

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: 5/13 /2020 @ 18:00

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			
Vice Chair	Damon			X		Budget & Finance	Ray			X
Recording Sec.	Gabriel			X		CAYPAA	Liam			X
Corresp. Sec.	Matt M			X		Hospitality				
Treasurer	PJ			X		H & I	Nick			X
Asst. Treasurer	.Tannor			X		Literature	Brad J			X
Trustee	Bruce G.			X		Newsletter	Donna S			
						Office	Kim H			X
						Phones	Mike M			
						Policy & Structure	Doug G			
						PI/CPC	.Lynn T			X
						Round-Up	Jim			X
						Unity	Dawn			X
						Website	Penni N			X
						Workshops	Rob W			X
						Archives	Eve			X
						Accessibilities	Kate			

V. Officer Reports

Chairperson

In Person Meetings:

There are a few meetings still going in person, we have decided to not announce this on our website. There are listed on the online meeting list.

Zoom Meetings:

Penni and her team have done a fantastic job getting groups set up, securing them and helping the groups maintain them, as well answer a constant flow of questions. Great job Penni and team!

Zoom Training

Penni and I have hosted 4 Zoom set up and security workshops with one more to follow. Attendance has been great and they have served our fellowship well. We have had members as far north as Canada and as far south as Florida. We now have 2 training videos and PDF companion pieces up on our website to help the groups we serve. These have also been distributed worldwide from Seattle to New York to London, to Australian and New Zealand, with many stops in between. Please take advantage of these helpful tools

Intergroup Cooperation:

We continue to work regularly with Intergroups in New York, Seattle, London and New Orleans to help our members and their carry the message to those still suffering. This has been an amazing journey. When I took this job, I promised I would make our Intergroup more accessible to everyone...boy did I

underestimate that!

Encouragement

I have written another article designed to encourage and embolden our fellowship. It is up on the website, has been printed in the Area 45 Newsletter, and was submitted to Grapevine at the request of others.

7th Tradition:

A 7th Tradition Donation link through PayPal has been set up on our website. To date, we have received over \$1,600 in member and group donations!! Spread the word please. From that, over \$500 was brought in during the International Workshop! Way to go Robbie, Jana, Penni and Team!

1st International Workshop:

This event was a huge success. I will leave the particulars to Robbie. Please note, that we had over 900 in attendance, and Robbie and Committee only had less than 3 weeks to prepare for the event. Great Job all.

Service Jobs:

If you think that just because you can't do your current service job, think again. There is plenty of work to do. Create your own Virtual Road Trip, become a cohost or host for your homegroup and help keep everyone safe. Check with Jim and the Round up Committee, there are lots of service opportunities here.

Vice-Chairperson:

Recording Secretary: Minutes are going out as scheduled.

Corresponding Secretary:

Treasurer All bills are paid, all checks deposited.

Asst. Treasurer: Everything is up to date

Trustee:

VI. Committee Chair Reports

Archives Finishing up on Room 41 history. I must interview a couple more long timers. Room 41 history will be available digitally, maybe even virtually. Also working on South Shore Group History. Took part in Cape Atlantic Intergroup's International AA Workshop. Captured the audio and sent it to Penni for the Website. I contacted Roy of Area 45 Archives. He is taking pictures of Area 45's collection for their website.

Thank You for keeping me busy other than gardening, cleaning, and meetings.

Budget & Finance: Will try to do a quarterly review. Talked to office about lease and recommended moving into a bigger office with cheaper rent.

CAYPAA Had a business meeting last week. Satellite service during Covid=19 workshop is Sundat May 24th 11AM-3PM Six speakers, 30 Minute intervals. Will have flyer on website with links ASAP

Hospitality:

Literature: Sold \$300 in literature and turned a profit. Prossicuters office in Cape May is buying 400 big books. Book orders are picking up.

Newsletter: Last issue is on website

H&I: All Zoom H&I commitments went smooth. Looking forward to doing it again next month

Office: Communicating with landlord about lease. More info at Business meeting

The plan is to stay there, the Intergroup Office, until we hear otherwise from the bank or our landlord.

I also reached out to Damon and asked him to keep his eyes and ears open for any possible commercial vacancies.

Please feel free to contact me with any questions

Phone Coordinator: two open phones slots available

Policy & Structure:

P.I. / C.P.C:

Round-Up: Discussing the possibility of an online Zoom Round-Up.

Unity: Discussing the possibility of having an online breakfast

Website: I created Zoom Meetings/Accounts for 28 separate groups and got them up and running

- Created PayPal account for Intergroup, initially kept charts and forwarded information to Matt, Corresponding Secretary, so he could send thank you notes

- Volunteered at the First Workshop held by Workshop Committee which was a lot of fun and a lot of hard work!

- Trouble-shot Zoom Group issues with the help of Debbie L. and Shirl (when we had to go deep into the bullpen)

- I created RCA and Pyramid meetings and documentation for the volunteers taking a Zoom meeting to these institutions, including calendars, literature to be read, website information, host codes etc.

- Uploaded last month's Minutes to the website for everyone's reading pleasure

- Maintained list of online meetings (approximately 244/week)

- Attended Town Hall meeting at NY Intergroup re Zoom

- Talked people off the ledge when their meetings were Zoom-bombed (hence the workshops)

- Recorded updated Zoom Safety Precautions "video" – please check out Zoom Security Tab

- Uploaded new letter from the Desk of the Chair

- Conducted three Zoom Security workshops with Ben N.

If you have any flyers or any events that are upcoming, please email them to me at either webchair@capeatlanticaa.org or penninewton13@gmail.com.

Workshops: 1. Our 1st Workshop was held on Sunday April 26, 2020 from 6-10 pm! 877 members logged in and there were five (5) sober houses/rehabs signed in with multiple clients listening to bring our total attendees to: 950.

a) Thank you to Ben & Penni who spearheaded our security team for the event. That was a big job!

b) Thank you to all who attended, our first workshop was a success all around.

c) We were able to receive substantial contributions from those that attended which our intergroup will utilize to carry the message!

2. Drum Roll Please ... Our Second International Service Workshop will fall on Founder's Day Weekend, Sunday - June 7th, 2020. It will run from 2PM -6PM. Janna and myself - along with twenty committee members (exclusively from out CAIG) are planning an even more amazing event than we had in April. look for the flyers!!!

Special Needs:

Audit:

Questions and/or comments regarding any reports:

Q:

A:

NOTES:

VII. Old Business:

VIII. New Business:

IX. Motion to close: 7:17pm. (Motion was seconded.)

X. Time of closing: 7:18pm. Meeting closed with 'I am Responsible' pledge.
