

## Steering Committee Meeting Minutes June 28, 2016

Ski V Chaired the meeting. Meeting opened at 5:30 with a moment of silence followed by the Serenity Prayer.

**Voting members present:** Ski V., Dan B., June C., Sue R., Beth J., Amy C., Carl G., Walter S.

**Members not in Attendance:** Monique S., Amy W.

**Visitors:** Mike J., Linda G., Cheryl Ann L., Tom K., Jim R.

**Previous months minutes** were emailed and approved

**Treasurer's Report:** Dan B reported, reviewed in Add-A-Line, approved

**Office update:** Amy C. read report

**Visitors input:** Cheryl Ann, the Grapevine Committee Chair, met with the Archives Committee to see the Grapevine collection in the Archives and would like to hold a workshop allowing the Intergroup members to view the collection. She was given permission to have a key and passcode for the office

**Committees:**

**Add-A-Lines:** Mike M. not present, Add-A-Lines was emailed and approved

**Subcommittee reports**

**Policy & Procedures:** no report

**By-Laws:** Tom K. submitted a copy of the proposed format for the new By-Laws which was approved by the Steering Committee. The committee is continuing to update the By-Laws and hopes to have a rough draft to present to the Steering Committee for review by the fall. It will then be presented to the Intergroup body.

**Ad-Hoc Committee reports:**

**Office space search-** Gene M. presented some possible locations for office space. He and Mike M. will be checking on several of them this week and will hopefully have a decision by July 7<sup>th</sup>.

**Finance:** Walter announced that the Department of Labor has passed a new ruling regarding salaried employees. These rules will take effect in December and will necessitate some changes in the way the office manager is paid. Further information will follow.

**Website:** Jim- website is up and running though he is still working on updating the meeting search section. A problem was mentioned about confusion with the page that is displayed when people go to the website. Jim will revise the page for better clarity and function. Please let him know about any bugs found on the site.

**Banquet:** Linda G reported that due to the difficulty with finding cooks for the banquet, it might be better to have it catered. She presented a sample of a quote she received from a catering company. After some discussion, it was decided that the committee should investigate the possibility of finding a cheaper venue and getting some more bids from other catering companies.

**Old Business-** The ICOAA Seminar is being held in Kansas City in November Amy presented invitation we received to attend and expressed an interest in going. Discussion was held and a motion was made to allow her to attend for 3 nights at a cost of approximately \$1200.00. Motion seconded and passed

**New Business -**Since the S.E. Regional Forum is being held in Orlando on December 2-4, Walter S. made a motion that the December business meeting be moved to December 10<sup>th</sup> . Motion seconded and passed.

Walter suggested that the committee establish a policy for closing the office due to inclement weather. After discussion it was felt that a formal policy was not needed. It was decided that an announcement be placed in the Add-A-Lines and on the website that in the case of inclement weather people should call before coming to ensure that the office is open.

Amy c. asked if the cost of the When & Where's for Treatment Facilities, counselors, etc. should be increased since the cost of printing was increased slightly. The committee voted not to raise the price.

A suggestion was made that a page be added to the website with a list of Service opportunities to be presented when available. Interested persons would be directed to contact the appropriate person to arrange to volunteer. It was agreed that was a good idea.

The Office Manager Review procedure was discussed and Walter stated that the Policies and Procedures are being reviewed and are evolving.

Motion to adjourn at 7:25. Seconded, passed. Meeting closed with the Responsibility Statement

**Executive Session:** Following the regular Steering Committee meeting, a brief Executive Meeting was held to discuss the annual salary review for the Office Manager. After discussion a motion was made to give Amy a 3% raise for this year and an additional week of vacation. Motion seconded, passed.

Respectfully submitted, Beth J.