

CAPE COD INTERGROUP
Alcoholics Anonymous
STEERING COMMITTEE MEETING MINUTES
Monday, December 28, 2020

CALL TO ORDER: 6:30pm

ROLL CALL: Suzanne, Chairperson; Teri, Vice-Chair; Laurel, Treasurer; Constance , Secretary; Jay, Wanda, Hogie, Chuck, Office Manager.

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

TREASURER'S REPORT: We reviewed the correction that was made to the payroll due to a mistaken date entry. Motion to Accept the corrected Treasurers Report, seconded and approved unanimously.

OFFICE MANAGER'S REPORT: 7Walk-ins; 30 Phone Calls

- Chuck is investigating an online form for 12 Step volunteers and a form that would make it easier for groups to register with AAWS.
- The lease for the copier has been renewed with an increase in the monthly payment of \$15. The Poland Springs bottled water will be discontinued (\$19/month) to offset this expense. Books were purchased in the amount of around \$800 to restock the sold-out inventory. There was discussion whether the office manager has the authority to enter in the lease renewal without permission from the Intergroup reps. The issue is regarding the direction in the Policies & Procedures that any non-recurring purchases greater than \$500 must be approved by IG. Jay G. was adamant that the lease was a “purchase” and should not have been extended without prior approval.
- A motion was made to review with the Intergroup reps at the next meeting the amount that the office manager can spend on literature without prior approval. The motion failed with a vote of 2-YES, 1-ABSTAIN and 3- OPPOSED as follows:
 - Yes – Jay, Wanda; Abstain – Teri; OPPOSED – Constance, Laurel, Hogie
 - Chuck was asked to speak about Intergroup to a new Traditions meeting in Sandwich. He said it went well and people were interested in learning more about the office.

OLD BUSINESS:

The Steering Committee reviewed the completed Evaluation of the Office Manager for 2020. It was noted that some areas of office administration need to be organized, such as the 12 Step List and Group Registration files. That attitude of the Office Manager was described as “gruff”, which brought a lot of discussion.

NEW BUSINESS:

The proposed By-Law updates were reviewed and are ready to be presented to the Intergroup Reps. A Motion, Seconded and passed unanimously to approve the revisions to the By-Laws.

The Website updates are being reviewed to make sure they are forwarded to Boston Central Service and the “Meeting Finder” App.

ADJOURNMENT: 8:25pm

Respectfully submitted by Constance S., Intergroup Secretary

NEXT MEETING: MONDAY, January 25, 2021, 6:30PM