

**CAPE COD INTERGROUP
Alcoholics Anonymous
STEERING COMMITTEE MEETING
MINUTES
Tuesday, January 6th, 2015**

CALL TO ORDER: at 6:00 p.m. by Scott B., Chair for Steering Committee.

ROLL CALL: Scott B., Chair; Chuck T., Office manager Jamie F., Treasurer, Colleen O., Stephanie D., Tam G., Trustees

Absent: Bill L., Secretary, Paul D., Trustee, Cynthia G., Co-Chair, Jack M., Trustee

SECRETARY'S REPORT: Read, motion to accept seconded and approved.

TREASURER'S REPORT: Read, motion to accept seconded and approved.

OLD BUSINESS: None

NEW BUSINESS: **1.** Scott B. introduced the new office manager, Chuck T. discussed transition of new office manager into the position. **2.** Discussed negative email regarding the answering service. Chairman requests change of answering service company. All Cape Answering Service @ \$130 per month for the 1st 6 months \$150 a month after that. Motion made by Jaime seconded by Stephanie to switch answering services, motion passed 4-0 Also to be discussed at Intergroup meeting. **3.** Discussed volunteer call list, roster list to be passed out to intergroup reps. Scott and Chuck to work on. Motion made by Stephanie seconded by Tam to add provision to call list that persons on call list must have completed the 12 steps. Motion passed 4-0 **4.** Office manager to continue tracking calls and walk-in traffic daily. **5.** Chairperson to present proposal on new copier for intergroup office at next meeting. **6.** Discussion on account with W.B. Mason. **7.** Discussion on check scanner from T.D. Bank with oversights and accountability directly tied to Quick books.

ADJOURNMENT: 7:15 p.m. motion to close meeting seconded and approved. Meeting closed by Scott B. with the Lord's Prayer.

Respectfully submitted by Chuck T. office manager

NEXT MEETING: TUESDAY, Feb 3rd', 2015 at 7:30 p.m.