

**CAPE COD INTERGROUP  
Alcoholics Anonymous  
STEERING COMMITTEE MEETING  
MINUTES  
Monday, August 29th, 2016**

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

**ROLL CALL:** Tam G., Chair, Ed O., Vice Chair, Paul D., Treasurer, Amber C., Secretary, Mike C., Trustee, Sue L., Trustee, Chuck T., Office Manager

**Absent:** Scott B., Trustee, Michelle S., Trustee

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

**TREASURER'S REPORT:** Paul D. asked about liability insurance, Chuck T. explained it is a typical payment. Changes in rent, phone expense, liability insurance, etc. sometimes change depending on when Chuck T. does the checks. Undeposited funds show outstanding balances that haven't been deposited yet; they could be either undeposited or not received. Chuck T. pointed out that July was a slow month. Read, motion to accept seconded and approved.

**OFFICE MANAGER'S REPORT:** Chuck T. explained an incident with a disgruntled caller. Chuck T. would like to start paying bills online through direct pay. There is no extra cost, Paul and/or Tam can approve checks whenever, without having to travel to Hyannis. Members will discuss next meeting after going over Maureen's (the accountant) email.

**OLD BUSINESS:** None.

**NEW BUSINESS:** Tam G. wanted to explore having the ability to meet over the phone/internet. Ed O., Mike C., and Amber C. volunteered to research. Tam G. suggests members connect with Chuck T. over the next month to learn about Intergroup operations.

**ADJOURNMENT:** 6:45 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, September 26th 2016 at 6:00 p.m.**