

**CAPE COD INTERGROUP  
Alcoholics Anonymous  
STEERING COMMITTEE MEETING  
MINUTES  
Monday, September 28th, 2015**

**CALL TO ORDER:** at 6:00 p.m. by Scott B., Chair for Steering Committee.

**ROLL CALL:** Scott B., Chair; Tam G. Co-Chair, Chuck T., Office manager Jamie F., Treasurer, Stephanie D., Secretary, Paul D., Dave Z. Trustees

**SECRETARY'S REPORT:** Accepted as read.

**TREASURER'S REPORT:** \$25 rent, is what is paid to the Federated Church for Intergroup Reps meeting. Difference between \$406 and \$106 regarding insurance policy, balance was paid in full. Scott didn't know what the increase represents. Chuck will get the answer. It is an installment payment most likely. Postage and delivery, mailing, books etc. No charge to groups. This amount will be carefully monitored, David concerned. Treasurers report accepted.

**OFFICE MANAGER REPORT:** Chuck reports a glitch with the answering service, no call info breakdown coming from them. Inquiring as if this is permanent or not. Busy month, \$1600 in donations came in today. Phone call have been up, walk-ins a little slower. One common complaint is the inability to print the meeting list from the website. Update on staffing, Our winter hours are in effect. Tonya is the person of record to substitute for Chuck. Moving forward staffing is a challenge.

**OLD BUSINESS:** Dave Z. inquired about hard copy and electronic copy of 1994 policies and procedures. Chuck said they will be sent.

**NEW BUSINESS:** Scott reports Tam will be temporary chair. Scott is scheduled for surgery and will be out of commission for approx. 2 months. Tam to review Chuck's job performance in writing before the end of December.

**ADJOURNMENT:** 6:44 p.m. motion to close meeting seconded and approved. Meeting closed by Scott B. with the Lord's Prayer.

Respectfully submitted by Chuck T. office manager

**NEXT MEETING: MONDAY, NOV. 30th, 2015 at 6 p.m.**