

**CAPE COD INTERGROUP**  
**Alcoholics Anonymous**  
**STEERING COMMITTEE MEETING MINUTES**  
**Monday, July 25, 2022**

**CALL TO ORDER:** 7:35pm

**ROLL CALL:** Frank, Chairperson; Constance, Vice-Chair; Chuck, Office Administrator; Jay F., Treasurer; Keith, Jay G., Kim P., Secretary; Bill S.

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

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

**EXECUTIVE SESSION:** An executive session was called to discuss the office administrator annual review. After reviewing the comments, it was suggested that we approve a \$5/hour raise. It was also suggested that we add another 6 hour day to the office hours. A review of our financial situation indicates that this is feasible, so the proposal will be put to the Intergroup reps at the next meeting.

**OFFICE ADMINISTRATOR'S REPORT:** 19Walk-ins; 38 Phone Calls

- The Sober Times will be mailed this week.
- The June financials will be adjusted with the accountant. There are discrepancies in the Inventory due to the change to the POS system, but they will be fixed. The fiscal year end is June 30.
- We had a call from Nantucket AA requesting that we remove their meeting information from our website since they have their own website and on-line meeting list.

**OLD BUSINESS:**

- Jay F. will meet with a bank officer to discuss options with better interest rates.
- Reminder that a Trustee from AAWS will be present at our next Intergroup meeting.
- The new meeting lists are in and it was decided to sell them for .50/each.
- There was discussion about adding the Meetings App to the cover page, possibly with a QR code.

**NEW BUSINESS:**

- Discussion about planning future events – this would require participation from the IG reps.
- Discussion regarding volunteers in the office. We would like to have a volunteer capable of opening and handling the office for one day a week. This would be unpaid. Discussion about how to recruit volunteers.

**ADJOURNMENT: 9:00 pm**

**NEXT MEETING: MONDAY, August 20, 2022, 7:30PM**