

**CAPE COD INTERGROUP
ALCOHOLICS ANONYMOUS
STEERING COMMITTEE MEETING
MINUTES
Monday, February 24, 20**

CALL TO ORDER:

ROLL CALL: Ed O., Chair, Sue L, Trustee, Chuck T., Office Manager*, Jeff G., trustee, Tam G., trustee.

* denotes non-voting attendee

Absent: Jack D., Trustee, Patrick M., Secretary, Amber C., Vice Chair, Paul D., Treasurer, Jay W., Turstee

Sidebar:

SECRETARY'S REPORT: None available

TREASURER'S REPORT: Will be up to date next month. Motion to accept second and approved.

OFFICE MANAGER'S REPORT: Sober Times will go out this week. Preparing for a standard audit from Main Street America, workman's comp insurance. Rate increase for the accountant, Maureen, from \$130.00/month to \$140.00/month.

OLD BUSINESS: Need a contingency plan for Radical change in the office. Ed O. will be the point person. Amber C. took full responsibility for the time after Chuck's surgery and procedures.
Need new by-laws from Intergroup.
Need to improve trustee/intergroup representative commuications.

NEW BUSINESS: Ed will send a letter to Eric for singlehandedly keeping the office open and running.

ADJOURNMENT: 6: 45 by Tam G., trustee. Meeting closed with the Lord's Prayer

Respectfully submitted by Sue L.

NEXT MEETING: MONDAY, MARCH 3, 2020