

STEERING COMMITTEE (SC) MEETING MINUTES March 25, 2021

MEETING DATE: THURSDAY March 25, 2021 7:00-7:30PM

ROLL: Mike R(Chair), Kate G (Secretary), Kevin (Acting Treasurer), Dan B. (Bookie) Charlie R. (Past Chair), Dave C, Carolyn K, Nancy P, and Kathy C.

7:00 PM- Roll Call Conducted, meeting began with The Serenity Prayer.

Secretary's Report: Read and accepted.

New business/Introduced Agenda Items:

Three agenda items as introduced by Mike R as chair:

Agenda items:

1. Western Mass Intergroup is moving. We don't have an exact date but it looks like end of April, beginning of May. So, there are a couple of things that need to be discussed.
 - a. We are going to have to coordinate the move, have a plan as well as volunteers.
 - b. We are going to need to move all of our services to the new location, specifically phone lines and cable lines as the new location does not have phone and cable access in the rooms we will be going into.
 - c. We will need to hire an insured moving company to move our copier. The copier is a \$5000.00 piece of equipment and in case of damage, we need an insured mover.
 - d. We will need to purchase some new cabinets and desks to ensure that we can configure the new office space to be the most efficient it can be. Much of what we have in the office now is far too bulky to fit into the limited space that we will have.
 - e. When the move happens, we would like to be able to purchase lunch for all volunteers.
 - f. We will be moving to the church on the corner of Maple and Appleton St. in Holyoke where the Daily Reflections meeting has been for years. Part of our deal with the church is that we had to purchase a cabinet for some of their things as we will be taking away some of the space.
 - g. We will also need to purchase a cabinet for the kitchen to keep all of our coffee and paper supplies in.

- h. I am asking the body for \$2000.00 (from our prudent reserve) as a rough estimate to make this move happen. Failure to pass this could result in WMIG having nowhere to go.

** Kate G made a motion to free up funds in the prudent reserve necessary to make this move.

Discussion ensued:

Carolyn: What happens next, we bring it to the IG body for a vote?

Mike R: Yes. If IG votes “no”, we may be stuck as the church is closing Grace United.

Kevin L: Parishioners have been asked to cast their final vote by April 7, 2021 so we should know the final outcome on April 8. The financial situation for the church is not good and the surety of closure is about 95%. Currently, IG Office can move to the United Congregational Church(UCC) at 300 Appleton St. Holyoke, with no security deposit or first and last months payments needed.

Kevin L: Withdrawals from the prudent reserve get paid back in monthly payments as if a loan.

Dave: How much are cabinets roughly?

Kevin: We are looking at plastic cabinets on Amazon that are like \$40.00 each. We may need up to 11; would be around \$400.00.

SC Member: We should have a rough estimate of expenses before the IG meeting on April 8, 2021.

Kevin: I’ll have it itemized for the meeting and get the SC an emailed budget.

Charlie R.: This started around 20 years ago, the church can’t afford the upkeep. Is where we are going in a better situation, is it salable or will we be in the same situation again?

Mike R.: We have no reason to think the church is going anywhere and we are planning on being there another 20 years. We will also have access to a kitchen for in-person meetings. IG Office staff have their own entrance and there is a lift for handicap accessibility.

Dave: The prudent reserve is for things like this. So even if you need \$3,000.00 you should be able to access it. Isn’t that what it’s for?

Kevin: We aim to keep expenses as low as possible. We are looking at a possible \$5,000.00 bill to print the When & Where’s.

Mike R:

Kate has a motion on the floor; Charlie Seconded- Vote- all in favor, none opposed. Vote and so ordered.

District Meeting Assignments:

<p>District 1 <u>District One: 3rd Thursday - 7:30 pm:</u> 4/15/21 Zoom ID #: 484 0115 097 Password: District1 Sacred Heart Church, 35 Everette St. Springfield, MA</p>	<p>Carolyn K</p>
<p>District 2 <u>District Two: 2nd Monday - 7:00 pm:</u> 3/8/21 Zoom ID #: 884 1126 9312 Password: 1e5Dje Grace United Church, 474 Pleasant St. Holyoke, MA 01040</p>	<p>Carolyn K</p>
<p>District 3 <u>District Three: 3rd Friday - 7:00 pm:</u> 4/12/21 Zoom ID #: 830 1542 5561 Password: 043735 Old Lee Court House, Lee Town Hall, Park St. Entrance - Lee, MA</p>	<p>Nancy P</p>
<p>District 4 <u>District Four: 3rd Tuesday - 6:45 pm:</u> 4/19/21 Zoom ID #: 862 3226 8280 Password: d1whBk Holy Family Church Parish Center, 29 Sugarloaf St. South Deerfield, MA</p>	<p>Dan B & Mike R</p>
<p>District 5 <u>District Five: 1st Monday - 7:30 pm:</u> 4/5/21 Zoom ID #: 864 3587 8934 Password: 485319 Union Church of Christ, 51 Center St. Ludlow, MA</p> <p>District 6 <u>District Six: 3rd Monday - 7:00 pm:</u> 4/19/21 Zoom ID #: N/A Password: N/A</p>	<p>Charlie R</p> <p>Kathy C.</p>

Area Meeting: 2nd Wednesday - 7:30 pm: 4/14/21

Zoom ID # - 868 1581 0471

Password: 173419

Grace United Church, 474 Pleasant St. Holyoke, MA 01040

**** Mike R asks if anyone has any objection to moving to Bookie Meeting to 6:15PM instead of 6:30PM to avoid IG reps interrupting the Bookie Meeting. No objections noted. Dan B on board so Mike R will announce it at the next IG meeting to begin in May, 2021.**

Meeting Adjourned 7:30PM with the "I Am Responsible Pledge".

Next IG meeting April 8, 2021 7:00PM. on Zoom: Room ID 575 606 2145, Password: Intergro4.

Next Bookie Meeting right before IG at 6:30PM, also on 4/8/21, also via Zoom: Room ID 575 606 2145, Password: Intergro4.

Next Steering Com meeting will be 4/29/21 at 7:00PM.

Thank you for your service.