

**CAPE COD INTERGROUP**  
**Alcoholics Anonymous**  
**STEERING COMMITTEE MEETING MINUTES**  
**Monday, December 27, 2021**

**CALL TO ORDER:** 7:30pm

**ROLL CALL:** Frank, Chairperson; Constance , Secretary; Chuck, Office Administrator, Laurel, Amy, Keith

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

**TREASURER’S REPORT:**

- Motion to Accept, seconded and approved unanimously.

**OFFICE ADMINISTRATOR’S REPORT:** 36 Walk-ins; 44 Phone Calls

- The issue with the lighting on the outdoor sign has not been resolved. The landlord said it will cost \$2,000 to fix. Chuck will contact an electrician to take a look at it.
- Chuck purchased the POS system that works with Quickbooks and consulted with our accountant about using it. He is in the process of entering all our items into it.

**OLD BUSINESS:**

- The 12 Step Committee has met and will start calling the people who are currently on the list. Then we will distribute new sign-up sheets to the groups.
- Frank has offered to attend the District or GSR meetings until an IG rep volunteers.

**NEW BUSINESS:**

- It was decided that the IG Office will sponsor a virtual Bookie Commitment Exchange. The first one will be held on Sunday, January 23, 2022, from 2-3pm.
- It was also decided to offer a Treasurer’s Workshop in February. Chuck will set up a Zoom meeting with an ID for “Workshops”.

**ADJOURNMENT:** 8:25 pm

Respectfully submitted by Constance S., Recording Secretary

**NEXT MEETING: MONDAY, January 31, 2022, 7:30PM**