

**Northern Colorado Intergroup  
Steering Committee Meeting- AGENDA  
February 14<sup>th</sup>, 2024**

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

- 1) Serenity prayer + welcome
- 2) Quorum (> 4 officers) Introductions
  - Chair - Rhonda N
  - Vice Chair - George McC
  - Treasurer – vacant
  - Asst Treasurer - vacant
  - Secretary – Amy J
  - Asst. Secretary - vacant
  - Committee Person-at-Large - Marilyn N
  - Committee Person-at-Large - Tina P
- 3) Approve January 10, 2024, S.C. Meeting Minutes
- 4) Reports
  - Chair: Rhonda N
  - Vice Chair: George McC
  - Central Office Report: Beth S
  - Treasurer:
- 5) Old Business
  - a) Literature/Recovery Items Inventory Complete
  - b) Reschedule Office Inventory (such as desks, chair, supplies for events, old & dated equipment, etc.)
  - c) Plumbing in Office, resolved using bathroom down hall to prevent an expense of unclogging, which under our lease we're responsible for, the sink for handwashing is allowed.
  - d) Colorado Department of Revenue Letter, "Based on the information provided, the Department was able to reconcile your account for 2020. At this time there is no additional tax due."
- 6) New Business
  - a) Financials prepared by RLR for October 2023, November 2023, December 2023, see attached
  - b) We have implemented processes and procedures for the following:
    - Daily Closing Cash Procedure effective, 02/01/2024: 19 Volunteers trained, and each new volunteer will be trained, with the procedure in the Volunteer Handbook
    - Weekly Cash/Check Log for Reconciliation to Square and Deposits to Bank, effective in place 02/09/2024
    - Central Office Petty Cash Guidelines and Procedures Effective, 02/15/2024

- Canvas Credit Union Bank, Debit Cards, 1. Office Manager, 2. Treasurer, 3. "Gratitude Banquet" Treasurer, effective in place 02/14//2024
  - Central Office Budget Process Effective 02/01/2024
- c) Description of Treasurer and Assistant Treasurer duties and responsibilities present to the February 29, 2024, Northern Colorado Intergroup Meeting prior to the nominations and elections in March 2024.
  - d) 2024 Budget will be done on Friday, February 16, 2024, discussion
  - e) NCIG Inventory Survey, 2024
  - f) NCIG Inventory March 2, 2024, will be held no matter what the weather conditions, we have a backup facilitator as it gets closer will inform the body
  - g) Review Steering Committee Calendar/Timelines for Items and update outdated items
  - h) Update on WAAGL
  - i) Review a description and duties of an Event Chair
  - j) "Evening of Gratitude" Event Date and Space
  - k) Literature Sales at Greeley Stampede
  - l) R&D for Steering Committee Google email addresses

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

CLOSING: Responsibility Statement

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

Next Meeting: March 13th, 2023