

CAPE COD INTERGROUP
Alcoholics Anonymous
STEERING COMMITTEE MEETING MINUTES
Monday, May 31, 2021

CALL TO ORDER: 6:30pm

ROLL CALL: Suzanne, Chairperson; Constance , Secretary; Laurel, Treasurer; Jay G., Jay F., Alt. Treasurer, Chuck, Office Administrator, Bill S. (visitor), Mary C. (candidate), Amy M. (candidate), Frank T. (candidate)

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

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

OFFICE ADMINISTRATOR'S REPORT: 13 Walk-ins; 33Phone Calls

- The Sober Times has been mailed with the assistance of a volunteer and is available on the website. Insurance quotes have been received for the new office location and will be presented to Intergroup reps for approval.
- A book order is needed, so this expense will be presented to Intergroup reps for approval.

OLD BUSINESS:

- A request was sent to Maureen to ask for an overview of the financial statements at her convenience within the next couple of months.
- The vote about moving the office will take place next week at the IG meeting. A reminder to the groups will go out to encourage attendance. Bill S. gave an estimate of the costs of moving (UHaul van rental, packing supplies) of under \$200.

NEW BUSINESS:

- It was decided to do an Inventory ahead of the move to the new office.
- Chuck will find out how much notice we need to provide our landlord if we decide to move.
- It was suggested that the signage on the street sign include the phone number. A **Motion** was made, seconded and approved to do this.

- Chuck will contact the company to move the copier.
- There was discussion regarding improving the on-line location data for the new address.
- There was discussion regarding changing the number of signees required to sign checks from 2 to 1, either the Treasurer OR Alt. - Treasurer. A **Motion** was made, seconded and approved to change this. It was also suggested to explore on-line bill payment.
- Three candidates for the next Steering Committee were present and introduced themselves – Amy M., Mary C. and Frank T.
- It was agreed that the Steering Committee meetings would begin at 7:30 to better accommodate everyone's schedule.

ADJOURNMENT: 8:10 pm

Respectfully submitted by Constance S., Intergroup Secretary

NEXT MEETING: MONDAY, June 28, 2021, 7:30PM