

**CAPE COD INTERGROUP**  
**Alcoholics Anonymous**  
**STEERING COMMITTEE MEETING MINUTES**  
**Monday, February 22, 2021**

**CALL TO ORDER:** 6:30pm

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

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

**TREASURER'S REPORT:** The office was eligible for the Employee Retention Credit for the 3<sup>rd</sup> quarter in 2020. The accountant elected to take the credit amount and apply it against future federal payroll taxes, rather than wait for a physical check, which could take months to receive. Motion to Accept the Treasurers Report, seconded and approved unanimously.

**OFFICE MANAGER'S REPORT:** 14 Walk-ins; 17 Phone Calls

The new office schedule starts this week. Chuck asked if the hours could be changed as follows: Wednesday 12-6, Thursday and Friday 9-2pm. There is concern about being open until 6pm because the building locks the doors at 5pm and on weekends. Chuck will talk to the building management about having a sign posted that directs people to the back entrance where there are buzzers to the offices. This could be useful for all the tenants. A Motion was made & seconded and approved unanimously to change the hours and discuss the notice with the building management.

**OLD BUSINESS:** There was discussion to address Jay F.'s concerns that the Steering Committee should have considered the impact of the Employee Retention Credit before making decisions regarding the office hours. The office was eligible for the ERC for the 3<sup>rd</sup> quarter of 2020. For 2021, the parameters are different, so it is unknown whether or not we will qualify for credits this year. If we do qualify for any ERC in 2021 it will be because the office income is down 25% from the corresponding quarter in 2019. If we DON'T qualify, it is because we are doing BETTER than the corresponding quarter in 2019. Given the uncertainty of future benefits, the Steering Committee felt that it was in the best interests of the Intergroup Office to proactively reduce payroll expense.

Jay G. recommended a change of wording to the Volunteer Guidelines. These will go to the Intergroup Reps for approval at the next IG meeting. It was decided to set aside Thursdays from 12-2 for Volunteer Orientation.

**NEW BUSINESS:**

Jay F. was nominated and approved to hold the position of Assistant Treasurer.

**ADJOURNMENT:** 7:40pm

Respectfully submitted by Constance S., Intergroup Secretary

**NEXT MEETING: MONDAY, March 29, 2021, 6:30PM**