

**Northern Colorado Intergroup  
Steering Committee Meeting- AGENDA  
Wednesday September 13<sup>th</sup>, 2023**

Call to order: \_\_\_\_\_

1. Serenity prayer + welcome
2. Quorum ( > 4 officers) Introductions
  - Chair - Rhonda N
  - Vice Chair - George McC
  - Treasurer - Karen K
  - Asst Treasurer - Zoe A
  - Secretary – Amy J
  - Asst. Secretary - vacant
  - Committee Person-at-Large - Marilyn N
  - Committee Person-at-Large - Tina P
3. Approve August 9, 2023, S.C. Meeting Minutes
4. Reports
  - a. Chair - Rhonda N
  - b. Central Office Report-Beth S
  - c. Treasurer-Karen K
5. Old Business:
  - a. 2022 Tax Return, review and approve to sign
  - b. Ad Hoc Review/Update
  - c. "Evening Of Gratitude" Flyer, tickets, capacity at venue, planning meetings Sunday September 24, 2023, at 11AM and Sunday, October 29, 2023, at 11AM at the Northern Colorado Central Office
  - d. NYE Event in the spirit of cooperation with Don T., set dates and times for planning and committee positions for the Monday, September 18, 2023, Intergroup Meeting
6. New Business:
  - a. Office Manager time/sheet, how it is recorded, hours spent in person at the office, hours worked on financials and other projects, excess time, so we can be informed to address time concerns regarding 28 hours.
  - b. Google Drive Access for Steering Committee members, process, 3-ways, Edit, Commentor, Viewer, upload Edit with permission processes
  - c. Office Manager Request for vacation time of off, Tuesday, September 19, 2023, through and including Tuesday, September 26, 2023
  - d. Office Manager Request for Sick Leave, Thursday, November 2, 2023, through and including Thursday, November 9,2023 with a cast on hand for six weeks.
  - e. The Office Manager requested information from Cache accounting regarding sick leave that they sent out in their newsletter, December 2021. (Please See Attachment for Colorado Law) this will need to be reviewed.
  - f. Office Manager Report
  - g. Volunteer Coordinator Report/ Introduction of committee member Kent that is learning the coordinator position

- h. Dates needs set for Northern Colorado Central Office Inventory: Annual Physical Inventory & Literature, Recovery Items
- i. Northern Colorado Intergroup Inventory: January 2024
- j. Discuss a possible location for In-Person-Hybrid Meeting location for the Steering Committee and Northern Colorado Intergroup (possible tech committee) for that to happen
- k. Order pamphlets and guidelines discussed at District 21 meeting regarding emails/anonymity for the distribution at the Northern Colorado Intergroup Office.

7th Tradition-Venmo @NCIGAA other ways to  
**donate:[www.nocoaa.org/contribute](http://www.nocoaa.org/contribute).**

CLOSING: Responsibility Statement

Adjourn: \_\_\_\_\_

Next Meeting: October 11<sup>th</sup>, 2023