

NDIAA STEERING COMMITTEE MTG MINUTES

Call to order: 7:06 p.m., 9/28/21 by Trudi

Responsibility Pledge: I am responsible, when anyone, anywhere reaches out for help. I want the hand of AA to always be there, and for that, I am responsible.

Minutes: Approved

Treasurer Report: Dick. Profit loss reflects \$3,700 profit; projected \$1,300. This is due to having no staff salary for a length of time. Financial Statement accepted.

Chair: Trudi. We welcome Laura as Web Chair and Ena to her first meeting. Ena and Carolyn will be alternating attendance at meetings.

Steering Committee will meet in-person with masks at the Intergroup office in October. The option of in-person meetings will be presented for Intergroup at the meeting in October. The location will be either St. Mark's (preferred) or Concord.

Vice Chair: Denise. There was a problem updating Quickbooks last week which took Dick and Denise approximately four hours with Tech Support. It was decided to purchase a product designed specifically for non-profits at \$700 rather than continue to pay \$400/year. We also have a payroll component which is separate.

Denise attended the Speaker Jam and the Journey and assisted at the AA table.

Traditions: Send a tradition blurb a week before the meeting and then present two questions regarding that tradition at the meeting.

Intergroup Library: There have been many books donated for which we would like to start a library.

Denise asked a question about including roll call in minutes.

Central Office: Ena. Working to update paper meeting list.

Institutional Commitments: Jeff. Commitment sheets have been updated with Jeff's information. Two October commitments were dropped. The appropriate parties were contacted. We now have nine commitments left. Jeff will reach out to Kirkwood Detox to see if they would like us to add dates.

Special Events: No rep

Unity: No rep

Literature: Patti. Will be doing inventory at the end of December. Have a table at the event at Lums Pond on 10/31/21. Speaker Jam was good practice at presenting a table at events.

Web Chair: Laura. Has appropriate access to web page and was looking around to get acquainted with everything this weekend. The question was asked, "Will meeting lists be printable from web?" Answer: Hopefully further down the road.

Newsletter: No rep

Corrections: No rep

Finance Chair: Dick. Two office coordinator positions have been authorized.

Prudent reserve: There are two reasons to maintain the prudent reserve: 1. Cash flow (3 mth level), 2. Catastrophic event.

Ongoing we need two official copies of minutes: one signed copy for the office and one electronic.

Preliminary budget: Think about ideas to carry the message, i.e., trips, dances, events.

Check signing rules

- a. Secretary (Cathy Delaney) can sign the document that names the authorized check signers.
- b. Non-payroll checks over \$1500 require two signatures, one being an officer
- c. No check may be signed by the payee

Authorized to sign checks:

- a. Office Coordinators: Ena and Carolyn
- b. Treasurer: Dick
- c. Vice Chair: Denise
- d. Chair: Trudi

Old Business: None

New Business: Shelly. The old checking account is now closed and a cashiers check was issued.

Close: 8:10 p.m. with the Serenity Prayer (Ena).

Cathy Delaney

Date

Secretary