

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: 3/11 /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					Budget & Finance	Ray			X
Recording Sec.	Gabriel			X		CAYPAA	Liam			X
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			
						Policy & Structure	Doug G			
						PI/CPC	.Lynn T			
						Round-Up	Jim			X
						Unity	Dawn			X
						Website	Penni N			X
						Workshops	Rob W			X
						Archives	Eve			X
						Accessibilities	Kate			

V. Officer Reports

Chairperson: Hey Team!! I am so proud of everyone that I serve with. You are all doing a great job of "Carrying the Message" to those that suffer!!

Office Security:

If your Committee needs access to the office and or inner office, please see me for access.

Online Technology:

We continue to move forward with our record keeping, literature and finance account being online accessible.

Committees:

Committee and officers are all hard at work serving the body.

Events:

55th Area 45 Convention, March 27-29-needs support Area Assembly—I attended the event recently and was able to meet everyone on the new panel. The

Mini Conference, pre-General Service conference event is upcoming on 4/4/20, see Area 45 Calendar for time and location.

General Service Convention to be held 4/19-4/25 in NY

International Convention—July 2nd-July 5th

March 14th: All Event Details can be found on our Website

NJYPAA Day of sharing, 11:30 am

12 Step House, St. Patty Day Dance, 8pm

District Potluck, 4pm, I have been asked to speak, Sea Isle City

Please make sure your group submits flyer to our Webchair

Coronavirus:

We will continue to have both our Steering Committee and Business meetings as Scheduled. We will constantly monitor the public health threat and will take appropriate actions as warranted.

John Brooks has cancelled all outside meetings as has the NJ Department of corrections until further notice

Vice-Chairperson: Thank you for sending your report. Will be bringing up weather or not CAIG should have their own Google drive or if he should just use his personal one and share it with members who want access

Recording Secretary: Minutes are going out as scheduled.

Corresponding Secretary:

Treasurer: Loves AA. Accounts in Quickbooks are up to date

Asst. Treasurer:

Trustee: Attended class on Quickbooks. Optimistic on sending out quarterly reports. Looking into being able to transfer line items in case of surplus.

VI. Committee Chair Reports

Archives: Archive attended Area 45 Archives workshop in January. It was an opportunity to meet other Archives people and brainstorm. I was able to see some the Area 45 Archives collection and get some ideas.

Our Archives Committee met the last Wednesday of the month. Each person did an assessment of what was in our collection and what action is needed. Our spending budget is based on those assessments.

Archives created a Group History Form. This form will update any Group information like location, new groups and spinoff groups (Rule 62 group from Pleasantville group). Included in this form is the Group's assigned GSO number which could help other Intergroup Committees. Please take this form and return it at next meeting or mail it in.

Our committee will be traveling on Sunday, February 16 to Linwood Group and to Ventnor Seashore for their group's anniversaries.

If anyone would like to join this committee, contact Archives or show up at our committee meeting February 26 at 7pm at the Intergroup Office.

Budget & Finance: I completed two days of study on Quickbooks at Atlantic Community College two weeks ago. The instructor was a Japanese American male who kept talking about Chinese water torture. I don't know why. Besides myself, there were seven women, three of whom were Franciscan Nuns who sat in the front row with me. For the entire class, with the exception of myself, English was their second language. Besides my hearing handicap, the questions and answers by the class frequently escaped me due to a language barrier that I cannot begin to describe.

Despite this, I believe I am capable of generating reports from our online version of Quickbooks should I be given access and some additional training by Brad. I assume that he can devise reports that may be "canned" so that I can monitor the budget as we progress through the year, which is what I intend to do.

CAYPAA: Liam is the new chair. Joe is Co chair. CAYPAA has table at Area 45 convention

Hospitality:

Literature: Meeting lists will not be done by month to month, will go by "volumes" from here out. Now able to take credit cards. Will discuss what to do with outdated inventory. Distributed P & L.

Newsletter:

H&I: John Brooks and RCA have suspended H & I. Will be reaching out to other facilities to see if they are suspending meetings

Office: Will look into getting rid of PO Box when we sign lease for office

Phone Coordinator: Has 4 open time slots Looking to fill 12 Step call list

Policy & Structure:

P.I. / C.P.C: Proposing that Recovery Court goes to H & I due to the fact that they are looking for a "Meeting" and no "What AA is and Isn't". April 4th: Cape May county Health Convention will be looking for volunteers. IDRC (Northfield) needs to be filled for March 12th and March 26th. Recovery Court for March 24th needs to be filled also. IDRC (Cape May Court House) March 23rd has been postponed. PI/CPC REALLY needs a committee.

Round-Up: Next meeting will start at 6:45PM. Will be getting a PO box. Discussing mementoes. Logo has been designed. Friday and Saturday night speakers have been booked. Working on Sunday and Alanon speaker. Will be getting new Save the date flyers for Area 45 Convention

Unity: Breakfast will be Sept. 22nd at The Grand. Tentative date is May 30th. Working on securing a pavilion

Website: Uploaded and reviewed events. Uploaded minutes. If you have a cancelation, please make sure you have a reliable source from the facility.

Workshops: Committee met for first time on Feb 20th. Next committee meeting is 3rd Wednesday of March (18th). First workshop will be Sat. April 25th at Enlighten Cafe from 5:30-8:30 ("Sober Saturday Night Out!").

Special Needs:

Audit: 1. Literature and Donation revenue in transit much too long (Opening account: 7 Deposits in 10 weeks (2 in 4 days) 2. We are still writing checks instead of using TD bank BillPay

Questions we need to answer: Do we really want to make our accounting Transparent or are we just saying we do? Are we afraid to ask for help when we are over our heads or just jammed up? Have we outgrown our current stricture and need more Panel Positions or Administrative Help? Should we have the mailing address changed to office and have mail forwarded to office from Po Box to improve deposit expediency?

Questions and/or comments regarding any reports:

Q: Dawn - Where do I Get reservation info for Area 45 Convention

A: Check website

Q: Can Litterature sell the unsold Roundup memorabilia?

A: Yes

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.
