

NDI Steering Committee Meeting Agenda

1. **DATE:** February 2, 2022 **Call to Order:** 7:02 pm

In Attendance: Denise, Brendon, Dick, Monica, Trudi, Mike, Laura D, Laura R, Jeff,
Ena, Carolyn (Kathy excused)

2. **RESPONSIBILITY PLEDGE**

I am Responsible. When anyone, anywhere, reaches out for help, I want the hand of A.A. always to be there. And for that: I am responsible.

3. **Anniversaries:** none

4. **Minutes of Previous Meeting:** Reviewed, need to amend to include the office report. Motion made and Approved.

4. **Treasurer's Report:** Dick: Group contributions \$5800 in January. Twice as many groups contributing as in previous year. Franchise Tax needs to be paid. Dick will arrange to remove previous treasurer and have himself become the Register Agent. Motion made and approved

5. **Chairperson's Report** Denise: She will have keys made for new officers, we may have some extra in the office. Plan to visit the Bank with new officers to change check signers. Interview forms from the hiring of current office Co Ordinator's, Denise will bring into the office.

6. **Vice Chairperson Report:** Brendon: He plans to visit the office and shadow the CO Ordinator's to become familiar with the office routines. Discuss how to do the mass mailing for Intergroup meetings and Trudi will help Co Ordinator's with that. Discuss that Carolyn asked about having all office email come to an office address rather than at home. Our package with Go Daddy only allows one email address. Discuss: books that we don't usually have on hand (Spanish) going forward we will have a small inventory (2 each Big Book and 12 & 12) Reminder that people can order books directly from AAWS for themselves.

7. **Office Report:**

AA/Info: 13 12 Step Calls: 2 Member/Misc. Calls: 56

Al-anon: 0 Alateen: 0

Visitors: 28 //16 books

Home Answering: 17 13 AA info, 4 rides

TOTAL CALLS/CONTACTS: 116

8) **Committee Reports:**

- A) **CPC/Public Information:** Laura R. first meeting with Steering. She reports her sobriety date in 6/21/95, Home group is Dawn Patrol, several years previous experience with service in role of CPC. She gave an extensive 3 tier report of her plan for the coming months and that is attached to these minutes. She would like to have enough of the “Help” flyer to give some to each Intergroup Rep at the March meeting. She will announce the need for other members of this committee in order to get the materials to more groups.
- B) **Corrections** No report
- C) **Finance** No report
- D) **Institutional Committee:** Jeff: We have 11 open commitments, 2 are idle – Gaudenzia Claymont and Tuesday at Leona May. There has been some push-back from groups regarding Covid protocols that some facilities require. He plans to contact some of our previous commitment sites to ask if they are ready to return to meetings. Discussion, Mike asked if a Committee Chairperson can take a commitment for a group if their group does not have a IGR. This would usually be 2 people. Trudi says we have allowed it during Covid because of limited number of people available for service. We will revisit this in coming months as we evaluate if more IGR’s are returning to the monthly IG meeting.
- E) **Literature:** Pattie: No report
- F) **Newsletter** Monica: Going well, everyone giving good feedback.
- G) **Nominating** N/A
- H) **Special Events:** Trudi: Hockessin Firehall is available September 18, 2022 Motion to reserve that made and approved. Trudi needs contact resources for young people. Denise and Pattie will send her some names.
- I) **Unity:** N/A
- J) **Website** Laura D: 22 meeting changes in January. Pattie says there are some references to Jamie on the Website and Laura will correct that. Brendon suggests that we post the minutes from both the Steering Committee and the Intergroup meeting. They would need to be approved first. Trudi will help with that.
- K) **Area 12** N/A

8. **Old Business:** Discussion of new Volunteers for the office that would cover on Wednesday. Two have applied. Kathy P. and Chuck D. They have been scheduled to come to the office with current volunteers to learn the routine. Pattie suggests they have more than one day of orientation. Lending Library: A book shelf is available and an inventory has been made of the books we currently have for this purpose. We will make an announcement at next IG meeting.

10. **New Business:** Question if all members have received the Financial Guidelines that were available at the last Intergroup meeting. Laura D and Laura R, Mike and Pattie all need it. Carolyn will bring to the IG meeting next week. Question from Ena, in the past we have paid a man who washes the office windows from our own funds. Can this come from Petty Cash? Discussion, recommend we add \$20. A month to the office budget for windows to be cleaned 2xs a month (\$10 each) Approved

11. **Group Concerns:** none

12. **Close** 8:45 pm