**Steering Committee Minutes**

**Cape Atlantic Intergroup Cape Atlantic Intergroup Office**

 P.O. Box 905 Phone 609-641-8855 3153 Fire Rd. 1-C

 Pleasantville, NJ 08232 Fax 609-641-8966 Egg Harbor Township, NJ 08234

1. **Date and Starting Time**:.8/12 /2020 @ 7:30PM
2. **Open with Serenity Prayer**
3. **Roll Call** (*Recording Secretary*):
4. **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!

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| **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  |  |  |
| Corresp. Sec. | Matt M |  | X |  | Hospitality |  |  |  |
| Treasurer | PJ |  |  X |  | H & I | Nick |  |  |
| Asst. Treasurer | .Tannor |  |  |  | Literature | Brad J |  |  |
| Trustee | Bruce G. |  |  |  | Newsletter | Donna S |  |  |
|  |  |  |  |  | Office  | Kim H |  | X |
|  |  |  |  |  | Phones  | Mike M |  | X |
|  |  |  |  |  | Policy & Structure  | Doug G |  | X |
|  |  |  |  |  | PI/CPC  | .Lynn T |  |  |
|  |  |  |  |  | Round-Up | Jim |  | X |
|  |  |  |  |  | Unity  | Dawn |  | X |
| Access Coordinator  | Wendy |  |  |  | Website  | Penni N |  | X |
| Accessibilities | Katie |  | X |  | Workshops  | Rob W |  | X |
| Archives | Eve |  | X |  |
|  |  |  |  |  |

**V. Officer Reports**

**Chairperson** In Person Meetings: 7th Tradition: Service Jobs: Area Assemble New State Mandate IRS Liability Insurance Upcoming Events In Person meetings are on the rise, while the majority remain online. New State regulations on indoor room restrictions has hampered the efforts for many groups to meet in person. Groups and individuals continue to support us through our online link and traditional means. Special thanks to all of the individual and group donations. We received considerable donations from a virtual group in Seattle we have supported along with a new in person group in EHT. Thank you to all! 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. Our Intergroup will be hosting the August Area 45 Assembly via zoom, this Sunday August 16th. I have been working with Kelly W. the area chair to organize everything. If you want to help and have a lot of Zoom Experience, please let me know. Indoor gatherings are still limited to a max of 25 persons, require masks to be worn and use social distancing, per New Jersey Covid-19 Mandatory Guidelines. Kim handled this like a Boss, she can share the details. Policy is paid up to 7.20.21 and we now have online access. I am looking forward to our 3rd International Workshop August 23rd, our Unity Breakfast September 27th, and our 14th Annual Roundup November 13th and 14th. While these events are all Virtual, we are not Unique, we are the norm. the next 2 big Conventions in September and October in Florida and Australian are also virtual. Info can be found on the AA Grapevine website under Events. I suggest we consider attending some of these and see if we can learn anything for our events. Also, for the Breakfast and Roundup, lets be sure to contact Grapevine and get this information posted on their site.

**Vice-Chairperson**: Good Evening everyone. I’ve been working with Nick our H and I Chair to help coordinate our commitments for RCA and Pyramid. I was able to find a group to fill the Monday 1:30 Men’s meeting at Pyramid however we still have an open week of 8/31 available. Nick also received a call that RCA is putting the August commitment on hold until further notice. They want to resume FTF meetings which can be discussed at the next business meeting.

**Recording Secretary**: Minutes are going out as scheduled. Please send your report prior to the meeting. T

**Corresponding Secretary**: All letters have been sent out

**Treasurer**. All bills have been paid and recorded for July. July deposits have also been made and recorded. Thank you to all the groups and members who serve us.

**Asst. Treasurer** Literature account is up to date

**Trustee**:

**Vl. Committee Chair Reports**

**Access Coordinator** This month was a fun and busy month.

Here are all the fun things I had the opportunity to take part in.

1. Writing up the Access Chair Job Description
2. Attended the following groups as Access Chair:
	1. **ACYP** - 6 am - The meeting was small and they had no questions, but grateful I was able to come.
	2. **GMOC** - Great group! Grateful I came, because they had questions about whether or not they should handle Zoom bombing differently now.
	3. **GM Avalon -** What a fabulous meeting, Spent time with them afterward as they had questions about the last vote at Intergroup was not going to shut down their very active well-attended meeting. I shared what the vote actually was so they had a better understanding. They also thought of questions a few days later about changing the email on the Zoom account from a personal email to a group email.
	4. **Awakenings** - Attended the 7 AM Awakenings Group and they sent back thanks to CAIG for making it so easy to be able to have their meeting via Zoom. And as of 7/28, they were still meeting via Zoom - Monday, Wednesday, and Friday.
	5. **Manahawkin Daily Reflections** - Fantastic little meeting. They currently do not have an Intergroup rep but a member would like to attend a virtual business meeting to catch up with what we are doing. They are meeting 5 Days a week in person and 7 days a week virtually. They visited the idea of going hybrid and at the time with little to no direction decided to have separate meetings. They would be interested to revisit if they can receive some more basic information on how to do it.
3. Attended the Round-Up committee
4. Attended the Area 45 Convention mini-meeting & 1st convention committee
5. Attended Area 45 Security Meeting
6. Have a Hybrid Meeting One Sheet that Jim & I worked on. Thank you Jim, we can look at it during new business.
7. And last but not least, thank you Penny for making an email address so I can answer questions people may have when they think of questions after I leave the meeting :) The email address is access@capeatlanticaa.org.

