

CAPE COD INTERGROUP
Alcoholics Anonymous
STEERING COMMITTEE MEETING MINUTES
Monday, October 25, 2021

CALL TO ORDER: 7:30pm

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

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

TREASURER'S REPORT:

- The Employee Retention Credit is currently around \$11,000.
- The “consulting fee” is our website hosting fee.
- Motion to Accept, seconded and approved unanimously.

OFFICE ADMINISTRATOR'S REPORT: 22 Walk-ins; 27 Phone Calls

- Business is good and people like the location.
- The issues with the lighting on the outdoor sign, the sign removal on the front door, and the interior lighting are still not addressed. Chuck has purchased a light for the room and Jay G. has contacted an electrician to install it.
- Shipping is going well.
- There was discussion of using a barcode scanner to simplify Inventory and Sales forms. Discussion about using other methods of payment, such as credit cards, Venmo, e-checks, Square. This raised issues about adding a % to credit card purchases to offset the fees.
- Our prices have not increased in several years and AAWS prices on books have not increased since 2014. Medallion prices have increased, but our prices have not, however, we have a large markup on the medallion price. Chuck will compare our prices with other Intergroup offices.
- **Two Motions were made: #1 – Motion to have Chuck choose a POS system so we can have credit, debit card purchases. #2 – Motion to have Chuck research the bar code system that will work best with our current Quickbooks system.**
Both motions were Seconded, and passed Unanimously.

OLD BUSINESS: None

NEW BUSINESS:

- Frank looked at other Intergroup mission statements and they include “Concepts” in their description.
- We should pursue the idea to have a Bookie exchange via Zoom. This will be brought up at Intergroup.
- The topic of giving a vote to the Office Administrator is still in the discussion stage. It would require a motion from IG to make a change to the By-Laws.
- Volunteer recruitment will resume in December as several steering committee members will have more availability to be in the office.

OTHER BUSINESS:

Suzanne R-T has submitted her resignation from the Steering Committee. We would like to acknowledge her great example and achievements. Suzanne guided the Steering Committee through the arduous processes of updating the Office Policies & Procedures, the By-Laws, the Business Recovery Plan, and oversaw the move of the Intergroup Office. This was all done during the Covid-19 pandemic through Zoom meetings. She left a large imprint on the office and was a role model of service to the AA community on Cape Cod.

ADJOURNMENT: 9:05 pm

Respectfully submitted by Constance S., Recording Secretary

NEXT MEETING: MONDAY, November 29, 2021, 7:30PM

***In Person - at the Intergroup Office, 745 Falmouth Rd. (Rt. 28), Hyannis, MA**