

**CAPE COD INTERGROUP
Alcoholics Anonymous
STEERING COMMITTEE MEETING
MINUTES
Monday, February 25th, 2019**

CALL TO ORDER: 6:06PM by Ed O., Chair

ROLL CALL: Ed O., Chair; Paul D., Treasurer; Tam G., Trustee; Sue L., Trustee; Chuck T., Office Manager

Absent: Jack V., Trustee Amber C Vice Chair

SECRETARY'S REPORT: Motion to accept secretary's report seconded and approved.

TREASURER'S REPORT: Motion to accept treasurer's report seconded and approved.

OFFICE MANAGER'S REPORT: 39 Walk-ins, 70 Phone calls. Chuck T. requested a line item be added for office manager training/expenses. Discussed by the board. Sue made motion for \$1200 to be set aside for training, motion passed unanimously. Chuck T. brought up the need for a contingency in case of emergency involving the office manager and office operations, currently there is nothing in place. Board requested a copy of the policy manual to be emailed to them.

OLD BUSINESS: None.

NEW BUSINESS: Chuck T. asked to consult Maureen to cost out a part-time employee at the rate of \$15hr, ask what is required for employee sick time.

ADJOURNMENT: 6:55 PM motion to adjourn made and seconded. Steering Committee went into executive session to discuss the office managers yearly review.

Respectfully submitted by Chuck T.

NEXT MEETING: Monday, April 29th, 2019 at 6:00pm