

**CAPE COD INTERGROUP
ALCOHOLICS ANONYMOUS
STEERING COMMITTEE MEETING
MINUTES
MONDAY, NOVEMBER 30, 2015**

CALL TO ORDER: at 6:03 p.m. by Tam G., Steering Committee Vice Chair.

ROLL CALL: Tam G., Vice Chair; Stephanie D., Secretary; Chuck T., Office Manager; Colleen O., Trustee; and Dave Z., Trustee on the telephone.

Absent: Scott B., Chair; Paul D., Trustee and Jamie F., Treasurer

SECRETARY'S REPORT: None for October. The meeting did not have a quorum. September Secretary's Report was read. Motion to accept, seconded and approved.

TREASURER'S REPORT: Read, motion to accept seconded and approved. There was a question of a returned check of \$88.00 plus a \$20.00 service charge. Dave Z. will follow up to search for the party to make her aware of this possible oversight.

OFFICE MANAGER: 88 Walk-Ins and 215 phone calls. It was reported that our phone number is not in the phone book due to a provider change from Verizon to Comcast. This issue needs to be addressed.
1000 new meeting lists for Fall/Winter are in.

OLD BUSINESS: The "Policy and Procedures" Dave Z. and Paul D. update was tabled for a future meeting.

NEW BUSINESS: For clarification on the "Donation List", it was voted to add a deadline date after which any donations made will not appear in the next month's issue.

To have a quorum when needed and to integrate more involvement, Tam G. suggested we look into a teleconference system. He suggested further study until next month's meeting.

Tam G. gave Chuck T.'s job performance review. All changes were approved. The group thanks Chuck for a job well done. The group voted to give Chuck a \$.50 raise

per hour and to pay for his time at meetings held outside the usual business hours. The Tuesday Intergroup meeting and the Steering Committee meeting more specifically.

ADJOURNMENT: *The meeting adjourned at 7PM with the Lord's Prayer.*

Respectfully submitted by Stephanie D., Secretary

NEXT MEETING: MONDAY, DECEMBER 28, 2015 at 6:00 P.M.