

Cape Atlantic Intergroup

Business Meeting Agenda

*Date: *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 22
Alternate IGRs 3 Total: 25
 - New IGRs? *If you are new, welcome!*
 - Area 45 and General Service Liaisons
 - Visitors, other non-representatives, and AA group members
4. Opening remarks (*by Chairperson*)
5. Presentation of the minutes from last month's business meeting (*by Rec. Secretary*)
 - Call for a motion to approve the minutes
6. Agenda Items (*read by Recording Secretary*) Motion, 2nd, approved.

7. **Officer reports:**

Chairperson Very pleased with the progress made this far with this committee. Discussed reasons for revamping security at IG office. Noted that there was a \$4700 adjustment in the audit for Literature. Removing dates from Meeting Lists to better extend the life of meeting lists. Will give monthly reports for Lit. Chair and reg reports by Audit. H&I Overspent \$2200 last year. All locks in IG office have been changed. If you need access to the office, please let a chairperson know. One computer at IG office has been dedicated to finances and one for committees. Finance computer has been password protected. Office Coordinator has a key to the secure mailbox and will retrieve mail from PO Box. Area 45 Convention needs CAPAA's support. Dates are March 27th-29th. Based on current spending from last year's budget, we would run into a 5k deficit. Budget being proposed tonight is balanced. We are online with banking and Quickbooks
Vice Chair Worked with Kim to get a copy of lease. Please send all reports to Vice Chair prior to steering.

Recording Secretary

Corresponding Secretary Distributed a sign in sheet to better correspond with groups

Treasurer Distributed year to date group donations. Operations and Literature accounts are balanced for 2019. Will be giving roundup \$2500 to secure venue

Assistant Treasurer

Trustee Met with Chair and printed copies of Bylaws to be reviewed.

Committee reports:

Archives Attended workshop in Jan. Committee met last Wednesday of Jan. and also attended the Linwood Group Anniversary. Next meeting will be Feb 26th at 7:30PM
Audit New online Quickbooks and TD bank software is up and running. Waiting for Check Scanner from TD Bank. TD Bill Pay account is in use. Literature inventory was spot checked and accurate

Budget & Finance Passed out copies of Budget and explained projections.

CAYPAA

Hospitality Appreciated the opportunity to serve

H&I RCA IOP Meetings are no longer available. Pyramid has separate commitments for Men and Women

Literature Handed out flyers on how to order literature. Will have access to Grapevine online available. Working on making paperless transactions. Inventory was done on Jan 23rd. Price list is now online.

Newsletter New newsletter is out. If you have something that you would like in the newsletter, please send an Email a month prior to the event.

Office Lease from Landlord has been approved, looking to switch from Verizon to Comcast. Continuing to work on cleaning up the office

PI/CPC

Phone Coordinator 4 open phone slots. Tues 6-8, Wends 12A 8A, Friday 12A 8A. Has openings on 12 Step Call list

Policy & Structure Welcomed new IGRs. Committee will be meeting Sat night to review Bylaws

Round-Up Met Feb 5th. Theme this year is "A Vision for You" Hotel contract has been signed and delivered. Room is \$129/night. Will be delivering the deposit to Hotel. Costs have been cut. All meetings will be held at IG office. Meets 1st Wends @ 7PM at IG office. Coffee budget will be cut to \$1000. Speakers have been invited, one agreed. Still waiting for a response from 2.

Unity Breakfast will be at Grand in Cape May Sept 22nd. Working with Lake Lenape for date for Picnic

Website If you have an event, please submit it as soon as possible. Uploaded or changed 16 different flyers and events. Added a drop down for Lit orders and also added all documents for H&I commitments.

Workshops Committee has 5 hair members. Discussed "Sat. Night out" workshop.

Area 45/General Service Reports

Questions concerning specific topics discussed in committee and officer reports

Old Business (*read by Recording Secretary*)

Motion to approve New 2020 budget, 2nd, Approved

8. H & I Commitments
9. New Business

Accessibility Is open

10. Announcements from the body
11. Tradition of the month (*read by I.G.R.*)
12. Next Steering Meeting 3/11/2020
Next Business Meeting:3/18/2020
13. Closing remarks by the Chairperson.
14. 11th Step Prayer read.

15. Entertain a motion to close... (close with the Responsibility Pledge)

*End time: __21:12__

Notes:
