

## **CAPE COD INTERGROUP**

Alcoholics Anonymous  
Steering Committee Minutes  
Monday November 27, 2023

**CALL TO ORDER:** 7:30PM

**ROLL CALL:** Constance, Chairperson, Chuck Office Administrator, Kim Secretary, Jay F. Treasurer, Keith Trustee, Frank Trustee, Shannon and Deb Visitors

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

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

**OFFICE ADMINISTRATORS REPORT:** 23Walk-ins, 66 Phone calls, The office is mostly put back together since the floor construction. Sober times out. Chuck is working with the accountant still to finalize the transition . They are trying to clear up and collect "undeposited funds" account. (Unrecoverable Funds) They are following up with groups that still exist that owe money and have outstanding balances. This goes back to 2018. Chuck has been working with Bob Sutherland to get proposal for new meeting list books. Had a sample for us to check out. Jay made a motion to use Chuck's guy, Bob Sutherland from Sutherland Printing from Winchester, MA as our vendor for the new meeting list booklet. He was able to get a quoted price of .80 cents per book. Constance will check with Bill S. to see if he has any info. or proofs from Minuteman press by Friday. Other details of booklet, such as by day or town, font size, booklet size, etc. will be voted on once we decide who we are going with.

**OLD BUSINESS:** Intergroup website now has the translator app and 69 visitors have used it so far. Ed M resigned as Vice Chair and Al resigned as Trustee.

**NEW BUSINESS.** Constance will be holding treasurers workshop on January 14, 2024 from 2-3 pm. This will be in the Sober Times. Constance was able to update our flyers at the office with the correct website/phone numbers and address information. Chuck's evaluation is coming up. Chucks 2 week vacation does not carry over and he didn't use all of it. Motion was made and passed to allow Chuck to work through the end of the year and get 1 day/ week extra pay for the next 5 weeks to accommodate for the 5 vacation days that he did not take. The Christmas week Steering Committee meeting will be held on Tuesday December 26,2023 instead of that Monday which is Christmas. The next

Intergroup meeting will remain the same, January 2, 2023 since it does not fall on the holiday.

**ADJOURNMENT:** 20:28

**NEXT MEETING** Monday December 26 , 2023 - 7:30pm

Respectfully submitted by Kim P. Secretary!