

## 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:** 9/9/2020 @ 7:30PM

**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](http://www.capeatlanticaa.org).

CAIG Steering Committee meets at the CAIG Office on Fire Road on the 2<sup>nd</sup> Wednesday of each month at 7:30 pm. CAIG Business Meeting is held on the 3<sup>rd</sup> 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			X		Budget & Finance	Ray			X
Recording Sec.	Gabriel			X		CAYPAA	Liam			
Corresp. Sec.	Matt M					Hospitality				
Treasurer	PJ					H & I	Nick			X
Asst. Treasurer	.Tannor					Literature	Brad J			X
Trustee	Bruce G.			X		Newsletter	Donna S			
						Office	Kim H			X
						Phones	Joe			X
						Policy & Structure	Doug G			
						PI/CPC	.Lynn T			
						Round-Up	Jim			X
						Unity	Dawn			
Access Coordinator	Wendy					Website	Penni N			X
Accessibilities	Katie					Workshops	Rob W			X
Archives	Eve			X						

### V. Officer Reports

**Chairperson** 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 still continue to generously support us as do individuals. I'm very proud of our Groups! 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. Stay tuned for continued updates. 3<sup>rd</sup> International was another huge success, great job to Robbie and his Team!!

Unity Breakfast—Looking forward to our upcoming Event Hosted by Dawn!!

Waves Round Up—can't wait for this huge event and willing to help Jim and his committee in any way needed!

Spoke to Wendy about a new and exciting project she and her committee is looking into

**Vice-Chairperson:**

**Recording Secretary** Aug. Business minutes have been sent out. Working on a database containing all

groups, their IGR, address and IGR's phone number.

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**Corresponding Secretary:** Checks at the office have been collected and thank you letters will be mailed by next weeks business meeting. GMOC made a sizeable donation. Online donations, info provided by Website, have been responded to. We also received a letter from the Area 45 chair thanking CAIG for hosting their Summer Assembly, along with a donation.

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**Treasurer.**

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**Asst. Treasurer**

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**Trustee:**

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## **VI. Committee Chair Reports**

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**Access Coordinator** This month, I helped with Zoom security at the 3rd International AA workshop, which was fantastic. I also had the privilege of attending the Round-Up planning meeting, I also, participated in a planning meeting and will help host the Area 45 Group Inventory on Zoom.

I answered a few emails concerning questions about going hybrid. Finally, I am getting a helper and am looking forward to that as he and I will split up attending meetings on Zoom to see how they are going.

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**Archives:** Gave research, pictures, etc on Unity Breakfast History to Kim to compose a PowerPoint Presentation for Unity Breakfast. Working on script and Archives mission statement. Continue to gather long timers stories and COVID19 information as it affects us and AA as a whole.

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**Audit** I believe I promised that the financial deep audit and literature inventory would be complete by this meeting. Best laid plans of mice and men off times go awry.

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**Though we are well underway another month will be needed to button things up.**

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**Budget & Finance** I have been spending my time opening in person meetings, insuring that they are following proper CDC guidelines and NJ state law, and supporting same.

All of my regular meetings are back to in person meetings. My GMA group is running Zoom meetings concurrently. Some of the institutional meetings have refused to re-open for us. Others, like the church, have added other rules which the groups must accept (e.g. wiping tables and chairs at the end of the meeting).

I have found some of the groups are not holding regular group conscience meetings and thus have stopped contributing to Intergroup and GSO. I have attempted to reverse this and insure that regular payments be made by the southern groups. It would be helpful to have a list of the groups that are holding in person meeting but have otherwise gone "dark."

The 2020 budget did not foresee the pandemic which was not considered, so we did not foresee the drop in donations. I understand that GSO is half way through their reserve, but this has yet to be confirmed. To the point, identifying groups that are operating but have not contributed recently will help to off-set and loss of donations attributable to the pandemic.

My GMA group contributed \$1,000 in the past month; Sea Isle, whose expenses have dropped to zero, contributed \$500 which was forwarded to the office yesterday. As noted, the budget projection for donations was aggressive, based upon the sizable 2019 increase in donations. I understand that our expenses (other than fixed office expenses) are down, but that literature sales are also down. Based upon the financial reports provided, I believe that we are in good shape otherwise.

The decision to hold the Unity programs and the Round Up online reduces liability and risk to CAIG. With the help of the Workshop Committee I expect that these will also be very successful. Despite the unexpected costs associated with the Zoom subscription, I suspect that our reserve will survive intact, which is good.

I note that a vaccine is promised next month by the Fed, but I suspect there will be substantial controversy which CAIG may need to address, but that is a matter for another committee.

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**Hospitality:**

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**Literature**

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**Newsletter:** Latest issue is on the website,

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**H&I**

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**Office**

**Phone Coordinator:** Happy to report the phones operation is doing very well. Only 2 spots remain unfilled. Overnights on Fridays and Saturdays. So far the missed calls report we got from the answering company shows no missed calls for those time slots.

Jess is a real dynamo. She works very hard to keeps us on track, I'm happy to be working with her.

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**Policy & Structure:.**

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

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**Round-Up:**

Only 2 months left!

The paypal account has been set up, and is currently going through a 'vetting' process, where Paypal decides whether or not we're a legitimate seller. That should be resolved very soon, after which merchandise will be available for purchase. We expect this to happen before the CAIG business meeting, but probably sooner. Shirl R is our merch subcommittee chair. Matt W created our artwork, and he is our graphics design chair.

The donations link is live on our website. The first 300 donations of \$5 or more will include one commemorative medallion. We will mail these out after the event. Christina B is our Roundup website chair.

So, a couple weeks ago the CAIG Workshop committee put together another great online event. I was again given the opportunity to say a few words about the roundup, and the rest of the workshop went really well. Great speakers! Thank you Robbie, and the rest of the Workshop committee, for putting together another wonderful event!

Speaking of workshops, our Roundup workshop subcommittee, led by Michelle S, has been busy.

Our workshops are:

**Old Timers Panel****Medications & Other Drugs****Rule 62****The Promises of AA**

**3 Prayers ...** The Serenity Prayer, The Third Step Prayer and the St. Francis Prayer.

Al-anon too! Erin C is our al-anon chair.

Al-Anon workshops:

**What are you going to do for yourself today ?**

**Intimacy in the alcoholic relationship**

**Boundaries**

**4 M's Manipulation, Managing, Mothering & Martyrdom**

**Grief - Transforming our losses**

Marathon meetings: We will have the list of open meeting slots on our website soon. For now, if you would like to take a slot, please reach out to me. John H is our marathon meeting chair.

We will have our unity event on Sunday the 20<sup>th</sup>. We will be practicing social distancing, and masks are required. Looking forward to a warm bonfire and even warmer fellowship. Jess G is our Roundup Unity subcommittee chair.

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**Special Needs**

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**Unity:**

- **Website** Maintained 26 individual Home Group Users, still have same amount of folks in basic accounts (4 or 5)
  - 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
  - Uploaded and created events
  - Added Phone Chair as an email address
  - Assisted in workshop as security and Area 45
  - If you have any flyers or any events that are upcoming, please email them to me at either [webchair@capeatlanticaa.org](mailto:webchair@capeatlanticaa.org) or [penninewton13@gmail.com](mailto:penninewton13@gmail.com).
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**Workshops**

**Area 45**

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

**Q:**

**A:**

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**NOTES:**

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**VII. Old Business:**

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**VIII. New Business:**

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**IX. Motion to close:**

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**X. Time of closing:**

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