It’s been a great month of service. Thank you!

**Archives:** Archives has been researching the “roots” of the Unity Breakfast and interviewing Long Timers and Old Timers for the Collection

**Audit**

**Budget & Finance**

**Hospitality**:

**Literature**

**Newsletter**:

**H&I** Had some facilities reach out about going back to face to face meetings

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**Office** Taxes have been done. Picked up all the mail, all checks have gone to Treasurer and letters to Corresponding Sec

**Phone** **Coordinator**: Some slots are open. Looking for a fulltime chair (THANKS DAWN!!)

**Policy & Structure**:.

**P.I. / C.P.C**:

**Round-Up**: Opened a PayPal account for Round-Up. Program has been rough drafted. Will have a Unity event Sept 20th .Will have memento chips available for donations of $5.00. Submitted Round-Up event to “Grapevine” and box 459. Still working on entertainment

**Special Needs**

**Unity**: Flyer is on website. Looking to distribute more and spread the word. Tentative itinerary 22has been sent to a few chair members.

**Website**

* Maintained 21  individual Home Group Users, dropped 4 groups to “basic” services
* Continued taking Zoom meetings off list since folks are meeting F2F
* Continued to maintain list of on-line meetings.
* Continued to field emails, phone calls, and text messages
* Transferred money from PayPal to the bank account and alerted the proper authorities when done

● Made charts and spreadsheets

* Coordinated efforts with Debbie L. so there are two sets of eyes on meetings that are popping up
* Prepped and forwarded paperwork for the homegroups taking meetings to Pyramid and RCA
* Uploaded and created events as items start trickling in
* Added Access@capeatlanticaa.org as an email address (Wendy is now official)

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.

(Don’t forget to wash your hands, wear your mask without complaint, continue with social distancing and again -- DON’T HUG ANYONE AT MEETINGS if you go in person!!)

**Workshops**

1. Janna, my Co-Chair and I, have been diligently preparing for our first Workshops Committee Meeting for our 3rd International Workshop. We have finalized a date, secured all four speakers and have created a rough outline of the workshop itinerary. Here are the details so far:

 a) Date: Sunday August 23rd, 2020 - 2PM - 6PM (EDT)

 b) Speakers: Karl M., CA, Don L., WASH, James L. FLA, Jane D.L., FLA

 c) Zoom Group ID: 994-7340-1825, Password: rocketed, 1,000 capacity

 d) Our Committee is growing with people that want to be active in service!

 e) We want to give our Intergroup Chairs a minute or two to talk about their

 individual committees.

 f) Our Chairman: Ben to give a "State of the Union" address!

 g) We want everyone to do outreach, so our workshop has great attendance

 as we carry the message all over the world!

 h) We have secured ***AMOTAUDIO.COM***to tape our entire event!

 i) We expect this to our most enthusiastic and life-saving event yet!

 j) We have come up with a theme; "**AA - A Society of Alcoholics In Action!"**

 II. Want to serve our committee? Here is how: we are meeting twice in committee

 Prior to our workshop! Feel free to join us to help us have an amazing event! Here

 Are our committee planning dates: **Meeting #1:** Friday August 15th, 6:30 pm

 **Meeting #2:** Friday August 22nd, 6:30 pm

 III. Janna and I thank everyone for allowing us to serve in his capacity!

**Area 45:** I have continued meeting on a regular basis with all of the Northeast Regional Delegates, Alternate Delegates, and Trustee. GSO has continued to reported an unprecedented response to a request for 7th Tradition contributions from AA groups.. Please keep in mind there is still a considerable shortfall in Literature sales, so the need for Continued support still exists. The General Service Board met last weekend. In the report from our Northeast Regional Trustee Francis G, are the following updates from GSO, All AAWS/GSO in person events have been cancelled, and some will be held Virtually. This includes the 71st General Service Conference. The Conference Committee has already started working on making the Conference experience more robust technically, and a revised format to allow more time for next years Agenda, and items carried over from this years Conference to be handled more effectively. I had the privilege of standing in for our current Delegate, Rich H, at a Northeast Regional Delegates meeting regarding NEAASA 2021. The vote was taken to hold NERAASA Virtually, with a committee formed by our NERD Francis G. In addition, the list of Area’s that will host NERAASA in the future has been pushed back one year with Area 59 in Pittsburg Hosting in 2022. Our current Panel 70 Delegate, Rich H, has been dealing with some health issues in the last month. He’s doing better now, but please keep him in your thoughts and prayers. Finally, I invite you All to attend our Area 45 Summer Assembly on his coming Sunday 8/16 at 10 AM. This Virtual meeting will be Hosted by CAIG, and the address information posted on the CAIG website. Thank you for Vital and continued service to Area 45 in meeting our Primary Purpose.

**Questions and/or comments regarding any reports**:

# Q:

**A**:

**NOTES:**

# VIl. Old Business:

# VlIl. New Business:

**IX. Motion to close**:

**X. Time of closing**: