

Steering Committee Minutes

Cape Atlantic Intergroup
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January 2016
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Cape Atlantic Intergroup Office
3153 Fire Rd. 1-C
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I. Date and Starting Time: Wednesday, January 13, 2016 @ 7:30pm.

II. Open with Serenity Prayer

III. Roll Call (*Recording Secretary*): 7 Officers and 4 Committee Chairs present.

IV. Opening Remarks (*Vice-Chair*): Thank you for attending; please keep reports brief.

Please raise your hand to be recognized, and be respectful to the person who has the floor.

Please give a brief synopsis of your planned report for next week's business meeting, but be sure to spotlight anything which needs to be ironed out beforehand.

For a complete updated meeting list, please visit our website at www.capeatlanticaa.org.

CAIG Steering Committee meets at the CAIG Office on Fire Road on the 2nd Wednesday of each month at 7:30 pm. CAIG Business Meeting is held on the 3rd Wednesday of each month at 7:30 pm. at the Lutheran Church on Franklin Blvd. & Tunis Ave. in Pleasantville.

All members are welcomed to attend!

Position OFFICERS			Name & Phone	Present		Position COMMITTEES			Name & Phone	Present
Chairperson	Ken T.			X		Audio	Bruce G.			
Vice Chair	Donna S.			X		Budget & Finance	Robert B.			X
Recording Sec.	Jenna W.			X		CAYPAA	Jake H.			
Corresp. Sec.	Colin F.			X		Hospitality	Butch V.			
Treasurer	Tina R.			X		H & I	Casey			
Asst. Treasurer	PJ W.			X		Literature	Tressa W.			
Trustee	John H.			X		Newsletter	Kat			
						Office / Archives	Anup			
						Phones	Shirl R.			X
						Policy & Structure	Carol Ph.			X
						PI/CPC	Jerusha M.			X
						Round-Up	Ben N.			
						Unity	(Vacant)			
						Website				

V. Officer Reports

Chairperson: Looking forward to being chair, and is always available by call or text. Also spoke on the importance of having a Special Needs committee, and will be making a motion in new business.

Vice-Chairperson: Looking forward to this panel.

Recording Secretary: December business meeting minutes done, and sent to Corresponding secretary. Asked that sign-in sheet be filled out so panel contact information can be updated.

Corresponding Secretary: Will have thank you notes at business meeting, and will also create contact sheet with the new panel's information.

Treasurer: Name recently added to CAIG account. Will be looking into getting group's group numbers from GSO. Asking that all checks that are turned in to have a receipt attached.

Asst. Treasurer: Will be meeting with literature chair to review procedures.

Trustee: Is always available and reminded group to have fun.

VI. Committee Chair Reports

Audio: (No report.)

Budget & Finance: Looking forward to this new experience.

CAYPAA: (No report.)

H&I: (No report.)

Literature: (Report given by Jenna W.): Member Christine K. has been named literature co-chair, and will be helping fill orders as well as attending events to sell literature. Asked that members contact chair to make orders either by phone or e-mail. Will be meeting with Ellie F. to go over available stock and procedures. Reported that new shipment of books has come in, and that they will be available at business meeting next week. Is also putting literature together to sell at District workshop on January 30th.

Newsletter: (No report.)

Office / Archives: (No report.) (*Office and archives will be combined into one position, as per Ken T.)

Phone Coordinator: 3-phone slots open as of 1/13: Wednesday, 8am-10am. Thursday, 12pm-2pm. Friday, 12pm-2pm. Open slots will be posted on wall in office. Will also be sending out an introductory e-mail to all volunteers. Also encouraged that volunteers speak to one another- to be aware of who is on assigned slot before and after their own slot.

Policy & Structure: Has copies of new by-laws and job descriptions.

P.I. / C.P.C: Sign-up sheets for IDRC and drug court commitments available. Chair is looking to form a committee, and a flyer has been created to help find volunteers. Also expressed the need for AA to be present in hospitals, and will be looking into how that can be accomplished.

Round-Up: (No report.)

Unity: (*Member who was to be next Unity chair announced she will not be able to take position, therefore, this committee is currently vacant.) (Report for NYE dance given by former chair, Jerusha): Dance had a nice turnout: total expenses was \$2,700, and \$2,843 was collected. Profit for the event was about \$100.

Website: (No report.) (*Contact person for time being will be Jenn R.)

Questions and/or comments regarding any reports:

C: Committee chairs should review and be familiar with their budgets.

C: Grupo de Sobriedad in Atlantic City has moved from Pacific Ave., and new information needs to be updated in lists and on website.

Q: What is the length of sobriety time needed to do IDRC commitment?

A: P.I / C.P.C chair to use their discretion. Pamphlet "Speaking at Non-AA Meetings" is recommended to give to volunteers who unfamiliar with commitment.

VII. Old Business

None.

VIII. New Business (1)

Motion: to start a Special Needs committee.

(Motion was seconded, discussed, and a vote was taken: All for: all. Oppose: 0. Abstentions: 0.

This motion passes.)

IX. Motion to close: 8:38pm. Motion seconded.

X. Time of closing: 8:39pm. Meeting closed with Unity Declaration.
