

## **STEERING COMMITTEE MEETING AGENDA - APRIL 2020**

### **Serenity Prayer -**

*God, grant me the serenity, to accept the things I cannot change, courage to change the things I can, and wisdom to know the difference.*

### **Welcome / Introductions -**

*Are there any guests that would like to introduce themselves? Guests are welcome here, and we ask that they wait for the intergroup meeting to participate. Thank you.*

*Steering committee, Welcome! Let's spend 1-2 mins introducing ourselves to the group and getting to know each other.*

### **Sign up form for contact information -**

<https://forms.gle/wnAwL12dsibUFcma9>

### **Review / Amend / Approve the meeting minutes for the 3/30/20 Meeting.**

### **Reports - high level updates, limit to 1-2 minutes each.**

Chairperson Report

Office Manager Report

Treasurer Report

### **Old Business:**

1. Virtual 7th tradition basket
2. Online meeting directory

### **New Business:**

1. Website Updates
2. Taxes
3. Onboarding new office manager
  - a. Transferring information and access to accounts
4. Registered agent
5. Update the procedure guidelines
  - a. Task force creation
6. Other 12 - step program information
7. Communication with groups
8. Google Drive - how to organize and keep it transparent