

**CAPE COD INTERGROUP
Alcoholics Anonymous
STEERING COMMITTEE MEETING
MINUTES
Monday September 30th, 2019**

CALL TO ORDER: at 6:00 by Ed O., Chair for Steering Committee

ROLL CALL: Ed O., (Chair); Amber C., (Vice-Chair); Chuck T. (Office Manager); Jack D., (Trustee); Sue L.(Trustee); Patrick M. (Secretary); Paul D.; (Trustee)

Absent: Tom D., (Trustee) **(Status Pending)**; Jay W. (Trustee), Jeff G. (Trustee)

SECRETARY'S REPORT: Amber C Motioned to Accept, Jack D. Seconded (All Accepted)

TREASURER'S REPORT: Chuck T. Per request of Steering Committee Cash-In and Cash-Out will be displayed in easy to read format. Account balance \$13,162.73, Money Out \$7290.29 Gross Net \$5872.44. Balance includes CD deposited into account Amber C. Motioned to Accept, Jack D. Seconded (All Accepted)

OFFICE MANAGER'S REPORT: 52 Walk-ins, 85 Phone Calls. Chuck T. Investigated cost to integrate PayPal/Venmo into our contribution/payment processes. Cost is Free to Setup (except IT Administration) 2.9% cost per transaction +.30 cent flat fee. Committee will further review plan to implement. Meeting Lists are being printed and will be ready for distribution around Columbus Day (10/14/2019) Paid Family and Medical Leave Act has been implemented as per recent regulations require

OLD BUSINESS: The review of Policy and Procedures Booklet will be continued at next Steering Committee Meeting.

NEW BUSINESS: Contribution amounts will be posted in Sober Times in real-time. Informal financial information will be printed. (Financial information that has not been voted on by Steering Committee or Intergroup.) Amber will review financial numbers for accuracy.

ADJOURNMENT: Amber C. Motioned to Adjourn at 6:57 PM Seconded by Sue L. Meeting closed with the Lord's Prayer at 7:07 PM.

Respectfully submitted by Patrick M.

NEXT MEETING: Monday October 28th, 2019 at 6:00pm