

**CAPE COD INTERGROUP**  
**Alcoholics Anonymous**  
**STEERING COMMITTEE MEETING**  
**MINUTES**  
**Monday, August 31, 2020**

**CALL TO ORDER:** 6:00pm

**ROLL CALL:** Suzanne, Chairperson; Teri, Vice-Chair; Laurel, Treasurer; Constance, Secretary; Audrey, Linda, Hogie, Jay, Sue (Visitor), Eric (Visitor), Chuck, Office Manager.

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

**TREASURER'S REPORT:** The donations have been substantial. Despite the decline in sales, the contributions are still good, with net income in July of \$38.45! Motion to Accept, seconded and approved unanimously.

**OFFICE MANAGER'S REPORT:** 6 Walk-ins; 22 Phone Calls

Suzanne and Terry met with Chuck at the Intergroup Office to become familiar with the office procedures. Beth D., from Harwichport Sat. PM group has updated the meeting list on the website.

**OLD BUSINESS:** There was discussion about identifying PayPal donations that come from groups or individuals. Chuck will check with PayPal regarding their fee structure because it seems to vary.

**NEW BUSINESS:** Eric P. gave a report on the progress being made on the new website. Beth D. will be invited to join the website committee. It was requested that we change the time of the steering committee meeting to 6:30 in the By Laws, Article IV, starting with the next meeting. This suggestion was agreed upon. It was decided to form a committee to closely review/revise the office policies, procedures & by-laws. Intergroup reps will be invited to be part of the committee. Chuck's vacation was discussed and the following people will be in the office during September: 9/3 –

Constance; 9/10 – Laurel; 9/17 – Teri; 9/24 – Suzanne. Suzanne will receive emails forwarded from the Intergroup email. The mail will be collected. Chuck will be available if needed.

There was discussion regarding the history of the office hours, vacation time, etc.

**ADJOURNMENT: 7:00pm**

Respectfully submitted by Constance S., Intergroup Secretary

**NEXT MEETING: MONDAY, September 28, 2020 – 6:30PM**