

Pittsburgh Area Central Office, Inc.
Steering Committee Meeting Minutes
February 12, 2017

Darla S. Steering Committee Chair opened the meeting with the Serenity Prayer. She asked for a motion to pay the rent for the space, and for October 2016 minutes to be approved. Motions made, seconded and passed.

Darla introduced Intergroup Chairman Keith A.

Keith A. – Chairman 2017 Treasurer, 2017 Banquet Liaison:

Keith went over the 4th quarter financial report, stated that the office made a profit of \$805.22 on the books sold, gave away \$1474.70 that went to prisons and sending out free books, pamphlets, grapevines, and postage.

Banquet report – Banquet is March 18, registration forms are available on website and at the office.

Keith gave prison report – contacts for the prison meetings were given their allotment \$100 for the 4th quarter. (12 prisons)

Keith introduced Intergroup members for their 4th quarter reports:

Brian (Hutch) H. – 2017 Meeting Trouble Shooter, Co-Treasurer:

Hutch introduced himself, had no reports.

**Larry K. – 2017 Answering Service & General Service Liaison:
2016 Meeting Booklet Liaison:**

Meeting booklet report – New 2017 booklets are available at the office.

Courtney J. – 2017 Office Manager & New Group Liaison:

Office Manager report –
4th quarter calls:

Office Hours:

There were **928** calls during office hours, **87** meeting booklets & pamphlets were mailed out, **28** 12 step calls referred to AA Members.

Non-office Hours:

There were **821** calls to the Answering Service, **344** calls were referred to Intergroup Members.

Gratitude report 2016 - \$23,358.10 for gratitude fund.

**Brad C. - 2016 Website Liaison, New Group Liaison
2017 Co-Chairman, Meeting Book Liaison & Christmas Party Liaison:**

4th quarter website report -
68 calls referred to website.

4th quarter New Group report – there were 3 new groups that opened and 1 closed.

**Steve W. - 2016 Speaker Bureau, General Service & YPAA Liaison
2017 PIPCP & Metropolitan Liaison:**

Steve introduced himself – he had no reports.

Tim B. – 2017 Newsletter, Website, and Speaker Bureau Liaison:

Tim introduced himself and what his duties will be for 2017.

Old business closed:
New Business, no new business.

Darla asked for a motion to close the meeting, motion made, seconded and passed.