

**CAPE COD INTERGROUP  
Alcoholics Anonymous  
STEERING COMMITTEE MEETING  
MINUTES  
Monday, July 27th, 2015**

**CALL TO ORDER:** at 6:00 p.m. by Tam G. Vice Chair for Steering Committee.

**ROLL CALL:** Tam G. Vice Chair, Jamie F. Treasurer, Stephanie D. Secretary, Colleen O. Trustee, Dave Z. Trustee, Chuck T. Office Manager

**Absent:**, Paul D. Scott B.

**SECRETARY'S REPORT:** Read, motion to accept seconded and approved.

**TREASURER'S REPORT:** Chuck T. explained that on page 2 of the treasurer's report \$2935.55 expense is higher than products sold. Did inventory at the end of the month and was \$1370.00 off. Meeting list is the bulk of the cost loss. Old meeting lists were not included in previous loss. Rent was paid twice, this will reconcile itself. Jamie made a motion to explore the cost of printing fewer meeting lists, must determine cost before printing. Seconded and passed. Dave Z. questioned Accounts Payable listed as a negative. It skews the #'s. Should be listed as an asset. Motion to change accepted with 1 opposed.

**OLD BUSINESS:** None

**OFFICE MANAGER:** Chuck T. gives report(see report) walk in and web activity high. Donations have picked up.

**NEW BUSINESS: 1.** Tam would like the office manager to email financials etc. to the members of the Steering Committee before the next meeting. Chuck T. will look into this. **2.** Chuck T. asked that members of the Steering Committee look at the policies and procedures manual for the Intergroup office and consider revising. It hasn't been updated since 1994. Chuck will email copies to the members. Tam G. made a motion we write comments and Scott assign 2 members to work with the office manager. Motion passed.

**ADJOURNMENT:** 7:06 p.m. motion to close meeting seconded and approved. Meeting closed by Scott B. with the Lord's Prayer.

Respectfully submitted by Stephanie D. (sec)

**NEXT MEETING: MONDAY August 31st, 2015 at 6:00 p.m.**