

	Steering committee meeting 7/25/20		
<b>Opened 5:35PM</b>	with the Serenity Prayer		
<b>Voting Members</b>	D1 Roger	D3 Maggie R	D4 Linda G
	D6 Jeannie	IG Chair Jack G	IG manager Mike
	IG Alt Chair Dan B		
<b>absent</b>	D24 Beth E	D30 Larry C	D26 Al
<b>visitors</b>	Steve C Corrections	John C Banquet	Sharon L Corrections
	Lindsay L	Patti O	

Changes to Last month's minutes: Beth E incorrectly identified as D26

Treasurer's report: Dan B reporting:

Cash on hand	\$15,300
Savings	\$30,000 good interest this month
Contributions up	\$2,000
Sales	down
PPP dispersal	\$1600 for salaries

Treasurer position remains open. Monique is interested.

Office Report: Dan B reporting: Office is open with regular hours with 3 paid employees. Retail sales down with a few customers refusing to wear masks, complaints referred to office manager (without Dan having received any calls)

Visiting Corrections chairs:

- Asked for Intergroup to be prepared to handle the incoming inmate letters for established penpal correspondence. We also supported the mailing and stationery expenses incurred.
- Asked for permission for the jail staff to distribute our literature, until our members can visit. Approved
- we suggested that bulk Grapevine subscriptions be added to their distributions.

Committee Reports

Add-A-Line: Mike reporting: Angie is 99 percent finished with August issue.

Banquet: John C reporting: Ramallah has a covid capacity of 250 with 147 tickets sold. This Steering meeting is the Go/No-go decision. Jack G decided No-go with the committee's support. Discussion included refund options, Spring banquet options that might be "outside of the box" and Clarification that the committee is misnamed and should be called Special Events according to the by-laws.

Finance: Bryant reporting: Proposed budget adjustments (from Covid-19 effect) for 2020 with surpluses to be carried over to 2021.

- Prudent Reserve will be reviewed quarterly and not changed any more frequently than 6 month's from last adjustment.
- if repayment of the PPP loan is approved it will come from Prudent Reserve.

Website: Maggie wrote language for committee to help update Appendix H of the by-laws for a vote in August.

- Duties of the paid webmaster and the Committee chair to be added,
- Clarification of which employees and volunteers can amend the When and Where needed.
- Changes to the When and Where must be in writing (including email)
- Those changes should be made within 3 business days.

Website chair remains vacant.

Old Business:

- Trash collection: Our application for curbside pickup was rejected by the Waste Management department of the city and the \$179 check returned. Maggie asked the landlords on either side of our office what they would charge to allow us to dispose of about 10 kitchen sized trash bags/week in their dumpsters.

PPP motion from Intergroup business meeting: "To bring the PPP acceptance or repayment to the Intergroup body for a vote" was discussed:

- motion was verbally made without a written copy to the IG secretary. Tom K, Parliamentarian to be consulted before the vote can proceed.

- quorum is 15 voting members,
- substantial unanimity 2/3 required for a passing vote.

Add-A-Line print copies during Covid reduced to 250 copies

New Business:

Discussion about the upcoming vote on the PPP motion:

- Jack G will allow voting of all eligible voters.
- suggestion to utilize the "renaming function" for virtual Introductions with Jeannie facilitating the Zoom feature.

Next Intergroup Steering Committee meeting is August 25 at 5:30PM (or Sept 1st??)

Closed with the plural Serenity Prayer at 7:23 PM