

CAPE COD INTERGROUP
Alcoholics Anonymous
STEERING COMMITTEE MEETING MINUTES
Monday, January 25, 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 Orleans Women's Group Y-T-D total needs to be corrected. We should review the telephone charges to see if we can reduce this expense. Motion to Accept the Treasurers Report with the Y-T-D correction, seconded and approved unanimously.

OFFICE MANAGER'S REPORT: 22 Walk-ins; 19 Phone Calls

Chuck has found a new form for Group Information. Some purchases were discussed and the various vendors that we purchase from. A Motion to approve the purchases was seconded and passed unanimously.

OLD BUSINESS:

- Chuck exited the meeting to allow discussion regarding the job offer for the newly defined Office Manager position. It was decided to allow the payout of Chuck's existing holiday & vacation time over a period not to exceed 6 months.
- New office hours were changed to 4 days at 4 hours per day, with Tuesday hours 2-6pm and Wed., Thurs., Friday hours 9-1pm.
- There are no paid holidays, so whenever the office is closed due to a federal holiday, that day will be unpaid.
- There is no extra payment for office cleaning.
- Sick time will be accrued and tracked by the Treasurer.
- A Motion was made, seconded and passed unanimously to have the new Office Manager package go into effect on February 12, 2021.
- Issues of training for Professional Development were discussed, but no action was taken.

- This offer was presented to Chuck and he will let us know in a timely manner if he accepts it.

NEW BUSINESS:

The Volunteer recruitment and orientation has been put on hold until the Office Manager position is decided.

ADJOURNMENT: 8:45pm

Respectfully submitted by Constance S., Intergroup Secretary

NEXT MEETING: MONDAY, February 22, 2021, 6:30PM