

## Steering Committee Minutes

Cape Atlantic Intergroup  
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**I. Date and Starting Time:** 2/13/19 @ 19:30

**II. Open with Serenity Prayer**

**III. Roll Call** (*Recording 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.		X		CAYPAA		X
Corresp. Sec.				Hospitality		X
Treasurer				H & I		X
Asst. Treasurer				Literature		X
Trustee		X		Newsletter		X
				Office / Archives		X
				Phones		X
				Policy & Structure		
				PI/CPC		X
				Round-Up		X
				Unity		X
				Website		X
				Special Needs		
						*co-
						chair

### V. Officer Reports

**Chairperson:** Area Assembly is Sunday the 17<sup>th</sup> (Attending) NERAASA W/ V.Chair (Needs \$260 check for hotel). Spoke to Area 45 PI regarding health conference in AC. Area 45 requested \$100 for us to sell literature at event. ECYPAA will have representative at business meeting.

**Vice-Chairperson:** Attending NERAASA with Chair

**Recording Secretary:** Election for Corresponding Sec this month (20<sup>th</sup>)

**Corresponding Secretary:**

**Treasurer:**

**Asst. Treasurer:**

**Trustee:**

### VI. Committee Chair Reports

**Audio:**

**Budget & Finance:** Needs donation amounts for 2018. Rent is likely going to be the same for 2019

**CAYPAA:** Desperate need of support. Please announce in meetings.

**Hospitality:** No report

**Literature:** Feb meeting lists are out. Not selling literature at ECYPAA

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**Newsletter:** Will have March/ April news letters.

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**Office / Archives: no report**

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**Phone Coordinator:** One open slot.

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**Policy & Structure:**

**P.I. / C.P.C:** Seeking free ads for newspapers. IDRC and Recovery court was covered for Jan. Asked to attend a healthcare convention on June 20<sup>th</sup>. New comity member.

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**Round-Up:** Still vetting venues, needs deposit at business meeting.

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**Unity:** no report

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**Website:** Attended tech conference. Will distribute flyers for meting app. Pyramid was missed as an H&I commitment but it has been corrected

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**H&I** Looking to come up with a format for each H&I to follow at commitments

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

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Q:

A:

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Q:

A:

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Q:

A:

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Q:

A:

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**VII. Old Business:**

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None.

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**VIII. New Business:**

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1)

**IX. Motion to close:** 8:47pm. (Motion was seconded.)

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**X. Time of closing:** 8:48pm. Meeting closed with 'I am Responsible' pledge.

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