

**Northern Colorado Intergroup Operating/Steering Committee**  
**Meeting Minutes**  
**April 20, 2020**  
**Zoom Meeting**

**Call to Order:** by Molly at 5:30pm

**Present:**

Molly- Chair  
Marlene B- Treasurer  
Cortney- Recording Secretary  
Mike S- Assistant Treasurer  
Alex S- Co-Chair  
Chelsey- Committee Member  
Peter- Committee Member  
Beth S- Office Manager

**Guests Present:**

Susan, Diana, Julie, Laurel, Wister

**Serenity Prayer:**

**Intro of Committee:**

Each person introduced themselves and gave a little background on their service work experience

**Review of Minutes:**

Molly asked for a motion to approve March minutes, Alex- motion, Marlene- second, motion passes

**Topics of Discussion:**

Sign up form for contact information- <https://forms.gle.wnAwL12dsibUFcm9>

**Reports- high level updates, 1-2 minutes**

Chair- Molly, went over function of the Committee  
Office Manager- Beth, an update on what she is working on  
Treasurer- Marlene, brief overview of financials, report to be given at Intergroup

**Old Business:**

Virtual 7<sup>th</sup> Tradition- set up with PayPal (fee but lower for non-profit) and Venmo (no fee), checks can still be mailed to Central Office

- Peter had a question regarding linking to other meetings virtual 7<sup>th</sup> Tradition- will be discussed offline
- Task Force for 7<sup>th</sup> Tradition- Peter, Chelsy

**New Business:**

Website Update- Jenn T resigned, Beth is working on website, apps, etc  
Taxes- Molly signed letter of Engagement with Cache Accounting to do the taxes  
Onboarding new Office Manager- Beth is doing a great job, we can help where needed  
Communications with groups- Google Drive, sharing

- Task Force Google Drive- Molly, Cortney

Other items on the agenda but not discussed due to time- Registered Agent (came up at Intergroup Mtg), Update the procedure guidelines, Other 12-step program information

**Close meeting:** Meeting Closed 6:02pm