**Cape Atlantic Intergroup**

Business Meeting Agenda

\*Date: 1/15/2020 \*Start time: \_19:30\_\_

1. Open with the Serenity Prayer
2. Roll call of Officers and Committee chairs (*by Recording Secretary*)
3. Count of quorum and attendance:
	* *Quorum:* Regular IGRs \_28\_\_\_

 Alternate IGRs \_1\_\_\_ Total: \_\_29\_\_

* + New IGRs? *If you are new, welcome!*
	+ Area 45 and General Service Liaisons
	+ Visitors, other non-representatives, and AA group members
1. Opening remarks (*by Chairperson*)
2. Presentation of the minutes from last month’s business meeting (*by Rec. Secretary*)
	* Call for a motion to approve the minutes
3. Agenda Items (*read by Recording Secretary*) Motion, 2nd, approved.
4. **Officer reports:**

*Chairperson*

* Had a transition meeting, no official business was conducted at this meeting.
* All committee chairs have been appointed.
* 2 new committees are Audit and Workshops.
* Vision for the next 2 years is that we adhere to the 5th tradition and we utilize each position to carry the message to the alcoholic who still suffers.
* Goals for the next 2 years are Inclusion, cooperation, transparency, communication, assistance.
* Met with Audit committee to discuss his position.
* The office was cleaned and rearranged.
* Bookers and Audio committees are no longer active however audio equipment is still available for use if needed.
* Area meetings will be split between Chair and Vice Chair.

*Vice Chair*

* Working on coming up a streamline method to how donations are received.
* Got insight from World Services and Area 45 and was told both use online banking. Both informed that both made method much more efficient and saves them money.
* Received Area 45 schedule and will be available if anyone would like to attend.

*Recording Secretary*

* *Attended NYE Dance*
* *Requests that you sign in with print and please write clearly*
* Attended Transition Meeting

*Corresponding* Secretary

* Looks forward to serving.
* Sent out thank you letters for donations.
* Received Po Box keys.
* Asked that all IGRs bring the address and contact information for treasure to next month business meeting to keep a record

*Treasurer*

* Due to Assistant Treasurer’s surgery, PJ will be doing both positions until further notice.
* 2 checks have been found at the office but were dating for March of 2019 so they were not deposited.

*Assistant Treasurer* Not present

*Trustee* Not Present

**Committee reports:**

*Archives*

* Received 2 hard cover books that she presented to IG. Working with Website to create an Archives page on CAIG website.

*Audit*

* Looking to upgrade from Quickbooks 2010 to Quickbooks online to connect all accounts in one location for better transparency.
* Discussed the benefits of upgrading.
* Would like to get a night drop bag for cash so it can be deposited the same night. Looking to purchase a barcode scanner to keep better track of inventory.

*Budget & Finance*

* Preliminary budget was handed out.

*CAYPAA*

Not Present

*Hospitality*

No Report

*H&I*

* Pyramid Healthcare needs Womans, Mens and Detox that needs to get filled each night and H&I would like to make each meeting a commitment.

*Literature*

* Website and Phone number has been changed to new Chair’s number (Brad).

*Newsletter*

* Asked Chair (Ben) to write a welcome letter.
* Goal of next 2 years is to get information from groups on the outskirts of CRAIG area.

*Office*

* Will be asking the landlord of CRAIG IG office for a 2 year lease. Current rent is $960/month.

*PI/CPC*

* 2 Living Sober Books and 2 Big Books have been put in libraries in CAIG IG area. Working on creating a workshop for PI/CPC.
* All commitments have been contacted for 2020 schedule.
* Has an open commitment on Jan 23rd for IDRC.

*Phone Coordinator*

* Has 14 open slots

*Policy & Structure*

* Will be reviewing Bi-Laws.
* Committee is available if groups need to conduct an inventory of their own group.

*Round-Up*

* November 13th, 14th and 15.
* There are open positions for service.

*Unity*

* Looking to change location of breakfast.
* As soon as date is secured they will look for a speaker
* Looking to secure date for Picnic

*Website*

* Working with past chair for learning how to update website.
* Created 2 new emails for Audit and Workshops and updated all contacts for emails.
* Please send flyers to link on website to be posted

*Workshops*

Attended transition meeting.

* Looking to outreach to all areas of intergroup areas to bring more groups involved.
* Looking to work with Area to do joint workshops

*Area 45/General Service Reports*

* Looking forward to being the alternate delegate with CAIG intergroup.
* Area 45 had elections.
* Incoming delegate is Rich H. Will be attending conferences that are upcoming for his term. For more information on elected panel positions or upcoming events, please see SNAA.org

Questions concerning specific topics discussed in committee and officer reports

Old Business (*read by Recording Secretary*)

Getting rid of PO Box and just using IG Box

Dissolved Bookers and Audio committees (Motioned, 2nd, Approved)

Audit committee recommendations

John (ACYP IGR) made a motion for $1800 for Chair and others to attend NERASAA (Motioned, 2nd 6-4 **opposed** to discuss at Business meeting)

1. H & I Commitments
2. New Business
3. Announcements from the body
4. Tradition of the month (*read by I.G.R.*)
5. Next Steering Meeting: 2/12/2020
Next Business Meeting:2/19/2020
6. Closing remarks by the Chairperson.
7. 11th Step Prayer read.
8. Entertain a motion to close… (close with the Responsibility Pledge)

\*End time: \_\_21:45\_\_\_\_\_\_\_\_

Notes:

Motion for Audit committee to purchase Quickbooks and Barcode scanner as well as approve proposed budget, 2nd, discussed. **Motion to approve budget passed**

Motion to discuss dismantling hospitality committee to be discussed at steering for feb. 2nd, 4-10 **opposed**. Not passed