

Worcester Area Intergroup. Inc
Steering Committee Meeting Minutes

March 08, 2018

- I. **Call to Order:** Chairperson (Nicole Leblanc) called to order the regular meeting of the steering committee at 5:19pm on March 8, 2018 at 100 Grove Street, Worcester, MA.
- II. **Roll Call:** The following persons were present: Nicole Leblanc Chair, Brandy Harris Office Manager, Lisa Roy Treasurer, Erin Mullaney Secretary, Jim Boden Alt treasurer, Trustees: Fred F, Bill Stone, Sean Kilduff. [Wendy and Emily were absent (excused)]
- III. **Report Approvals:**
 - Secretary Distributed the meeting minutes from the Regular February Steering committee meeting, wrote up by Alt secretary Wendy Stone. Report was accepted.
 - Treasurers report was given and accepted.
- IV. **Office Manger Concerns:**
 - Motion Passed: Authorize Brandy to spend \$19 on Employee State Law posters.
 - Motion Passed: Accept Brandy's updates to the employment policy that was provided at meeting.
 - Conversation about sick time: consensus that the current sick time policy is fine.
 - Motion Passed: Give Mike W \$1 raise and \$100 gift card as an appreciation of passed services.
 - Due to Inventory done, there is now an accurate count on all current inventory.

Office manager's concerns ran up to when meeting was adjourned.
- V. **Old/New Business:**
 - a) Old Business: None
 - b) New Business: None
- VI. **Steering Committee Concerns:**
- VII. **Timeline Review:**

Review WAI guidelines-

 1. Update Secretary:
 - a) Remove quorum
 - b) Move responsibility of obtaining signatures for Massachusetts Annual Report and mailing it by the due date to Office Manager.
 2. Steering Committee will review WAI guidelines and send updates via email to then be presented to delegates next month.

VIII. **Adjournment:** chairperson adjourned the meeting at 7:00PM

Minutes submitted by: Erin Mullaney