**Pittsburgh Area Central Office, Inc.**
**Steering Committee July 19, 2026**
**2nd Q Meeting Minutes**

Steering Committee Chairman Scott C. opened the meeting with the Serenity Prayer, asked for motion to accept the minutes from the 1st Quarter 2026 Steering Committee meeting, motion made seconded and passed. Introduced Intergroup Chairman Kenny D.

Kenny started meeting off by explaining that the intergroup had decided to have a forensic review of finances for the last 15 years. He went on to explain that Ryan the Treasurer of the intergroup was in the process of getting an estimate from an outside accounting firm. Kenny stated that this was due to looking into why the Central Office had accumulated so much income tax debt and preventing that in the future. Some questions were asked and Mike the Office Administrator stood up to explain the current situation. Mike went on to explain that the IRS agreed to grant us a payment plan for $593 a month. The total current tax debt amounts to roughly $26,000. The office has already paid roughly $3000 off. The office also submitted paperwork for what is called an Offer In Compromise. This would remove some of the penalty fees and possibly reduce the debt amount. However the paperwork submitted was missing some information required by the IRS and will have to be resubmitted in the future. The payment plan of $593/month remains in place.

Kenny did his own report and introduced intergroup members in attendance for their reports:

**Kenny D. – 2026 Intergroup Chairman & Newsletter/Website Liaison** -

**Newsletter report** - The latest newsletter has been sent & posted on website.

**Alexander A. 2026 Office Manager & Co-Treasurer**

**2026 2nd quarter calls:**

**Office Hours:**
There were **234** calls during office hours, **16** calls were referred to AA Members.

**Non office Hours:**
There were **165** calls to the Answering Service, **22** calls were referred to Intergroup Members

**Brandon B. – 2026 Intergroup Co-Chairman & Christmas Party Liaison**

The chair of the Christmas Party will be Owen C. from the Edgewood Discussion group & the co-chair will be Ward C. from the South Hills AA Text Study Group.

**Kelly M. – 2026 Anniversary Liaison & Gratitude Liaison:**

**2026 Anniversary report** – Amanda S. from the 79 South group is the chair, the co-chair will be Jackie L. from the Southside Monday Niters group. Anniversary is scheduled for August 15. It will be at the SNPJ Hall in Imperial, PA. It will start at 5:00 PM. The tickets are $30 each. So far there have been approximately 98 tickets sold. The goal is to sell 200 tickets. It is also expected that 30 people will buy tickets at the door on the day of the event as was the case for the last anniversary in August 2025. Kelly urged all the members present at current steering committee to announce the anniversary at their home groups and at meetings they attend. Kelly also mentioned that tickets are on sale at the central office in Carnegie.

**Tom S. – 2026 Meeting Troubleshooter & YPAA Liaison** – Tom announced the approaching fundraiser event for the next bid to get the PENNSCYPAA conference in Pittsburgh in 2027. The committee formed to organize the next bid is called PITYPAA. He mentioned that he brought flyers with him and that anybody at the meeting is welcome to take one.

Kenny went on to the present the reports of the intergroup members not in attendance:

**Eli J. – 2026 Answering Service & Meeting Book Liaison:**

**Meeting booklet report** – 2000 new meeting lists have been ordered, should arrive in office within 2 weeks from today, This is less than last printing which was 3000. It took almost year and a half to sell all of those hence the printing reduction.

**Ashley C. – 2026 Prison Liaison, New Group Liaison & General Service Liaison:**

**Prison report** – There were **7** prisons who picked up their 2nd quarter allotment.

**2nd Q New & Closed Groups report** – There were **4** new groups and **7** that closed.

Prema from the Southside Monday Niters group stood up to propose that free literature allotments of $100 per quarter for prisons be suspended to save money in order to pay back text debt. Mike the Office Administrator stood up and explained that not all contacts for the 9 prisons in the surrounding area come in each quarter. Each contact must come in to the office to receive their allotments. No motion was made to suspend the allotments.

Jim P. from the Blawnox group and asked if there had any other estimates considered for an accounting firm to do forensic review. Mike stood up to explain that he had asked the current accounting firm retained and hired by the office for income tax compilation which is AF McGervey about this. It was decided by the intergroup to stick with the firm that Ryan had contacted which is Wilke CPA's.

Tyler Z. from the Baldwin/Whitehall group posed a question to Mike the Office Administrator about possibly hiring a new office assistant. Mike responded by saying that for now he was OK on his own but that hiring a new assistant is not off the table.

Branden R. from the Jaywalkers group asked how Mike had been hired originally for his assistant position and how it came about that he is now the administrator. Kenny responded by stating that Mike had been the office assistant for 20 years and was abundantly qualified to take on the position of administrator. Kelly M. from the intergroup also stood up to say that she was in the running as well for when Mike was hired to be the assistant back in 2006. She stated that her and 2 other candidates were interviewed by the intergroup for the position. Mike was the most qualified due to his website experience.

Old Business:
Kenny stated that the intergroup had made a motion at the last intergroup meeting to have the intergroup by-laws amended. They would also be edited to say that two check signers are required on every check issued by the Central Office. Previously only one was required. The vote was initiated by Scott and the motion passed and was adopted.

New Business: none

Scott asked for motion to close new business.

Motion made, seconded & carried to close new business and the meeting. Meeting was closed with the Lord's prayer.