

Steering Committee Meeting

Date: February 1, 2024

Roll Call:

Officers

Chair Marie N. [*]

Treasurer Bill G. [*]

Secretary Sam P. [*]

Office Manager Cathy Z. [*]

Members At Large


Karen B. [*]

Amy S. [*]

Sarah S. [*]

Ann S. [*]

([*] indicates present, [Ex] indicates excused not in attendance, [UnEx] indicates not excused , not in attendance)



The meeting was called to order by Chairman Marie at 6:00 pm with a moment of silence followed by the Serenity Prayer.

Reports

Secretary Report: Ann read the Steering Committee minutes from January. Sarah posed that minutes should say Intergroup not District 5. Amy motioned. Sam seconded.

Treasurer Report: Bill read the Treasurer report and stated that it is posted on website.

Chairman's Report: Marie reported the office has been relatively quiet since our last meeting and they are working on payment issues and the upcoming event in March.

Office Manager Report: Cathy stated we had a good January. Last year to this year shows a \$1400 increase in Bookstore sales. Contributions are also up by almost \$1400. Bookstore positions are filled. Daytime Phone Coordinator position needs to be filled ASAP. There is a Member At Large position open since Ann was voted in as Vice Chairman. There was an incident that the email system was hacked on Jan 26th and IG was unable to send/receive emails as they were locked out of the system. Cathy also reported that she needs to cut her hours for personal reasons and in new business we will discuss how to facilitate. The annual Division of Corporation report was filed for a fee of \$70. W2 and W3 Employee Federal Forms were filed. Bluehost at \$719/3 yrs and WordPress Choice hosting \$36 annual fees were both paid in January. There were 44 AA, 1 Detox, 2 12 Step, 16 Office and 6 "Others" calls in January.

Old Business: No old business

New Business: Marie posed a motion to limit committee reports for efficiency. Karen seconded.

Cathy made the motion that she needs to cut her hrs. The position needs to be filled immediately. Open applications for position QuickBooks, federal and taxes. Sarah asked for a full job description. The qualifications should be stated in the Bylaws. Cathy also asked if the position could be posted outside of AA. (not able to, anonymity) Make an AdHoc to decide what the qualifications are. Have it brought to IG. Post to website and bring to groups. Also, if there isn't anyone to take the position we would need to hire an assistant. If we do not have an Office Manager, the office has to close its doors. Ann and Karen seconded.

Karen informed the committee that the buyer is working on a dessert for the OT Dinner and Events need to know if they need to order plates or bowls. PJ is ordering the tickets. They are set for distribution from the office Feb. 12.

Sarah informed the committee that the fire Alarm went off last week and asked if we have insurance for inventory replacement. Bill and Cathy answered that we do.

Next IGSC Meeting: March 7, 2024

Next IGR Meeting: February 15, 2024

Adjournment Motion: Karen Second: Amy

Lord's Prayer or **I am Responsible Statement**

Adjournment: The meeting was adjourned at 6:56pm.

Meeting was closed with the "I am responsible" statement.