

**CAPE COD INTERGROUP  
ALCOHOLICS ANONYMOUS  
STEERING COMMITTEE MEETING  
MINUTES  
MONDAY, AUGUST 31, 2015**

**CALL TO ORDER:** at 6:07 p.m. by Scott B., Steering Committee Chair

**ROLL CALL:** Scott B., Chair; Stephanie D., Secretary; Tam G., Co-Chair; Chuck T., Office Manager; Paul D., Trustee and Jamie F., Treasurer.

**Absent:** Colleen O., Trustee; Dave Z., Trustee

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

**TREASURER'S REPORT:** Tam G. had questions regarding the difference in telephone charges from 2014. Jamie explained when we changed to a new telephone system, after the initial 2 year contract there would be an increase.

Steffi pointed out on the 2015 Donation sheet there is no column for Year To Date. It was clear, after checking older copies, there once was a YTD column and this column will be restored.. Motion to accept seconded and approved.

**OLD BUSINESS:** Scott B. wanted input regarding going back to Winter Hours. That means essentially that the Intergroup Office would be closed on Fridays for the Winter Season. It was pointed out that such good reports had come in regarding the Intergroup Office, perhaps we should stay with the Summer Hours. Scott made us aware of the additional expense and pointed out that our assets are still not in the 'comfort' zone. We unanimously decided it would be best to keep the Winter Hours at this time..

On "Policy and Procedures", Scott asked Chuck to print 10 copies of the last updated 1994 version to be distributed to all members of the Board. It was previously decided that 2 Board Members should be in charge. He named Paul D. and Dave Z. to the task.

**OFFICE MANAGER:** Chuck reported 94 walk-ins and 188 phone calls.. The 'Usage Summary' is inadequate as written as they are having a change over.

**NEW BUSINESS:** *Scott pointed out that Chuck has taken on more responsibility. Including checking bills, writing checks, (not signing), QuickBooks, etc.. The CPA expense has been considerably reduced as a result.*

**ADJOURNMENT:** *The meeting adjourned at 6:47 p.m. with the Lord's Prayer.*

*Respectfully submitted Stephanie D., Secretary*

**NEXT MEETING: MONDAY SEPTEMBER 28, 2015 at 6:00 P.M.**