

**CAPE COD INTERGROUP
ALCOHOLICS ANONYMOUS
STEERING COMMITTEE MEETING
MINUTES
MONDAY, DECEMBER 28, 2015**

CALL TO ORDER: at 6:03 p.m. by Tam G., Steering Committee Vice Chair.

ROLL CALL: Tam G., Vice Chair; Stephanie D., Secretary; Chuck T., Office Manager; Jamie F., Treasurer; Colleen O., Trustee; Dave Z., Trustee;
Absent: Scott B., Chair; Paul D., Trustee

SECRETARY'S REPORT: For November was read. Motion to accept seconded and approved.

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

OFFICE MANAGER: 44 Walk-Ins and 130 phone calls. Website activity available upon request. Chuck will be doing inventory next week.

OLD BUSINESS: Telephone conference call discussion ensued. This will continue for a while as further input from the Intergroup and other sources is obtained.

Regarding **Policy & Procedures:** a committee was formed for a meeting at Dave Z.'s office on 01/07/16 consisting of Tam G., Dave Z., Colleen O., and Jamie F. They will report for the January meeting.

The ongoing issue of our telephone # in the Verizon phone book will be further looked into by Chuck T. as to price. Chuck will keep us posted.

NEW BUSINESS: Vice Chair, Tam G. presented to us the letter of the Terms and Objectives of our engagement with Maureen Ryan, CPA, PC for 2016 to be signed. Motion seconded and carried.

Workmans ComP Policy updated for renewal. Tabled. Chuck will look into it further. Recommendations to be made.

ADJOURNMENT: The meeting adjourned at 7:09PM with the Lord's Prayer.

Respectfully submitted by Stephanie D., Secretary

NEXT MEETING: MONDAY, JANUARY 25, 2016 at 6:00 P.M.