

## NDIAA STEERING COMMITTEE MTG MINUTES

**Call to order:** 7:03 p.m., 3/30/21 by Trudy

**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.

**Anniversaries:** None

**Minutes:** Approved (Carolyn/Andrew)

**Treasurer Report:** Bob W. Please see report for details. Andrew raised a concern regarding his group's money order contributions not showing. Jaime will look into this via Quick Books.

**Chair:** Trudy.

- Spoke to Rob regarding software team.
- Need volunteers for literature inventory.
- Denise has agreed to volunteer as Office Manager.
- Sally is coming to Intergroup Mtg to speak on Area 12.

**Vice Chair:** Denise. Working with Jaime to learn office functions.

**Central Office:** Denise for Jaime; AA 27; 12 Step 12; Alanon 1; Alateen 0; Home Answering 63; Member Misc 119; Total 207; Visitors 0; Total contacts 207

**CPC:** Laura. Still becoming acquainted with how to manage. Trudi will connect Laura with Brad (previous CPC Rep). Jaime offered to show Laura literature at office.

**Corrections:** No Rep

**Institutional Commitments:** McKenna. Working on obtaining more commitments for women. Making adjustments to new "wheel of commitments". Trudi asked McKenna for a list of commitments. Brandon asked for protocol guidelines when chairing a commitment. Jaime has various dos and don'ts for each location.

**Special Events:** No Rep

**Unity:** No Rep

**Newsletter:** Patty. Nothing to report

**Area 12:** No Rep

**Newsletter:** Emmy. Nothing to report

**Finance Chair:** Dick.

- Motion carried to close the Savings Acct and move the money to Checking Acct
- Recommendation for 990 is being tabled. Trudi will send out to Steering Committee and we will discuss next month.
- Dick will update that 990 is tabled in order to present Financial Review at April Membership Mtg
- Trudi to send Financial Guidelines

**Old Business:** Denise. Two people added for Spanish Speaking Men's Mtgs

Trudi. Trying to increase Quorum. Perhaps add to email that commitments are coming in. Flyers to be sent.

**New Business:** Denise.

- Recommend forming a committee to write descriptions of Committee Roles. Currently, only vague descriptions exist.
- Recommends forming a committee to outline office duties. It was determined this is an ad hoc committee and can be formed with no other approval.

Andrew. Reminded us of May Zoom Speaker Jam and Fall Breakfast.

Patty. Would like meeting lists updated with X through meetings that are no longer meeting.

**Group Concerns:** Concern was raised regarding email coverage due to the office hour changes. Shelly suggested utilization of the auto reply feature.

**Close: 8:43 p.m.**