

**Northern Colorado Intergroup/Central Office  
Steering Committee Meeting- MINUTES  
March 20, 2023**

Call to order: 5:17 pm

1. Serenity prayer + welcome
2. Quorum (> 4 officers) - Introductions

Chair - Absent

Treasurer - Julie M.

Asst Treasurer - Karen K.

Secretary - Jessica J.(Stands in as Chair)

Interim Asst. Secretary - Laurel T.

Committee Person-at-Large - Chelsey

Committee Person-at-Large - acting as Secretary recording minutes

3. Approve February 2023 Meeting Minutes-

Karen motions to approve the minutes of the February 20th S.C. meeting; Laurel seconds; All in favor; motion passes.

4. Approve Special SC Meeting Minutes- Jessica calls for motion to approve the minutes; discussion prior to vote brings up error in the minutes-Beth requests to re-verify salary data as referred to on March 8th. Some clarification of line items by Jessica. Chelsey motions to table the approval of the Steering Committee minutes until the review is complete. Julie seconds; motion carries. Minutes approval tabled until Steering Committee meeting on April 17, 2023.

5. Active reports

- a. Chairperson-no report. Lindsay will be joining us from her car after work. Laurel will assist in reading the opening remarks re meeting safety and etiquette on zoom and attempt to chair if she late after that, per a group conscious.
- b. Treasurer and Asst Treasurer (Karen K.)-Julie will announce her end of term as treasurer and Karen will read the finance report as Beth brings it up on screen share. Discussion: A few questions from Jessica and Karen. There is a line item that needs to be amended. A change in the net payroll line item for taxes; due to a processing fee for 1.75. Beth explains how this was missed in the column and the corrected version. Discussion over how this will present to the IG. Report and line item will be brought up during the meeting and a call for motion to approve the Finance Report with the amendment prior to

the vote. IGRs will be given a platform for questions and discussion prior to the motion to approve as amended.

- c. Office Manager-no report; everything covered in the previous reports. No open shifts.
- d. NCIG A.A. Outreach Committee-Laurel; The Kitchen Table AA has begun to bring meetings into members homes. A format has been implemented and the response has been wonderful. We have three new committee members! The committee will meet in mid to end of April after the Annual Elections to proceed with AA Roadtrip and plan some outlying area meetings.

#### 6. Old Business

- a. Annual Budget Approval 2023 - The Budget Proposal has been reviewed, finalized and sent to the IGR's. Jessica calls for a motion; Julie motions to accept the 2023 Budget Proposal as read to include the amendments; Discussion: A few questions from Jessica and Karen regarding the line item that needs to be amended. A change in the net payroll line item due to a processing fee. This will change the totals in all the columns. Items will be shared with the NCIG; pending approval and motion to accept the proposal as amended, Beth will adjust the proposal (following the vote) and the IGRs will receive the Approved Budget reflected in the Minutes. Julie amends her motion; Laurel seconds; all approve; motion carries.
- b. April Elections- A call for volunteers from the floor of IGRs and members qualified by previous service will form the nominating committee with approval of the IGRs. Open positions will be announced. Description of committee expectations will be shared.

#### 7. New Business / Pending matters

- a. ByLaws/Procedure Guidelines-All agree that the newly elected 2023 S.C. board will be tasked with forming a committee to review all previous ByLaws and amendments and to bring a report of the findings and additional amendments to the NCIG as a whole for approval.
- b. Central Office Review-As with the review of ByLaws, the 2023 S.C. will perform a global review of the functions of the Central Office and the annual performance and salary review of the Office Manager and write a report to be presented at a monthly NCIG meeting TBD.
- c. Safety Card Reading-We will forego the reading during the IG mtg as all reps received a copy with the Agenda, finance report, and 2023 Budget proposal.

8. 7th Tradition - Venmo @NCIGAA [www.nocooa.org/contribute](http://www.nocooa.org/contribute).

9. CLOSING: Responsibility Statement                      Adjourn: 5:58 pm                      Next Meeting: April 17,

2023

[www.nocooa.org](http://www.nocooa.org)