by Amber C.

NEXT MEETING: Monday, May 22nd, 2017 at 6:00pm