

**CAPE COD INTERGROUP**  
**Alcoholics Anonymous**  
**Intergroup Reps meeting minutes**  
**Tuesday November 6, 2023**

**CALL TO ORDER: 19:30hrs**

**ROLL CALL:** Chuck ( Office Admin.) Kim (Secretary) Jay F (Treasurer), Bill R ( Live at 5) (Sandwich Sat.) Nite, Justin (District 1 & 2), Andrew (Osterville Sobriety 1<sup>st</sup>), Dan (Brewster Monday Night), Deirdre (Harwich Sat. Nite) MJ (Serenity Now) Alex, Jay G (Trustee), Peter (Sandwich WB Sunday AM) , Dottie F(WBBSS), Karen (Serenity Tuesday)

**SECRETARY'S REPORT:** report read, motion to accept, seconded and passed unanimously

**TREASURER'S REPORT:** report read, discussion & motion to accept, seconded and passed unanimously

**DISTRICT 1 & 2 REPORT** The next District meeting is the second Tuesday, December 12, 2023 at 7pm. All are welcome at Cape Covenant Church, 11 Satucket Road in Brewster and 5:30 for New GSR Orientation. See attached report

**OFFICE ADMINISTRATOR'S REPORT :** 20 Walk ins, 33 Phone calls, Chuck has been working on Shopify to finalize the transition. Time delays due to Shopify and Quickbooks being incompatible. We also went from taking cash and checks, to now accepting credit cards, paypal, checks so this generates a lot more accounting work than in the past. Problems consist of not being able to delete anything on quickbooks or it will delete and change all reports. Current Inventory is correct. Sales donations are correct. The AI chatbox for Shopify is based in England, 6 hours ahead in time so its been difficult during transition and also Shopify only lets you go back 90 days. Sober Times went out. Veterans Day office will be closed, and they will be putting a floor in in the back office Will be done by Monday night. Volunteers will be helping Chuck to move all items out of back office, Live at 5 is helping to move out, Chuck is still looking for volunteers to move things back in on Tuesday. Anything for the calendar can be uploaded anytime and anything else must be submitted 2 weeks before the end of the month . We have agreed that book prices are good AS IS, and will continue to monitor it.

**OLD BUSINESS:** Treasurers Workshop will be held on January 14, 2024 with Constance from 3-4pm. Chuck has the flyer. Constance updated the Intergroup pamphlets and the Guide for beginners.

**NEW BUSINESS** Looking into information to get the Translator app on the website. Chuck sent out a Proposal for multilingual Website Translation functionality. See Proposal for info. Doug made a motion to accept the Translator and to investigate whether we have options to for other languages and is there a cost change? Motion was made to have Chuck order yearly not to exceed \$320.00 or up to \$600 for the install/maintenance \$300. Motion was passed.

**ADJOURNMENT:** Motion to adjourn made and seconded at 19:56 **Respectfully submitted, Kim**

**NEXT MEETING: Tuesday, December 5, 2023 - 7:30 P.M.**