

**CAPE COD INTERGROUP  
Alcoholics Anonymous  
STEERING COMMITTEE MEETING  
MINUTES  
Monday, August 26<sup>th</sup>, 2019**

**CALL TO ORDER:** at 6:01 by Ed O., Chair for Steering Committee

**ROLL CALL:** Ed O., (Chair); Amber C., (Vice-Chair); Chuck T. (Office Manager); Jack D., (Trustee); Jay W., (Trustee); Sue L.(Trustee); Jeff G. (Trustee); Patrick M. (Secretary);

**Absent:** Paul D.,(2<sup>nd</sup> Time),Tom D., (Trustee) (3<sup>rd</sup> Time), Kevin S.- (withdrew from committee)

**SECRETARY'S REPORT:** Amber C Motioned to Accept, Jay W. Seconded (All Accepted)

**TREASURER'S REPORT:** Amber C. Motioned to Accept, Jeff G. Seconded (All Accepted)

**OFFICE MANAGER'S REPORT:** 40 Walk-ins, 88 Phone calls. Chuck T. gave the committee member's an informal financial update. Contributions have increased approximately \$200.00 over last fiscal year (\$6200.00) September issue of Sober Times is currently being released. Digital contributions via website are possible via PayPal/Venmo. Cost is minimal however, is still under investigation as of this meeting. Anonymity is protected via this contribution option. Purchases are also available through this payment option also. This will increase processing time for group orders. Inventory is being ordered as needed once again.

**OLD BUSINESS:** Ed O., Chuck T., Amber C. liquidated Certificate of Deposit and is now in appropriate account. Amber C. motioned to present Intergroup with PayPal option for contributions/payments, Jack D. Seconded.

**NEW BUSINESS:** Chuck T. advised committee that he has accumulated 288 hours of vacation time (100 hours used since hours have changed). He will advise committee when vacation time will be used and when current schedule of 16 hours will be modified once again. Current "Policy and Procedures" will need to be reviewed at next Steering Committee meeting. Modification of current vacation policy of accumulating vacation time with no maximum amount must be investigated. Current policy is outdated. Office Manager Position must be evaluated in case of a rehire/emergency situation which may occur. Treasurer Position will be filled when voted at next nomination period. . Amber C. motioned to incorporate official contribution amounts (month to month/year to date) monthly in The Sober Times. Jack D. Seconded.

**ADJOURNMENT:** Amber C. Motioned to Adjourn at 6:57 PM Seconded by Ed O. Meeting closed with the Lord's Prayer.

Respectfully submitted by Patrick M.

**NEXT MEETING: Monday, September 30th, 2019 at 6:00pm**