

**Steering Committee Meeting Minutes
Sunday, July 24, 2016**

Brian H.(Hutch) Intergroup Chairman stood in as acting S.C. Chairman for Jonathan who was not in attendance.

Hutch opened the meeting with the Serenity Prayer, he asked for a motion to pay the rent for today's meeting and for approval of April meeting minutes. Motions made, seconded and passed.

Hutch read the Intergroup member's reports who were not in attendance.

Steve W. – Speaker Bureau Liaison, General Service Liaison & YPAA Liaison:

Speaker Bureau report – no requests have come into office for 2nd quarter.

YPAA – the PENNSCYPAA conference is being held the weekend of August 12th at the Marriot Hotel downtown.

General Service report – no report.

Jeremy Y. - 2015 Co-Chairman, PICPC, Meeting Trouble Shooter:

No requests for PICPC in 2nd quarter or report for Meeting Trouble Shooter.

Keith A. – 2016 Treasurer, 2017 Banquet Liaison:

Hutch went over financial report, stated that we made profit of \$87 on the books we sold, however we gave \$647 away which went to prisons and sending out free books, pamphlets & grapevines.

Brad C. – 2016 Website Liaison, 2016 New Group Liaison:

Website report – There were 57 calls referred to the web site in the 2nd quarter.

New group report – There were no new groups that opened and none closed in the 2nd quarter.

Hutch - 2016 Chairman, 2016 Metropolitan Meeting Liaison:

The flyer will go out with next month's newsletter. Hutch then introduced the Intergroup members who were in attendance.

Courtney J. - Co-Office Manager, Newsletter Liaison & Gratitude Liaison:

No reports.

Larry K.- 2016 Meeting Booklet Liaison & 2016 Christmas Party Liaison:

Meeting Booklet report – 2016 2nd edition is at the printer and should be in the office by the end of the week.

Christmas Party report – No report.

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George C.- 2016 Prison Liaison, Co-Treasurer & 2016 Banquet Liaison:

Prison report – there were 7 prisons that received their \$100 allotment. Two soft cover big books and 1 Grapevine magazine were sent out to inmates that wrote in requested them.

Banquet report – The balance for next year's banquet is \$2010.

Daphne K.- 2016 Office Manager, Newsletter Liaison, 2015 Christmas Party Liaison:

**Office Manager report –
2016 2nd quarter calls:**

Office Hours:

There were **758** calls during office hours, **97** meeting booklets & pamphlets were mailed out, **31** 12 step calls referred to AA members

Non-Office Hours:

There were **819** calls to the Answering Service, **146** calls were referred to Intergroup members.

Answering Service report – No report.

Reports finished and Hutch asked if there is any more old business. No more old business. Old business closed. No new business. Motion made for the meeting to be closed seconded & passed. Meeting closed with the Lord's Prayer.