**Cape Atlantic Intergroup**

May Business Meeting Agenda

\*Date: 5/20/2020 \*Start time: 6:00pm

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 \_13\_\_\_

Alternate IGRs \_1\_\_\_\_\_ Total: \_1\_\_\_

* + New IGRs? \_1\_ *If you are new, welcome!*
  + Do we have any anniversaries this month?

1. Opening remarks (*by Chairperson*)—Current Crisis in AA Community, Meeting Closures, Virtual Meetings, Prudent Reserve, Reports
2. Opening Prayer by our Trustee (3rd Step, 11th Step, Choice)
3. Presentation of the minutes from last month’s business meeting (*by Rec. Secretary*)
   * Call for a motion to approve the minutes
4. Agenda Items (*read by Recording Secretary*) 
   * Round up-In person
   * Zoom Meeting Maintenance/workshops
   * Zoom Meetings in Our Hospitals and Institutions
   * 2nd International Workshop
   * Unity Breakfast

Officer reports:

Chair: **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.

Physical Meetings: something for new business to discuss

Vice-Chair: Good Evening everyone, it’s great to see everyone on Zoom however I can’t wait to see everyone in person. As you all know Kim has been trying to get a hold of the landlord in order to extend our lease without any response. She will discuss further in her report where we are with this and I will be working with her moving forward.

Recording Sec.: Please do your best to have a written report submitted by 9PM on the 3rd Wednesday so your information can be included and distributed to all the groups and as well as posted on the website.

Cor. Sec.: We are currently up to date with all correspondence to donations, both check and online.  Also, Gabe sent out a list of homegroups to all committee members and IGR reps. Please take a look a make sure your homegroup is on there and the information is correct. Thank you.

Lit Treasurer:

OP Treasurer:

Trustee:

Accessibility: Met with Bonnie and other Area accessibility chairpersons. Learned about what other groups and Areas are doing to help those who require special access to meetings. Discussed the positive aspects of Zoom meetings in relation to providing access to many more alcoholics. Would like to discuss keeping zoom meetings available for those people who will not have access to physically getting to meetings after Covid-19. Some examples might be: - Having home groups do one zoom mtg per week/ month? - Have an area or local intergroup group meeting via zoom so people feel more supported locally. - Have a zoom group that uses sign language interpreter for deaf members. Do we have a list of the home groups that are disabled accessible? Do we look at spaces that are accessible for our groups to meet? If not, shouldn’t we be providing access for anyone who needs a meeting? Can we make a list of accessible meetings and post on website and be specific as to the access that is provided (ie. Wheelchair, walker, one story, no steps (haha), ramp etc).

Archives:    Finishing up on Room 41 history. I must interview a couple more long timers to complete this project.  Also working on South Shore Group History. Will work on making Group Histories available digitally, maybe even virtually. If you know of any long timers, please have them contact me at:  archives@capeatlanticaa,org.  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.  Viewed “Four Founding Moments in AA History” presented by Area 44 and North Jersey Intergroup. I requested a copy for our Website.

Audit:

Budget/Finance: I have been receiving and analyzing the monthly treasurer’s reports and it appears as though we are doing surprisingly well. Donations continue to come in, and our expenses are typical.

I am not recommending revising the budget at this time. We may have to tap our prudent reserve before year’s end, but that is not necessary now. My current estimate is that we would need less than $5,000 and we have that available and more.

I have tested the Intergroup website for making donations. It works great. I encourage everyone to make a personal Intergroup donation, understanding, of course, that we are facing hard times.

CAYPAA:

Hospitality:

H&I:

Literature:

Newsletter:

Office Manager:

Phones:

PI/CPC:

Policy/Structure:

Round Up: Last week, Ben and I asked the hotel if they would allow us to postpone our in-person Roundup until 2021. They have accepted this proposal, and they sent us a contract addendum. Ben and I will sign it and deliver it back to the hotel.

I'm sure you understand what's happening in the world right now. This pandemic has raised some obstacles which the Roundup has never faced before. At the beginning of this month, I reached out to the hotel and asked them if they would be ready for us in November. They said they were making changes to the hotel and their procedures, so that they are prepared for social distancing restrictions.

After that exchange, a few of us on the committee talked about what a social-distancing Roundup would look like. We asked each other how attendance would be affected, and how we would be able to not lose money. When do we open Registrations? If we opened registrations now, and come September it became apparent that we would not be able to have the Roundup, then we would have to refund all that money.

