

Steering Committee Minutes

Cape Atlantic Intergroup
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 3153 Fire Rd. 1-C
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I. Date and Starting Time: .2/12 /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			
Corresp. Sec.	Matt M					Hospitality				
Treasurer	PJ			X		H & I	Nick			
Asst. Treasurer	.Tannor					Literature	Brad J			X
Trustee	Bruce G.			X		Newsletter	Donna S			X
						Office	Kim H			
						Phones	Mike M			X
						Policy & Structure	Doug G			X
						PI/CPC	.Lynn T			
						Round-Up	Jim			X
						Unity	Dawn			
						Website	Penni N			
						Workshops	Rob W			
						Archives	Eve			X
									● Vice	chair

V. Officer Reports

Chairperson: Thrilled will the progress of this committee. Please maintain the points that were discussed in Jan. All locks at the IG office have been changed. Working on a dedicated computer for finances and one for committees. Finance computer is now password protected, and the committee computer has public access. Corresp. Sec and Office Manager are getting mail from PO Box. Mailbox key for IG office will be handed down to Office Corr. (Kim H.) Are 45 convention is having the 55th convention. Registration will be in March. This year's convention will be at the ML in Cherry Hill. Please announce and hand out fiers. The National Convention is in July, Ben and Peni will be attending. Security of IG office and computer was implemented to ensure secure and accurate inventory. \$4700 of Lit has not been accounted for and this was done as a preventive measure.. Ray of Budget and Finance will be ensuring budgets are being maintained.

Vice-Chairperson: Worked with Kim (Office coordinator) to get a copy of the lease. Lease was reviewed and he is going to make sure the insurance is up to par. Will discuss this with landlord and workout a new, 3 year lease. A Google Drive has been setup for viewing reports.

Recording Secretary:

Corresponding Secretary: Sent out Thank you letters

Treasurer: 2019 Quickbooks was completed. Attempting to gain access to Quickbooks online. Does not have accurate financial statements but hopes to have them by Business Meeting

Asst. Treasurer: Met with PJ to close the finances of 2019. Any questions can be directed to PJ.

Trustee: Met with Chairperson this past weekend to discuss actions that have been taken so far to ensure that objections have been met and accessing groups that we feel are underserved.

VI. Committee Chair Reports

Archives: Attended Area 45 Archived workshop in Jan. Committee meets last Wends of each month. Last meeting each person did an assessment of each item and what actions should be taken. Proposed budet is based off that information

Budget & Finance: Has final budget. 2019 had a 19% increase in donations from last year. Expecting the same for this year and incorporated that into the budget as well as increase in Literature as well as anticipating a lesser of a loss for the Round Up.

CAYPAA: Meeting is 1st Wednesday at IG office at 8PM

Hospitality: Coffee maker will be held upstairs for Business meeting

Literature: Handing out flyers for contact information on how to get literature. Price list has been updated and distributed. Working on doing transactions by Email and via Credit Card and ACH. Inventory was completed in Jan. Will be requesting Literature contact person for each Homegroup. Subscription for Grapevine ended. Proposed getting the \$50/year plan that will give a hard copy plus online access to print articles.

Newsletter: March/April is ready for print

H&I: Spoke to contact the person of Pyramid. Working to get a mens and womens meeting. RCA is suspending all AA meetings until further notice.

Office: Getting rid of all items 10 years or older that are no longer needed. Will maintain cleaning and maintaining office, PO Box needs to be renewed

Phone Coordinator: There are 3 open phone slots. Going through the 12 step call list to get rid of older, disconnected numbers. If you know someone who would like to be on the 12 step call list, please let Mike M. know and he will add them

Policy & Structure: Only Committee is able to vote.

P.I. / C.P.C: Met with new Co Chair. Will be holding a workshop on how to do PICPC Comt. Health fair in March. Recovery Court is looking for more of an H&I Commitment.

Round-Up: Will be implementing a \$1000 budget for coffee. Contract has been signed and delivered. Working on a Save the Date flyer. Working on speakers. One speaker is Confirmed. Theme is "A Vision for you"

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:

Special Needs:

Audit: Online Quickbooks and Online TD Banking are up and running. Experimenting with Barcode scanner to ensure it works for its intended purpose..

Questions and/or comments regarding any reports:

Q:

A:

Q:

A:

Q:

A:

NOTES:

VII. Old Business:

VIII. New Business:

Motion to propose 2020 budget: 2nd, Discussed. Passed

Motion to move \$200 for duplicate day of sharing to Workshops, 2nd, approved

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

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