

**CAPE COD INTERGROUP
Alcoholics Anonymous
STEERING COMMITTEE MEETING
MINUTES
Monday, September 24th, 2018**

CALL TO ORDER: 6:00PM by Ed O. Chairman

ROLL CALL: Ed O, Chair; Paul D., Treasurer; Jack D., Trustee; Jack V., Trustee; Tam G., Trustee; Sue L. Trustee
Chuck T., Office Manager

Absent: Amber C. Vice Chair

SECRETARY'S REPORT: Sue L. pointed out a typo. Chuck will see that it's corrected. Motion to accept report made by Paul and seconded by Sue. Motion passed unanimously

TREASURER'S REPORT: Question asked about Insurance and worker comp line item in the report. Chuck to find out. Motion made to accept by Tam seconded by Jack V. Motion passed unanimously.

OFFICE MANAGER'S REPORT: 54 Walk-ins, 88 Phone calls. Tam suggested when calling in to the answering service to get the name of the operator. Chuck agreed.

OLD BUSINESS: None.

NEW BUSINESS: Chuck to establish phone list for Steering Committee members.

ADJOURNMENT: 6:28PM motion to adjourn made and seconded. Meeting closed by Ed O. with the Lord's Prayer.

Respectfully submitted by Chuck T.

NEXT MEETING: Monday, November 26th, 2018 at 6:00pm