

**Northern Colorado Intergroup
Steering Committee Meeting-MINUTES
May 15, 2023**

Call to order: 5:17 pm

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

Chair - Rhonda N

Vice Chair - George McC

Treasurer - Karen K

Asst Treasurer - Zoe A

Secretary - Laurel T

Interim Asst. Secretary - Amy J

Committee Person-at-Large - Marilyn N

Committee Person-at-Large - absent

3. Approve April 2023 S.C. Meeting Minutes- Karen K. motions to approve the S.C. April 17th meeting minutes; George McC seconds, no opposed; motion carries

4. Active Reports

- Chair - Rhonda N- Rhonda read her prepared report and updated the group with the most recent events at Central Office and request from a member regarding tax information. Today, prior to the meeting the accountant alerted Beth and Rhonda that the 2023 tax prep is completed and ready for review. An extension has been filed. Beth and Karen (CO mngr/Treasurer) will review, sign and send the 2023 return. The info and any follow up information will be shared at the next SC meeting (will be added to June AGENDA). Please see Rhonda's Chair report (attached) for more information.
- Treasurer-Karen K - Karen reads the April Finance Report and Beth shares on the screen. Zoe asks about Qs about using Quick books. Beth shares the history of why the current format is being used and though she DOES use the quick books access to form the report with the Treasurer, it is presented in it's current format so that the income, expenses, etc. can easily be shown, understood and shared by all IGRs to their groups. Monthly finance reports are uploaded to the website after approval. Other Central Office Managers in the CO area also present reports in a (similar) format, other than Q.B. pages. Line items such as group contributions, special events, quarterly expenses such as taxes and literature can be separated for clearer understanding for the layperson.

- Central Office Report-Beth S- Beth read and screen shared her monthly report, including newsletter items, website and subscription info, volunteer opportunities, calls and night watch data, and then a bit about the previous solutions and group conscience results that were incorporated by the 2022-23 Steering Committee regarding the abuse and misappropriation of information by the disruptive member and how his (and now their) actions affected her job performance, emotional well being and overall recovery. She shared with the committee the boundaries that she has needed to implement moving forward. Her information was well received by the group members and the Rhonda, as the Chair, assured her that she will be supported by the entire Steering Committee, that she (Beth) as the office manager works for the group and not any one individual member. “We are all in this together.”
- Committee Reports- Laurel shares that the NCIG AA Outreach program is doing well and that the committee will be meeting before the end of May. Mtg date TBD

5. Old Business

- ByLaws/Procedure Guidelines-Discussion of how and when to meet with suggestions, potential changes and review for purposes of amendments to update the NCIG Bylaws.- Rhonda has been doing research and going through the archived information. In addition, all members have now received the 2020 ByLaws and a copy of (one of the) Original Operating and Procedure guide from the 80’s-90’s. Laurel shared that the ByLaws were drafted in 2020 when the sitting Chair was unable to find other information. Typically the ByLaws are not “rewritten” like this, but “amended,” and members were asked (by Rhonda) if they thought a “special meeting” could be called in order to review and find missing items. The “amendment” process is typically recorded by the secretary. Laurel is willing to assist. Rhonda will be addressing this process at the IG meeting as well.
- Central Office Review-Discussion on what data is needed to form the 2023 annual C.O.Review including date(s) for meeting(s), income, inventory and expenses, performance and salary review, environment, volunteer opportunities and shifts, etc.- This review will also need to be done by the S.C., much information has been gathered already. A “special meeting” date can be discussed and put forth at the next S.C. meeting in order to have enough time to form the report, meeting guidelines, how to publicly display tax info and how amendments will need to be taken to the IG for the vote to amend at all.

6. New Business

- Special Events Committee formations including written position expectations for Chairs, Co Chairs, Treasurers, etc.
 1. Summer Picnic- Rhonda shares that District 21 and the Archives Committee are hosting the June 10 Founder's Day event at Edora Park. Beth will reach out to get a flyer for the Website. Additionally several groups host an annual picnic and speaker meeting. Dates and groups TBA as they occur.
 2. Gratitude Banquet- Several members have already met to discuss. This will be brought up to the IGRs at the next meeting for discussion. Amy has last year's notebook and will be giving it to Rhonda asap.
 3. New Year's Eve Event- Group conscience to take the idea to the NCIG.
- Special Meeting
 1. Rhonda shares that an individual member of AA has emailed a request to be sent copies of the bank statements and tax returns and that we, as a non profit, are obligated to provide public access to our annual Tax information. The members who have prior 501c3 and/or non profit board experience are already aware. Some discussion about how people can view the IRS info in public domain. More discussion and a group conscience not to send bank statements or any sensitive information via email to the individual but to research the production of info and uploading of all tax info to public domain so that anyone can access. Some discussion about S.C. responsibility to the group as a whole, the fact that only the treasurer and the office manager need have access to the bank statements and that they are used to produce our monthly finance reports that can be accessed by the public at the Nocoaa.org website at any time. As reported above, the 2022 tax prep has been done and is ready for review by the treasurer and office manager. We are looking into the IRS public display info for tax return and annual non profit status.
 2. Return to In Person/Hybrid meetings- Rhonda to take to the IG for discussion.

7th Tradition - Venmo **@NCIGAA** other ways to donate: **www.nocoaa.org/contribute**.

CLOSING: Responsibility Statement

Adjourn: 5:56 pm

Next Meeting: June 19, 2023