

Steering Committee Minutes

Cape Atlantic Intergroup
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Cape Atlantic Intergroup Office
3153 Fire Rd. 1-C
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I. Date and Starting Time: 1/8 /2020 @ 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.

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 welcome to attend!

Position OFFICERS			Name & Phone	Present		Position COMMITTEES			Name & Phone	Present
Chairperson	Ben N			X		Audit	Chris B			X
Vice Chair	Damon			X		Budget & Finance	Ray			X
Recording Sec.	Gabriel			X		CAYPAA	Amanda			X
Corresp. Sec.	Matt M			X		Hospitality				
Treasurer	PJ			X		H & I	Nick			X
Asst. Treasurer	Tannor			X		Literature	Brad J			*
Trustee	Bruce G.			X		Newsletter	Donna S			
						Office	Kim H			
						Phones	Mike M			X
						Policy & Structure	Doug G			X
						PI/CPC	Lynn T			X
						Round-Up	Jim			X
						Unity	Dawn			X
						Website	Penni N			X
						Workshops	Rob W			X
						Archives	Eve			X
									● Vice	chair

V. Officer Reports

Chairperson: We had transition meeting where we discussed goals and vision for the next two years including: Inclusion, cooperation, transparency, communication and assistance. The vision for the next two years will be each panel remember and committee chair to carry this message to the Alcoholic that still suffers in their respective duties. All committee chairs are currently filled.

Vice-Chairperson: Discussed considering online banking. Connecting to Area 45 Calendar. Working on fixing group chat so everyone does receive individual messages

Recording Secretary: Working on a revised sign in sheet to include treasures information of each group

Corresponding Secretary: Will ask for names and contact numbers of IGR rep for direct contact with group.

Treasurer: Asst. Treasurer is out of service for 4-6 weeks. PJ will be handling both duties. Working on reimbursing a group

Asst. Treasurer:

Trustee: Passing out Bi-laws. Policy and Structure and Trustee will be reviewing them for accuracy.

VI. Committee Chair Reports

Archives: Gave a summary of goals she has for her term. Requested \$150 for supplies

Budget & Finance: Handed out a preliminary budget.

CAYPAA: Read Mission statement

Hospitality:

Literature: Meeting lists will be available for business meeting

Newsletter: Will be asking for someone from each geographic location to write a piece of information for each newsletter

H&I: Proposed putting folder information on website, Pyramid is asking for Male, female and Detox commitment to be filled each commitment night.

Phone Coordinator: Working on filling 14 open slots

Policy & Structure: Working on going over Bi-laws. After review, Bi-laws have not been reviewed since 2010.

P.I. / C.P.C: All commitments have been contacted for 2020 Schedule. Placed books in libraries that needed them. Plans on developing a flyer to invite people to the committee. Planning on a workshop on proper PI/CPC presentations Needs Jan 23rd @ IDRC Northfield filled & Recovery Court on 1/28 @ 9:15AM.

Round-Up: Had first meeting on 1/7. Future meetings will be first Wednesday of the month. Discussed preliminary ideas for the 2020 Round up.

Unity: Karen will be Co-chair of Unity. Had 175 Attendees at NYE dance. Will contact Grand for date for breakfast and Lake Lenape for date for picnic

Website: Met with past Chair, created 2 new emails for workshop and audit chairs, Added a NJYPAA Flyer for Valentine's Day event

Workshops: Plans to have 4 workshops this year, spreading them around the 4 corners of the area. Read vision for the workshop.

Special Needs:

Audit: Read committee report, intends to look into QuickBooks online plus. Discussed benefits of using it. Distributed committee report. Also proposed getting Barcode Scanner. Distributed Budget.

Questions and/or comments regarding any reports:

Q: Do budgets have to go to body for approval?

A: Budgets go to Ray for approval and will go to Business meeting for approval.

Q:

A:

Q:

A:

NOTES:

VII. Old Business:

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)

VIII. New Business:

IX. Motion to close: 9:17pm. (Motion was seconded.)

X. Time of closing: 9:18pm. Meeting closed with 'I am Responsible' pledge.
