

**CAPE COD INTERGROUP**  
**Alcoholics Anonymous**  
**STEERING COMMITTEE MEETING MINUTES**  
**Monday, August 30th, 2021**

**CALL TO ORDER:** 7:33pm

**ROLL CALL:** Frank, Chairperson; Constance , Secretary; Jay G., Jay F., Treasurer, Chuck, Office Administrator, Suzanne, Amy, Hogie

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

**TREASURER'S REPORT:** Motion to Accept, seconded and approved unanimously. Maureen, our accountant, provided a comprehensive review of all of our accounting reports. All members present now have a better understanding of our financial situation and what each of the reports represents.

**OFFICE ADMINISTRATOR'S REPORT:** 30 Walk-ins; 36 Phone Calls

- The Federated Church called the office to let us know that they are ready to provide meeting space to select groups and offered us the opportunity to meet there for \$15/month. This will be presented to the IG reps to see if they want to resume an in-person meeting.
- Chuck has received the requested receipts for the rent, utilities and the sign. Things are going well with our landlord.
- The Sober Times has been mailed out.
- Jay F. is in the process of getting the signature cards signed at the bank.

**OLD BUSINESS:** None

**NEW BUSINESS:** There was discussion about a PSA to be placed in the weekly Enterprise newspapers. A Motion to proceed was seconded and approved unanimously.

**ADJOURNMENT:** 9:08 pm

Respectfully submitted by Constance S., Recording Secretary

**NEXT MEETING: MONDAY, September 27th, 2021, 7:30PM**