

CAPE COD INTERGROUP
Alcoholics Anonymous
STEERING COMMITTEE MEETING MINUTES
Monday, March 29, 2021

CALL TO ORDER: 6:35pm

ROLL CALL: Suzanne, Chairperson; Teri, Vice-Chair; Constance , Secretary; Jay G., Jay F., Alt. Treasurer; Hogie, Susan, Chuck, Office Administrator.

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

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

OFFICE MANAGER'S REPORT: 12 Walk-ins; 22 Phone Calls

The Sober Times has been mailed with the assistance of a volunteer and is available on the website. Volunteers have been coming in on Thursdays. Our monthly bill with Comcast has been reduced by ½ and our equipment has been upgraded. We appear to be on target to receive the ERC credit of 70% of Chuck's payroll for the first quarter of 2021. Our lease expires at the end of April. We have received a 2 year renewal with no increase in the rent. The Penns are happy with us being tenants.

OLD BUSINESS: One of our volunteers wants to open the office on Tuesdays. This brought up discussion about whether we should give him a key or have him get the key from the management office. Other ideas were discussed, such as a different types of lockbox and a doorknob with a code that can be assigned to individuals (a key is also available). **A motion was made that Chuck would talk to the landlord about the possibility of changing the doorknob.** There was discussion about the Volunteer responsibilities and it was reviewed that they would be strictly front-office procedures and would not be expected to use the computer. **A motion was made to ask Maureen, our accountant, to explain the financial reports to the steering committee annually, at a time convenient to her.** Suzanne will contact Maureen.

NEW BUSINESS:

Suzanne will be absent for the IG meeting next week, so Teri will preside. Teri has given her resignation effective after the IG meeting next week.

The Steering Committee would like to extend our sincere thanks to Teri P. and Wanda for their service during this difficult, but fruitful, year!

There was discussion about the new lease and whether we should look for a new office at this time. It was decided that we should think about a new office after this new lease expires and that we should let the IG reps know that we plan to sign it.

We will need to fill the current trustee openings and we have the elections coming up soon. This should be discussed at the IG meeting.

ADJOURNMENT: 7:50pm

Respectfully submitted by Constance S., Intergroup Secretary

NEXT MEETING: MONDAY, April 26, 2021, 6:30PM