

**CAPE COD INTERGROUP
Alcoholics Anonymous
STEERING COMMITTEE MEETING
MINUTES
Monday, January 30th, 2017**

CALL TO ORDER: at 6:08 p.m. by Ed O.; Vice Chair for Steering Committee.

ROLL CALL: Ed O., Vice Chair; Amber C., Secretary; Scott B., Trustee; Mike C., Trustee; Chuck T., Office Manager

Absent: Tam G., Chair; Paul D., Treasurer; Bill Z., Trustee; Sue L., Trustee

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

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

OFFICE MANAGER'S REPORT: 39 walk-ins, 60 phone calls. New desk in Intergroup office was donated by a woman in the Harwichport Saturday Night group. Chuck T. gave members a profit and loss report for the past year. Intergroup has roughly \$19,000 in the checking account, with all bills current. 800 big books were sold last year, which is roughly two per day. Chuck T. received a bill from World Service, and now can use the bank card to order online. This now mitigates the possibility of getting charged for shipping. Mike C. asked about ways to lower shipping cost, Chuck T. explained that it is hard for him to estimate an average cost of what he ships. He also explained that he uses "media mail", which is the cheapest way to ship.

OLD BUSINESS: Scott B. noted that the Steering Committee is tabling the report of the Office Manager's review from the Chairperson.

NEW BUSINESS: None.

ADJOURNMENT: 6:35 p.m. motion to close meeting seconded and approved. Meeting closed by Ed O. with the Lord's Prayer.

Respectfully submitted by Amber C.

NEXT MEETING: Monday, February 27th, 2017 at 6:00pm