

**CAPE COD INTERGROUP
Alcoholics Anonymous
STEERING COMMITTEE MEETING
MINUTES
Monday, July 27, 2020**

CALL TO ORDER: 6:00pm

ROLL CALL: Suzanne, Chairperson; Teri, Vice-Chair; Laurel, Treasurer; Constance , Secretary; Audrey, Linda, Hogie, Chuck, Office Manager.

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

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

OFFICE MANAGER'S REPORT: 6 Walk-ins; 22 Phone Calls

Chuck has ordered medallions and reported that Thursdays have been busy. We received 1 donation via Zelle. Paypal donations are working out very well. Chuck needs the addresses of all steering committee members for inclusion in an annual tax filing.

Adding Venmo to our website for donations has proven to be difficult since Venmo is not set up for use by businesses. It also has a feature which shows a "ticker" display of the activity of the user's friends which brings into question the anonymity of the user. Motion to discontinue adding Venmo to the website was seconded and passed unanimously.

OLD BUSINESS: The elections took place and this was our first meeting with the new Steering Committee. Steering Committee members received copies of the Intergroup By-Laws and Procedures. There was discussion regarding how to update the status of groups that may be meeting in person.

NEW BUSINESS: We should review the By-Laws and the Procedures and make recommendations to update them. Steering Committee members may email suggestions among themselves prior to the next meeting.

The requirements for office volunteers will be discussed at the next meeting.

There was discussion regarding Chuck's total vacation time and his upcoming vacation plans for the month of September. Several steering committee members offered to help cover the office duties.

Suzanne, Teri and Laurel will come to the office on Thursday to become familiar with office procedures and to start to formulate a contingency plan.

ADJOURNMENT: 7:00pm

Respectfully submitted by Constance S., Intergroup Secretary

NEXT MEETING: MONDAY, AUGUST 31, 2020 – 6:00PM