

Cape Cod Intergroup Steering Committee
Minutes Monday May 23rd, 2016

Meeting called to order at 6:08pm by Scott B. with a moment of silence observed for Paul D's brother-in-law whom passed away in an accident in Liberia.

Roll Call-

Scott B

Tam G

Colleen O

Dave Z

Paul D

Sue L

Edson O

Absent- Michelle S

Secretary's Report

Motion by Dave Z to approve, second by Ed, motion passed unanimous

Treasurer's Report

Committee discussed the revenue decline, profit from sales, and that income from sales is up.

Motion by Tam G to approve, second by Ed, motion passed unanimous

Office Managers Report

Chuck met with a volunteer to work over the summer, Amanda, she will be working two hours a day for a couple of days per week. Chuck reported that Amanda could work the store in his absence. Chuck advised the committee that the bulk mail postal permit is about to expire and that the cost to renew would be \$225. The item was moved to new business. Chuck advised the committee on the new meeting list printing. It was suggested that we sell out of our current stock before printing a new list to save money. The item was moved to new business. Chuck updated the committee on the new office hours and reported that the office has not received any complaints from IG reps about the office being closed on Fridays. Chuck also reported that he had reviewed the past year's sales and that Friday has traditionally been a "slow business day".