

Steering Committee Meeting Minutes Sunday April 19, 2009

Steering Committee Chairman John P. opened the meeting asked for approval of the January 18, 2009 minutes, motion made, seconded, passed.

John also made motion for rent to be paid, motion made, seconded, passed.

John turned the meeting over to Intergroup Chairman, Steve B.

Steve B. Intergroup Chairman - introduced himself as the Intergroup Chairman and then introduced Intergroup members for their reports.

Kevin J. Office Manager, Treasurer

Treasurer's report – Kevin read the financial report, reported that raises were given and the health care was reduced. Question was asked about the office supplies and Kevin answered what the office supplies consisted of.

Question – how money was determined for office supplies.

Answer – the office supply account is envelopes, paper, shredder, water, etc.

Pat G. asked about the shredder. Steve IG Chairman answered that we have a company come in and pick up the bag and takes it to the truck and shreds it.

Ed L. asked what volume is used for shredding and how often.

Steve answered every six weeks.

Question - asked about the rent and did we consider moving to the Northside?

Answer – it was considered and not found to be a good idea due to central location for all.

Question – why was the last page on the meeting booklet for phone numbers removed.

Answer – not enough space on back page.

Kevin continued his report

Office Activity report -

Office Hours:

There were **1237** calls during office hours, **201** meeting booklets & pamphlets were mailed out, **42** 12 step calls referred to AA Members.

Non office Hours:

There were **1800** calls to the Answering Service, **156** calls were referred to Intergroup Members.

Lynn M. – Newsletter Liaison, New Group & Group Communication Liaison

Newsletter report – a new group wanted to have its information in the Newsletter as “Volunteer for Sobriety” as its name. Lynn called them and explained that the it would be breaking the Traditions, they said they would change it to “Keystone Group”.

New Group & closed group report –

0 closed meetings, 3 new groups

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Justin L., Prison Liaison, General Service Liaison, 2010 Banquet Liaison

Prison report – 7 contacts for the prisons received their allotment for 1st quarter. Three inmates wrote letters for meeting booklets they were mailed out to them. One inmate wrote and requested correspondences with an AA member, and it was filled.

Janet S. – 2009 Banquet Liaison, PICPC

Banquet report – banquet was good, 706 in attendance, gain of \$1,000.

PICPC report - Three requests came into the office and were filled, Southmoreland High School, Art Institute and IUP.

Chuck T. – Metropolitan Meeting Liaison

Mentioned the Metropolitan meeting will be in September, more to report later.

Leo H. – Website Liaison, Meeting Booklet Liaison

Website report – decision was made to have the website updated entirely at the Central office by the staff instead of having outside volunteer continue. It makes more sense to have the office maintain it.

Steve explained the webmaster duties and that Steering Committee had voted Jim L. as Webmaster to maintain the website (outside volunteer) and now Intergroup is asking for the website to be maintained at the office. S.C. rep made a motion, it was seconded and passed that the website would be maintained, updated, etc. at the central office.

Steve B. Intergroup Chair closed the reports, turned meeting back over to Steering Committee Chair John P.

OLD BUSINESS: none

NEW BUSINESS: Discussion continued on the subject of meeting booklet. Steering Committee rep made a motion for the page for phone numbers to be put back, motion 2nd and passed.

Discussion continued on the shredder, motion made to look into pricing shredders compare to the cost of having an outside business. Motion made, seconded and passed.

Tony M. who is the contact for the Allegheny County Jail asked if the quarterly money that is given for literature to the prisons could be raised. (it is now at \$50) Motion made to increase the budget for the jails, motion seconded and passed. The Intergroup will make a decision at the next meeting of how much it is to be set at.

Motion made to have the meeting adjourned, motion made, seconded passed.

Meeting closed with the Lord's Prayer.