

**CAPE COD INTERGROUP  
Alcoholics Anonymous  
STEERING COMMITTEE MEETING  
MINUTES  
Monday, April 25th, 2016**

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

**ROLL CALL:** Scott B., Chair; Chuck T., Office manager, Tam G. Vice Chair, Colleen O. ,Dave Z. ,Ed O. ,Michelle , Sue L.

**Absent:** Paul D.

**SECRETARY'S REPORT:** No report, no quorum last month. March 28th Agenda read passed unanimously.

**TREASURER'S REPORT:** Read, Sue L. asked about column on donation page, Chuck explained. Motion to accept seconded and approved.

**OFFICE MANAGERS REPORT:** Chuck spoke on Sober Times mailing, Scott requested cost analysis of opening on Friday's, Chuck to put together the cost. Chuck spoke on cost saving measures in the office. Discussion on opening office on Fridays. Chuck to email committee members regarding any complaints regarding hours.

**OLD BUSINESS:** Vote taken on keeping store/office hours as is. vote passed unanimously. Dave Z. spoke about update of Policies & Procedures. Dave Z. needs help converting the document from PDF to Word. Chuck and Scott to handle.

**NEW BUSINESS:** Tam G. asked if there is a way to get out meeting info sooner. Chuck explained why this is not feasible. Meeting list discussed regarding the printing of.

**ADJOURNMENT:** 7:10 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, May 23rd, 2015 at 6 p.m.**