

CAPE COD INTERGROUP

Alcoholics Anonymous
Steering Committee Minutes

Monday ~~July 31~~, 2023

August 27th

CALL TO ORDER: 7:30PM

ROLL CALL: Constance, Chairperson, Chuck Office Administrator, Kim Secretary, Jay G Trustee, Bill M. Vice Chair, Jay F. Treasurer, Keith Trustee, Al Trustee, Ken S. Trustee,

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

TREASURER'S REPORT: Motion to accept, seconded and approved unanimously.

OFFICE ADMINISTRATORS REPORT: 49 Walk-ins, 63 Phone calls, Chuck has been working on Shopify but it is not compatible with Quickbooks. One is an app, the other is a website server, so generating reports has been difficult. The accountant is not happy. Shopify runs on an app and Chuck had to make a work around for the shopify to accept checks. Shopify does not like donations. A detailed donation report needs to be created as part of our accounting. All debit card transactions still need to be switched over as the account still has open transactions. The account still has inventory that Chuck took on the 30th. The back office had a flood. Pipe burst under the sink and some books were damaged. There is insurance. Sober times will be going out. Intergroup switched banks from TD Bank to Cape Cod 5. There was some difficulty with timing and the transition of the bank account change. Still working out the details and the transition. C

OLD BUSINESS: Jay was able to switch our CD over to Cape Cod 5 for an 8 month CD at a 4.25% rate. It was opened on the 24th and matures on the 24th.

NEW BUSINESS. Constance has a flyer for the Treasurers Workshop and will be working on a date for the new workshop. 2 signors will be required on the new bank accounts as a checks and balances to move the money. This will not be required for writing checks. We need to look at policies and procedures regarding money matters. Chuck can put an insert into the sober times to discuss donating money to intergroup.

ADJOURNMENT: 20:03

NEXT MEETING Monday September 25, 2023 - 7:30pm

Respectfully submitted by Kim P. Secretary!