**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**:.7/08 /2020 @ 7:34PM
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 |  | X |
| Corresp. Sec. | Matt M |  | X |  | Hospitality |  |  |  |
| Treasurer | PJ |  | X |  | H & I | Nick |  | X |
| Asst. Treasurer | .Tannor |  |  |  | Literature | Brad J |  |  |
| Trustee | Bruce G. |  | X |  | Newsletter | Donna S |  | X |
|  |  |  |  |  | Office | Kim H |  | X |
|  |  |  |  |  | Phones | Mike M |  |  |
|  |  |  |  |  | Policy & Structure | Doug G |  | X |
|  |  |  |  |  | PI/CPC | .Lynn T |  |  |
|  |  |  |  |  | Round-Up | Jim |  | X |
|  |  |  |  |  | Unity | Dawn |  | X |
| Access Corridnator | Wendy |  | X |  | Website | Penni N |  | X |
|  |  |  |  |  | Workshops | Rob W |  |  |
|  |  |  |  |  | Archives | Eve |  |  |
|  |  |  |  |  | Accessibilities | Kate |  |  |

**V. Officer Reports**

**Chairperson**

**Vice-Chairperson**:

**Recording Secretary**: Minutes are going out as scheduled.

**Corresponding Secretary**:

**Treasurer**.

**Asst. Treasurer**:

**Trustee**:

**Vl. Committee Chair Reports**

1. **Access Corridnator** Had a meeting with Zoom representative and Round-Up Chair Jim B about how to set up a hybrid steering and business meeting. This will help for those who don’t want to come back to the meeting right away when it does meet in person and also will help remote groups who can’t get to Intergroup long after to participate.
2. Am in the midst of formulating a schedule to visit the current virtual meetings and share about how to get involved with Intergroup and answer any questions they may have on what equipment they would need to hold a hybrid meeting.
3. Had a meeting with Doug from Policy and Structure, Bruce, Trustee, and Jim, Round-Up Chair about if language needed to be changed going forward in the bi-laws for virtual meetings.

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**Budget & Finance** I will be seeking reports from Brad, PJ, and Tanner at the end of the month, output from our QuickBooks accounts in the format of a balance sheet and also pro%t and loss for the period January 1, 2020 to current. I imagine that the detail will be adequate for me to compile said data and create a report that will allow insight into our %nancial circumstances. I plan on providing said report at next month’s steering committee meeting. Recommendations will likely follow.I have been participating in the reopening of several groups in-person meetings. I have been using as a guideline an article which I supplied our recording secretary last month, and am suggesting it be posted on the website, a copy of which is attached to this report. This insightful article details certain risks involved in group gatherings. There may be better guidelines that I am not aware of.My homegroup is GMA. We will have a group conscience meeting following tomorrow’s in-person meeting where the subject of bifurcating the group will be entertained, essentially for liability purposes. The suggestion will be made that the in-person group obtain a liability insurance plan to protect both the group and our landlord in the event of accident or illness. I understand that some groups have this coverage already.Yesterday, I received a response from Cape Regional Medical Center. They will not allow us to meet at their facility. At least three group meetings have been held there in the past. The administrator expressed her concern for patients and sta3.I am suggesting that CAIG take the lead and consider an umbrella insurance policy that may be extended to the groups who wish to contribute to the policy. I have limited experience in this regard, and defer to the Chair, since I have no idea what I’m asking. I frankly have some misgivings about re-opening, the general tenor of the news regarding the progress of the virus, and compliance issues. We have initiated very well-intentioned procedures that are intended primarily to bring con%dence to those attending in-person meetings that they are safe, which may or may not be true. With this presumption in mind, responsibility and therefore culpability naturally follow,hence the need for insurance.I am recommending that CAIG adopt a policy towards liability insurance for established in-person groups.

**Hospitality**:

**Literature**

**Newsletter**:

**H&I**

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**Office**

**Phone** **Coordinator**:

**Policy & Structure**:.

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

**Round-Up**:

**Unity**:

# Website Created a total of 24 individual Home Group Users to secure online meetings ● Started taking Zoom meetings o list since folks are meeting F2F ● Maintained list of on-line meetings. Uploaded new list every time a change was made. ● Continued to field emails, phone calls, and text messages ● Participated as Security in meetings not even in our jurisdiction as well as in Chelsea, London for their big event ● Continued to maintain the website, added flyers and virtual events ● Introduced our Zoom rep to Jim and Wendy so she can help facilitate whatever they need ● Transferred money from PayPal to the bank account and alerted the proper authorities when done ● Made charts and spreadsheets ● Coordinated eorts 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 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!!)

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**Workshops**

**Special Needs**:

**Audit**:

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

# Q:

**A**:

**NOTES:**

# VIl. Old Business:

# VlIl. New Business:

**IX. Motion to close**:

**X. Time of closing**: