

CAPE COD INTERGROUP
Alcoholics Anonymous
STEERING COMMITTEE MEETING MINUTES
Monday, July 26, 2021

CALL TO ORDER: 7:33pm

ROLL CALL: Frank, Chairperson; Constance , Secretary; Jay G., Jay F., Treasurer, Chuck, Office Administrator, Mary C. , Laurel, Alt. Treasurer, Suzanne, Amy

SECRETARY'S REPORT: Motion to Accept, seconded and approved unanimously.

TREASURER'S REPORT:

- An actual check was requested for the ERC credit, but the time frame to receive it could be up to 18 months. Maureen is using the credit monthly rather than paying the taxes.
- Maureen will attend the August steering committee meeting to discuss the financial report.
- Motion to Accept, seconded and approved unanimously.

OFFICE ADMINISTRATOR'S REPORT: 17 Walk-ins; 38 Phone Calls

- There has been walk-in traffic and the signs on the building have been put up to indicate the correct door to enter.
- Chuck is investigating getting a postage meter to facilitate shipping from the office. Frank T. & Amy Mc. Both have experience with shipping and will help get set up if needed.
- There was a discussion about why we do not charge for shipping on book orders. The consensus is that it is not a great expense on a yearly basis and is a benefit to the groups.
- The issue with the damaged shrub has been resolved. An overhead light in the front room will be installed by the landlord – all repair and maintenance is his responsibility.

OLD BUSINESS: None

NEW BUSINESS:

The regular order of business was suspended to designate new steering committee officers. The new officers are:

Frank T. – Chairperson

Amy Mc. – Alt. Chairperson

Jay F. – Treasurer

Laurel S. – Alt. Treasurer

Constance S. – Secretary

Trustees:

Suzanne R-T., Jay G., Mary C., Hogie

ADJOURNMENT: 8:33 pm

Respectfully submitted by Constance S., Recording Secretary

NEXT MEETING: MONDAY, August 30, 2021, 7:30PM