We have had trouble securing speakers. Our program chair has reached out to many speakers, and most of them said no… but two of them said yes. One of them said he would show up even if he had to drive. The other one said he would only show up if it was virtual.

We are unsure how attendance would be affected, but we suspect it would be lower due to unemployment, as well as people who are avoiding large groups. All in all, an in-person roundup would be very risky this year, more risky than any previous years… but an online Roundup would be very financially stable and much safer for our physical health.

**A vote was taken of the Roundup Committee, “Should we hold this year's Waves Roundup online, and not have an in-person Roundup?”**

*Yes: 15*

*No: 2*

*Abstaining: 4*

We have a plan to have this year's event online, using Zoom. Our experiences with the platform have been, so far, overwhelmingly positive. We are moving forward with planning the event online as a Friday-Saturday event. We will have a few rooms for Friday night, and around 6 to 8 for Saturday morning and afternoon. These would include:

Marathon, Workshops (2 rooms), Al-Anon, YPAA, Entertainment, and Speakers

Friday and Saturday main event speakers, as well as Al-Anon and YPAA speakers, will be held in a 1000-capacity room. If needed, we are trying to see if we can simulcast to the smaller rooms, so more people can hear the message.

Zoom security will be our largest and most impactful Roundup subcommittee. This will, by far, be the highest priority, our first tradition, to ensure we can effectively carry the message without indecent interruption.

We’re tossing around the idea of having a central location for a few of us, maybe 10 of us, to congregate during the event, to help coordinate and manage the ongoing activities and make sure everything runs smoothly. We could have a podium, and do readings and things like that in front of a camera for some of the speakers and meetings. We could also coordinate Zoom security together, in a more collaborative environment.

We’ll have the same typical schedule as previous years. Workshops, speakers, panels, and entertainment. No Sunday events, but we’ll still have the Spiritual Speaker some time on Saturday. Merch would be sold online, and we would only print what is sold. No leftovers. Entertainment Friday and Saturday night, such as online zoom games, open mic night.

We will ask for donations in lieu of registration. We’re considering having the basket raffle as a donation incentive… but we need to check if/how this can be done legally.

With an online event, the costs and risks would be much lower and our opportunities for service would be expanded. Zoom rooms would cost about $240, and we would look into if we can use Intergroup zoom rooms, maybe borrow some of CAIG’s rooms if they’re not being used during the weekend.

I am fully confident in the Roundup committee’s ability to successfully pull this event together.

I want to thank Robbie, Janna and the rest of the Workshop committee for putting together the International Workshop, especially everyone who helped coordinate the Zoom security. It worked very well, and ran seamlessly. Attending the Workshop showed me that the Roundup can do just as well online as it has in-person.

Unity:

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 Zoombombed (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. Don’t forget to wash your hands and wear your mask! Thank you for letting me be of service.

Workshop

Area 45: I’m grateful to have served you as Area 45 Chair for the last 2 years, and

now as Area 45 Alternate Delegate for Panel 70.

I’m looking forward to working together with CJIG as your liaison to General

Service Area 45.

Having had experience as CAIG Chair, I appreciate the hard work, dedica-

tion, and Unity it takes to provide vital services to your groups and carry the

message to the alcoholic who still suffers.

In the ﬁrst few weeks of my new commitment, I’ve been working to make

an effective rotation out, supporting our incoming Area Chair Kelly W, and

trying to keep up with our Panel 70 Delegate Rich H who is preparing to

carry the collective conscience of Southern NJ to the General Service Con-

ference this year. Rich has been very generous with his time, and support-

ive in preparing me for my responsibilities. I am grateful for his guidance.

So far collectively, we’ve made a productive start, and have a great team of

Trusted Servants ready to dig in. Our calendar of events is up on the web-

site SNJAA.org.

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1. Agenda Items—Please make all motions and all discussions in the spirit of how we can help the fellowship during this period of crisis.
2. H & I Commitments—Nick—New Zoom Commitments!!
3. New Business
4. Announcements from the body
5. Next Steering Meeting: June 10th, 6pm  
   Next Business Meeting: June 17th, 6pm
6. Closing remarks by the Chairperson.
7. Entertain a motion to close… (close with the Responsibility Pledge)

\*End time: \_\_\_\_\_\_\_\_\_\_