

**Northern Colorado Intergroup
Steering Committee Meeting- AGENDA
December 13th , 2023**

Call to order: _____

1. Serenity prayer + welcome
2. Quorum (> 4 officers) Introductions
Chair - Rhonda N
Vice Chair - George McC
Treasurer - Zoe A
Asst Treasurer - vacant
Secretary – Amy J
Asst. Secretary - vacant
Committee Person-at-Large - Marilyn N
Committee Person-at-Large - Tina P
3. Approve the November 8, 2023, S.C. Meeting Minutes

Reports:

Chair: Rhonda N
Vice Chair: George McC
Central Office Report: Beth S
Treasurer: Zoe A

Old Business

1. By-Laws: Emails from IGR's or Groups, items for consideration
2. Current By-Laws-Current terms, for Steering Committee Members
3. Formation of Nominating Committee at the 12/18/2023 IGR Meeting
4. 8 Week timeline for the March 2024 Elections per current By-Laws
5. Accounting Service for Payroll and Bookkeeping Services
6. Corrected Financial Reports: The note on October 2023 Finance was stated incorrectly

New Business

1. Central Office Manager Review to take place in January 2024
2. Office Manager hours to be spent in the office for 2024.
3. Review ability to sustain our expenses for the year 2024, including review of the 2024 budget, duties and salary hours.
4. Possible removal of bookkeeping/financial reports from the Office Manager position to our treasurer and/or new accounting firm
5. Tax Letter from Colorado Dept of Revenue

6. Check with Canvas as to whether we can add another savings account solely for the purpose of bank transfer from checking for our tax liabilities each month
7. Response to 539's IGR email

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

CLOSING: Responsibility Statement

Adjourn: _____

Next Meeting: January 10th, 2023