

Cape Atlantic Intergroup Business Meeting February 2016

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

Cape Atlantic Intergroup
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Chair	Vice Chair	Recording Secretary	Corresponding Secretary	Treasurer	Assistant Treasurer	Trustee
<i>Ken T.</i>	<i>Donna S.</i>	<i>Jenna W.</i>	<i>Colin F.</i>	<i>Tina R.</i>	<i>PJ W.</i>	<i>John H.</i>

Date and starting time: Wednesday, February 17, 2016 at 7:31pm.

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

Position OFFICERS	Name & Phone Number			Position COMMITTEES	Name & Phone Number		
Chairperson	Ken T.		X	Audio	Bruce G.		X
Vice Chair	Donna S.		X	Budget & Finance	Robert B.		X
Recording Secretary	Jenna W.		X	CAYPAA	Jake H.		X
Correspond. Secretary	Colin F.		X	Hospitality	Butch V.		X
Treasurer	Tina R.		X	H & I	Casey		X
Assist. Treasurer	PJ W.		X	Literature	Tressa W.		X
Trustee	John H.		X	Newsletter	Kat K.		X
				Office / Archives	Anup		X
				Phones	Shirl R.		X
				Policy & Structure	Carol Ph.		X
				P.I. / C. P. C.	Jerusha		
				Round-Up	Ben N.		X
				Unity	(Vacant)		
				Website	Jen R.		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*): 15 IGR's, 4 Alternate, Total: 19.
 - New IGRs (*if you are new, welcome! and please stick around after the meeting*): 0.
 - 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*):
 - 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: 0.
7. Reports

Officer Reports:

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- Chairperson: Looking for a Unity Chairperson- responsibilities include coordinating 3- events, which are picnic, breakfast, and New Year's Eve dance. Asked that IGR's inform their home groups of vacancy, and to contact Ken T. if interested. Reminded group that Area 45 Assembly is coming up, and that NERAASA is at the end of this month.
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- Vice Chairperson: No report.
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- Recording Secretary: February Steering minutes completed, and sent to Corresponding Secretary to disperse to IGR's. Minutes also sent to website chair to put on CAIG site.
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- Corresponding Secretary: Received new checks, and is sending out thank you notes. Phone contact list of new panel and chairpersons almost finalized. Asked that IGR's sign-in, and to update contact information, if applicable.
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- Treasurer: Bank reconciled. Group donations were \$1355 and were deposited. Rent paid late, and apology sent. Expenses came to \$2,629.24; financial statement available.
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- Assistant Treasurer: No report.
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- Trustee: Announced that if keys are needed for CAIG office to let him know. Is also attending NERAASA at the end of February.
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Committee Chair Reports:

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- Budget & Finance: Met with former chair, and is currently working on numbers for budget.
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- CAYPAA: "We Are the Lucky Ones" St. Patrick's Day Celebration being held on March 19th at Hope All Day Recovery Center. Event scheduled for 6pm-10pm. Event will have 2 speakers, pizza, and a treasure hunt for a pot of gold.
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- Hospitality: All stocked up on supplies.
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- H&I: No report.
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- Literature: Sold literature at workshop. Large shipment recently received, and lit room very full. Updated price list made, and is posted in office. List will also be put on website. Will have table for literature at Area 45 Convention. Asked that when an order is needed to contact Tressa or Ellie a few days in advance to schedule pickup date. Meeting lists are available for sale, and contact information will be printed on new lists.
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- Newsletter: February / March newsletter is available.
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- Office / Archives: (Welcome, Anup!) Grateful to be of service.
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- Phone Coordinator: "There are 3 open slots: Tuesday 8-10am open. Thursday 4-6pm was taken during the meeting, swapped for Wednesday 8-10p now open: Saturday 2-4pm open. The 2016 hotline phone packet was emailed to over 20 of the volunteers and it was post office mailed to 8. Seven slots were filled. We are always looking for folks to sign up for the 12 step part of the phone packet by filling out the forms out on the table."

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- Policy & Structure: Has by-laws and recently updated job descriptions.
 - Round-Up: Being held November 18-20th. Save the date flyers available. Many positions are open; chairperson looking to expand / get more volunteers from other areas involved. Taper has been secured. 1st meeting will be tomorrow, 2/18 at 6:30pm.
 - Website: "The website address is www.capeatlanticaa.org. The meeting list, event calendar and service information is updated weekly by request. If you have additions or changes for the site, please use the forms available on the website or send them via email to webchair@capeatlanticaa.org." Also requested that if any meetings are closing due to emergencies (i.e.: weather) to text web chair, so members can be made aware via website.
 - Audio: Available for events. Contact chair to schedule.
 - Area 45/General Service Reports: Reminded group that assembly is this weekend, and that convention is coming up April 1st - 3rd. Website given for more information: snjaa.org.
 - Area 45 Corrections: Clearance applications available to bring commitments to incarcerated, and is looking for both men and women volunteers. Reported that 52 Big Books were sold at convention to be given to inmates. Asking for any Big Book or 12&12 donations.
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Questions / comments regarding specific topics discussed in reports:

- Q: When is the St. Patrick's Day Celebration?
 - A: March 19th. Flyers are available.
 - Q: Is the clearance for corrections for jails or prisons?
 - A: It is only for the prisons.
 - C: Atlantic County jail recently added a new women's meeting to Wednesdays at 7pm. Also looking for more women volunteers for Sunday night jail commitment. If interested and/or need clearance, contact Tressa.
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8. Break taken to pick commitments for H&I; commitments were then announced to groups.
9. Old business: None.
10. New business: None.
(Report given by Rachel P. that CAIG now has a Special Needs Accessibility committee. Meetings will be held first Sunday of the month at 2pm at CAIG office. Volunteers needed; flyers available.)
11. Announcements from the body:
 - All meetings at St. Mark's Church **may be** postponed in month of March due to church shutting down. Updates will be given as they become available.
 - New Gretna celebrating 5-year anniversary on March 18th at 7:30pm.
 - New meeting lists are being printed soon, and any changes need to be in ASAP.
12. Tradition 2 read.
13. 11th Step Prayer read.
14. Next Steering Meeting: Wednesday, March 9th @ 7:30pm at CAIG office.
15. Next Business Meeting: Wednesday, March 16th @ 7:30pm at Casino Serenity.
16. Closing remarks by the Chairperson: Thank you all for your service, love and tolerance.
17. Motion to close @ 8:49pm. This motion was seconded.
18. February 2016 CAIG business meeting adjourned at 8:50pm.
19. Meeting closed with Responsibility Pledge.