

# Steering Committee Minutes

**Cape Atlantic Intergroup**  
P.O. Box 905  
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**Cape Atlantic Intergroup Office**  
3153 Fire Rd. 1-C  
Egg Harbor Township, NJ

**I. Date and Starting Time:** 12/9/2020 @ 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			
Recording Sec.	Gabriel			X		CAYPAA	Liam			*
Corresp. Sec.	Matt M					Hospitality				
Treasurer	PJ			X		H & I	Nick			
Asst. Treasurer	Tannor			X		Literature	Kim H			X
Trustee	Bruce G.			X		Newsletter	Donna S			
						Office	Kim H			X
						Phones	Jess G			*
						Policy & Structure	Doug G			X
						PI/CPC	.Lynn T			
						Round-Up	Jim			
						Unity	Dawn			X
Access Coordinator	Wendy			X		Website	Penni N			X
Accessibilities						Workshops	Rob W			X
Archives	Eve			X						

## V. Officer Reports

### Chairperson

Been a tough month with keeping up with groups that have opened, closed again and reopened with the restriction lifted. I encourage you to keep safe and healthy if you are attending in-person groups. I will be attending the Workshop event.

**Vice-Chairperson:** Working with H&I keeping commitments filled.

**Recording Secretary** Created a database for Phones committee so I can distribute any information pertaining to their commitments directly to them.

**Corresponding Secretary.**

**Treasurer.** Bills are paid, deposits are made in quickbooks. Groups and individual donations have been

made and accounted.

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**Asst. Treasurer** Still some work to do on quickbooks. Met with Ben and Kim to go over quickbooks. Made a deposit a few weeks ago and quickbooks is all caught up.

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**Trustee:**

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## **VI. Committee Chair Reports**

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**Access Coordinator** It's been a great month.

This month I attended the CAIG International Workshop planning meeting.

A signup genius was set up for anyone who wants to do a time hour time slot for security.

Security for the workshop had a training meeting on the 10th.

And security was covered for the workshop. :)

Also, the chat live feature is signed up for and we are still in our trial for 14 days. The widget is on the website and right I'll be meeting with the phone committee to start to set up a training time.

In the meantime, I'll be checking the chat, so I can answer things as they come in.

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### **Archives:**

**Audit** I will be contacting PJ, Tanner and Kim to plan our January 2021 audit.

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### **Budget & Finance**

**CAYPAA** Having an event at the roller skating event on the 19<sup>th</sup>. Also they might have a NYE event.

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### **Hospitality:**

**Literature** Had 2 home groups purchase literature this week.

Totally sales- \$115.50

Money was collected and has been deposited in the safe

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### **Newsletter:**

#### **H&I**

**Office** Collecting mail, office is in good standing

**Phone Coordinator** Phones are running smoothly No open slots. Sent out notice for first monthly meeting. It will be held on 12/21:

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**Policy & Structure:** Starting again to review and revise the by-laws to bring them up to date. Sorry for the delay. Should have a preliminary version after the holidays for the steering committee to review before we submit to the body for approval.

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

### **Round-Up:**

### **Special Needs**

**Unity:** Needs help for the NYE event. If you know someone who needs to be in service, please contact Dawn.

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### **Website**

Maintained 21 licensed accounts/7 basics (reactivated and deactivated a couple, thanks Governor Murphy)

- Continued to maintain the virtual meetings list
- Continued to field emails, phone calls, and text messages
- 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 RCA and John Brooks - completely screwed stuff up but rectified it with the help of Nick Buli, all-star
- Uploaded and created events
- Just activated "Live Chat" on website

- Just activated “website visit count” and would like to report our website has had 41,600 visits since January 2020.
- Uploaded the latest Newsletter to the website (today so it’s “hot off the press”)
- Please update me if you need a virtual meeting put online

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.** Good evening Cape Atlantic Intergroup member groups, my name is Robbie and I am an alcoholic! I also have the amazing privilege of serving our member body as its 2020 Workshop's Chair! Our committee is hosting the 4th Workshop for the year this coming Sunday and here are the details:

**The 4th International Cape Atlantic Intergroup Workshop**

a) **Date:** *Sunday December 13th, 2020 - 1:30 PM - 6:30 PM (EDT)*

b) **Speakers:** Ben N. (NJ) Ali H. (Toronto), John H. (UK), David H. (NJ),

Mike L. (Oregon), Paula P. (Illinois), Alice M. (California), Wendy M. (Kentucky)

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

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

e) Our theme is: "**How I Seek through Prayer and Conscious Contact with God!**"

**Meditation to Improve my**

f) Our first committee meeting went amazing!!! 13 present!!! All our speaker hosts were covered, all our Big Book readings were given out, and we decided to acquire an amazing singer to sing "Amazing Grace" at the conclusion of our event!!!

Our second committee meeting is this Friday for our committee members. If you'd like to join us please show up and we'll give you a service position!

**Meeting #2: Friday Dec. 11th - 7:00 pm**

g) Service work outside the home group can be amazingly rewarding. Please feel free to contact Janna (our Co-chair) or myself if you want to join our service committee!

Thank you!!! **Janna F. (215) 272-3577** or **Robbie W. (609) 741-1775** - New members welcome, we are now accepting members without service experience! Please join us!

**Area 45**

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

**Q:**

**A:**

**NOTES: Discussion was had about how Zoom bombers are getting info for meetings. Please be mindful on where you are posting your meeting information.**

**Discussion was had on how to better support and announce events that are being held.**

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**VII. Old Business:**

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**VIII. New Business:**

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Robbie W Proposed making a flyer advertising Intergroup meeting.

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**IX. Motion to close:**

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**X. Time of closing:**

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