

## Steering Committee Minutes

**Cape Atlantic Intergroup**  
P.O. Box 905  
Pleasantville, NJ 08232

Phone 609-641-8855  
Fax 609-641-8966

**Cape Atlantic Intergroup Office**  
3153 Fire Rd. 1-C  
Egg Harbor Township, NJ 08234

**I. Date and Starting Time:** 12/12/2018 @ 7:30PM

**II. Open with Serenity Prayer**

**III. Roll Call** (*Corresponding Secretary*):

**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](http://www.capeatlanticaa.org).

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

All members are welcome to attend!

Position	Name & Phone	Present		Position	Name & Phone	Present
<b>OFFICERS</b>				<b>COMMITTEES</b>		
Chairperson		X		Audio		
Vice Chair		X		Budget & Finance		X
Recording Sec.		Vac		CAYPAA		X
Corresp. Sec.		X		Hospitality		X
Treasurer		X		H & I		
Asst. Treasurer	.			Literature		X
Trustee	.			Newsletter		
				Office / Archives		X
				Phones		X
				Policy & Structure		X
				PI/CPC	.	
				Round-Up		
				Unity		
				Website		X
				Special Needs		Vac
						*co-
						chair

### **V. Officer Reports**

**Chairperson:** Went to Area Assembly and gave report, Bonnie is new Policy & Struc. Rec. Sec. Stepped down, holding election for position

**Vice-Chairperson:** No report

**Recording Secretary:**

**Corresponding Secretary:** No report

**Treasurer:** No Report

**Asst. Treasurer:**

**Trustee:**

### **VI. Committee Chair Reports**

**Audio:**

**Budget & Finance:** No Report

**CAYPAA:** NEEDS SUPPORT!

**Hospitality:**

**Literature:** December meeting lists are available, next event is CACPAA, Needs to find solution for taking Credit Card payments.

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**H&I:**

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**Office / Archives:** Intergroup Office has a new fridge

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**Phone Coordinator:** No report

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**Policy & Structure:** No report

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**P.I. / C.P.C:** Lynn is active chair

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**Round-Up:**

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**Unity:** NYE Flyers will be distributed 11/21/18, \$10 Donation, starts at 6:30PM

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**Website:** Website has a new format, Tech conference in Tansboro on Jan 19<sup>th</sup>.

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**Special Needs:**

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**Questions and/or comments regarding any reports:**

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Q:

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A:

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Q:

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A:

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Q:

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Q:

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A:

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**VII. Old Business:**

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None.

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**VIII. New Business:**

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**IX. Motion to close:** 8:17pm. (Motion was seconded.)

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**X. Time of closing:** 8:18pm. Meeting closed with the Lords Prayer.

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