

**CAPE COD INTERGROUP
Alcoholics Anonymous
STEERING COMMITTEE MEETING
MINUTES
Monday, November 28th, 2016**

CALL TO ORDER: at 6:06 p.m. by Tam G.; Chair for Steering Committee.

ROLL CALL: Tam G., Chair, Ed O., Vice Chair, Paul D., Treasurer, Amber C., Secretary, Bill Z., Trustee, Sue L., Trustee, Scott B., Trustee, Chuck T., Office Manager

Absent: Mike C., Trustee

SECRETARY'S REPORT: September's minutes read, motion to accept seconded and approved, with Scott B. abstaining. No minutes for October because a quorum was not reached.

TREASURER'S REPORT: September's read, motion to accept seconded and approved. Amber C. asked why there was a negative postage and delivery for October, Chuck T. explained that Intergroup is no longer using bulk mailing, so the post office sent a refund for the difference. October's read, motion to accept seconded and approved.

OFFICE MANAGER'S REPORT: 40 walk-ins, 110 phone calls. The Vineyard group still hasn't paid for their order, Chuck T. has been keeping Tam G. aware of the problem. Past Chairperson suggested that Chuck (as the office manager) shouldn't deal with unreceived payments. Instead, the Steering Committee should handle it. Tam G. called the group's treasurer November 28th. Chuck T. asked that Steering Committee members respond to the email with the packet in order to know who is attending the Steering Committee meeting. Paul D. suggested that we use a group text instead. Scott B. asked how many Sober Times were mailed about, Chuck T. said 40. Bill Z. suggested that the Alcathon flyers go on the website. Chuck T. said the main page doesn't have the space, but the event calendar would. Sue L. suggested that the main page has a line directing people to the calendar. Chuck T. said he hasn't used the calendar before. Scott B. made a motion to add management of the event calendar to the Office Manager's position, which includes adding all events (anniversaries, conventions, regional AA service meetings, alcathons, BBQs, etc.) to the calendar, Bill Z. seconded, passed unanimously.

OLD BUSINESS: Bill Z. has been elected as a Trustee to the Steering Committee by the Intergroup Reps.

NEW BUSINESS: Sue L. asked about moving next month's meeting, as it falls on the day after Christmas. Scott B. suggested we have the meeting via email. Chuck T. will send minutes on the 22nd, discussion will be done over email, and will end on the 28th.

ADJOURNMENT: 7:04 p.m. motion to close meeting seconded and approved. Meeting closed by Tam G. with the Lord's Prayer.

Respectfully submitted by Amber C.

NEXT MEETING: MONDAY, December 22nd-28th, 2016