

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

CALL TO ORDER: 7:35pm

ROLL CALL: Frank, Chairperson; Constance , Secretary; Jay G., Jay F., Treasurer, Chuck, Office Administrator, Laurel, Amy, Mary C., Hogie

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

TREASURER'S REPORT:

- Motion to Accept, seconded and approved unanimously.

OFFICE ADMINISTRATOR'S REPORT: 27 Walk-ins; 38 Phone Calls

- The issues with the lighting on the outdoor sign and the sign removal on the front door. The interior light has been installed.
- Chuck chose a POS system that works with Quickbooks and consulted with our accountant about using it. The program is on sale for \$600. **Motion was made, Seconded & Approved to purchase the system.**
- Chuck has received information about a Bookie Exchange website that was created by an individual. The links were sent to the Steering Committee members for review.

OLD BUSINESS:

- Frank feels strongly that the Steering Committee should send someone to the District or Area meetings to improve communication. It was pointed out that there is an Intergroup rep who attends the District meeting and provides a report at the Intergroup meeting. No one volunteered to go to the meetings.
- The 12 Step Committee has not made any progress.

NEW BUSINESS:

- We will be receiving our annual engagement letter from the accountant with no increase in our fee.

- **A Motion was made, Seconded & Approved** unanimously to pay Chuck for the Thanksgiving holiday.
- The annual review for the Office Administrator will take place in December.

ADJOURNMENT: 9:05 pm

Respectfully submitted by Constance S., Recording Secretary

NEXT MEETING: MONDAY, December 27, 2021, 7:30PM