

Cape Atlantic Intergroup Business Meeting December 2015

We've been given a gift; what are we going to do with it?

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Chair	Vice Chair	Recording Sec.	Corresponding Sec.	Treasurer	Asst. Treas.	Trustee
<i>John H.</i>	<i>Ken T.</i>	<i>Jenna W.</i>	<i>Tina R.</i>	<i>PJ. W.</i>	<i>Alex H.</i>	<i>Jim B.</i>

Date and starting time: December 16, 2015 at 7:30pm.

1. Open with Serenity Prayer
2. Roll call of Officers and Committee chairs (*by Secretary*)

Position OFFICERS	Name & Phone				Position COMMITTEES	Name & Phone		
Chairperson	John H.		X	X	Budget & Finance	Doug G.		X
Vice Chair	Ken T.		X	X	Archives	Steve G.		X
Recording Secretary	Jenna W.		X	X	Hospitals & Institutions	George W. Casey		X X
Correspond. Secretary	Tina R.		X	X	Literature	Chris. S.		X
Treasurer	PJ W.		X	X	Newsletter	Donna S.		X
Assist. Treasurer	Alex H.		X	X	Office	Vinnie K.		
Trustee	Jim B.		X	X	Phones	Tressa W.		X
					Policy & Structure	Joe O.		X
					PI/CPC	Kimberly R.		
					Round-up	Jenn R.		X
					Unity	Jerusha		X
					Audio	Kat K.		X
					CAYPAA	Cynthia		
					Hospitality	Butch V.		X

***All panel & committee chairs please email your reports prior to the steering meeting to recordingsec@caigrp.org with "CAIG" in subject box.**

3. Count of quorum and attendance:
 - Quorum: Regular IGRs & Alternate IGRs (*Read total out loud*): 16 IGR's, 1 Alternate, Total: 17.
 - New IGRs (*if you are new, welcome! and please stick around after the meeting*): 5.
 - Area 45 and General Service Liaisons: 1.
 - Visitors, other non-representatives, and AA group members: 0.
4. Opening remarks (*by Chairperson*): Welcome to all. Please no cross talk. Raise hands, be mindful, and all motions must be submitted in writing.
5. Reading of the minutes from last month's business meeting (*by Secretary*): (Emailed to groups)
 - Reading of the minutes can be dispensed of by majority vote: Majority.
 - Call for any corrections to the minutes: None.
 - Call for a motion to approve the minutes: Motioned, seconded, and passed.
6. Agenda Items (1) Motion: to approve job descriptions that will be presented by Policy & Structure chair.

7. Reports

Officer Reports:

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- Chairperson: Thanked groups for allowing him to serve as chairperson. Reported that it was a huge learning experience, and that a lot was accomplished.
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- Vice Chairperson: Looking forward to being new chairperson. Announced that almost all chairs are full for upcoming panel. Reminded groups of NYE dance and all day meetings at ACYP both Christmas and New Year's Day.
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- Recording Secretary: December's steering minutes completed, and were sent to corresponding secretary to disperse.
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- Corresponding Secretary: Sent out thank you notes to 5-groups. Released both business and steering minutes to IGR's. Asked that IGR's use sign-in sheet and to add e-mail address if not already there. Met with treasurer and assistant treasurer and reviewed QuickBooks as well as other procedures. Reviewed correspondence with new chair, Colin, and sent out a sample letter. Looking forward to being treasurer for CAIG.
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- Treasurer: Passed out updated balance sheet.
 - Assistant Treasurer: Collected and reconciled all money. Take for the month was \$835.25.
 - Trustee: Reported that bookkeeping was transferred and that there will be a new meeting list format. Also reviewed the past 2 years as trustee.
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Committee Chair Reports:

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- Budget & Finance: Will be helping new chair transition into job. Will also have an end of the year review.
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- Hospitality: All is well in kitchen.
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- H&I: Asked that the 5-new IGR's meet with him at intermission to go over process of getting a commitment. Also announced that Boardwalk Sober Living added 2-new commitments: a Tuesday night men's meeting and a Friday night women's meeting. Both are at 7pm.
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- Literature: Reported that he will continue to help with literature until new chairperson is found.
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- Newsletter: November / December newsletter is ready. January / February will be ready January 1st. Welcomed new chairperson, Kat.
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- Office Coordinator: (No report.)
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- Archives: No report.
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- Phone Coordinator: Open slots as of 12/16: Sunday, 8am-10am and 10am-12pm. Monday, 8am-10am. Wednesday, 12pm-2pm. Thursday, 12pm-2pm. Friday, 12pm-2pm. Hotline flyer available, and announced that 6-months sober are required to do phones either from

home or office. 12-step call list sign-up sheet available. Is also looking into changing cable service in CAIG office to Verizon.

- Policy & Structure: Announced the changes that he made in CAIG's job descriptions. Will be making a motion in new business to approve changes.
- P.I./C.P.C.: (Report given by Jerusha) Sign-up sheets for IDRC and drug court available.
- Round-Up: Event made \$3,250.00 and 20-scholarships were given.
- Website: (No report)
- Unity: Reminded groups of NYE dance, and that all slots to chair marathon meetings are filled. Set-up begins at 5pm; doors open at 7pm.
- CAYPAA: Looking to have 2-events in 2016. Is also looking to increase CAYPAA's budget.
- Audio: Recorded Harbor Lights' Christmas party.
- Area 45/General Service Reports: Spoke about recent Area elections, and announced new panel for 2016. Also announced he will be new delegate. Next assembly will be the 3rd Sunday in January.

Questions or comments regarding specific topics discussed in officer and committee reports:

None.

8. Break taken to pick commitments for H&I; commitments were then announced to groups.

9. Old business: None.

10. New business: (1) Motion: to approve changes to CAIG job descriptions that were presented by Policy & Structure chair. (This motion was seconded and discussed. A vote was taken: All for: 16. Oppose: 0. Abstentions: 0. This motion passes.)

Announcements from the body:

- New women's meeting being held on Wednesday nights at 7pm at St. James Church in Ventnor.
- Tuesday night's Ventnor Seashore meeting will be changing start time from 8pm to 7pm starting 1/5.
- Star of the Sea meetings being held at St. Monica's in Atlantic City for time being.
- Getting Sober Young group will be having 2nd anniversary meeting on January 12th at 7pm in Margate.

11. Short form of Tradition 12 read.

12. Next Steering Meeting: Wednesday, January 13th @ 7:30pm at CAIG office.

13. Next Business Meeting: Wednesday, January 20th @ 7:30pm at Casino Serenity.

14. Closing remarks by the Chairperson: Thank you all for your love and tolerance.

15. 11th Step Prayer read.

16. Motion to close @ 8:59pm. This motion was seconded.

17. December 2015 CAIG business meeting adjourned at 9pm. Meeting closed w. Responsibility Pledge.