

Steering Committee Minutes

**Cape Atlantic Intergroup
Intergroup Office**

P.O. Box 905
3153 Fire Rd. 1-C
Pleasantville, NJ 08232
Harbor Township, NJ 08234

Cape Atlantic

Phone 609-641-8855

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Egg

- **Date and Starting Time:**04/14/2021
-
- **Open with Serenity Prayer**
- **Roll Call** (*Recording Secretary*):
- **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!

Position OFFICERS			Name & Phone	Present	Position COMMITTEES			Name & Phone	Present
Chairperson	Ben N			X	Audit	Chris B		X	
Vice Chair	Damon				Budget & Finance	Ray		X	
Recording Sec.	Gabriel			X	CAYPAA	Liam			
Corresp. Sec.	Matt M				Hospitality			X	
Treasurer	PJ				H & I	Nick		X	
Asst. Treasurer	Tannor				Literature	Kim H		X	
Trustee	Bruce G.				Newsletter	Donna S			
					Office	Kim H		X	
					Phones	Jess G			
					Policy & Structure	Doug G			
					PI/CPC	.Lynn T			
					Round-Up	Jim		X	
					Unity	Dawn		X	
Access Coordinator	Wendy			X	Website	Penni N		X	
Accessibilities					Workshops	Rob W		X	

Archives	Eve		X				

V. Officer Reports

Chairperson

Virtual and Online:

As more and more members start to receive the Covid Vaccine, more meetings are starting to open up. This looks to be a very positive trend this time and I'm hopeful this will continue. Please be sure to wash your hands frequently and wear your mask if you do attend live meetings. Thanks to everyone who had contributed and allowed up to provide the vital services to the alcoholics in our community

7th Tradition:

Thanks to Doug and his committee for the hard work in putting the suggestions together. Let's review any questions we have.

Bylaws

We have a situation with callers that needs to be addressed tonight. I will give more details if Jess is not able to make it.

Where do we see ourselves in 6 months as an Intergroup and Individually with Service? Back to in person, Hybrid, Rotating?

Phones

We have a situation with callers that needs to be addressed tonight. I will give more details if Jess is not able to make

Outstanding Committees

CPC, Hospitality

The Future

Where do we see ourselves in 6 months as an Intergroup and Individually with Service? Back to in person, Hybrid, Rotating?

Vice-Chairperson:

Recording Secretary Doing best to make sure correspondences are going out as applicable

Corresponding Secretary.

Treasurer. Financials will be ready before bizz meeting. Will work with Tanner on QuickBooks housekeeping

Asst. Treasurer

Trustee:

VI. Committee Chair Reports

Access Coordinator

- We have 9 people covering 16 slots, so we are definitely in need of more people to help monitor the chat on different shifts.
- I'll be doing a chat training on 22nd at 6:30 pm and on the 23rd at 7:30 pm.
- Please remember if you do have a timeslot to turn off accepting chats when you are done with your shift.

Archives:

Met with Penni to discuss Archive's web page. More will be added to the page in the coming weeks. Right Now groups can enter their group history thru the page.

Still looking for Long Timers with 25 or 30 years or more sober to share their story and history of the CAIG area.

We will have an Archives table set up at the picnic.

Audit

Budget & Finance See attached

Caypaa Hospitality:

Literature Has orders to be filled but is keeping up with them

Newsletter: Will be sending newsletter to Webchair to be put on website

H&I _____ RCA wants to do in house meetings but wants visitors to take a rapid covid test before entering

Office New lock has been installed at office.

Phone Coordinator: Working on situation with a creepy caller that keeps calling.

Policy & Structure:.

P.I. / C.P.C:

Round-Up:

Unity: Picnic will be June 12th at the Cape May Zoo

Website

For March to the present day:

- Maintained 25 individual Home Group Users, still have same amount of folks in basic accounts (22 licensed, 5basic) and continued to maintain 211 virtual meetings (although I know there are a few who need support)
- Fun Fact: from 4/1 to 4/14, there were a total of 20 meetings held, with 6,229 participants with a duration of 323,456 minutes
- If you or anyone you know still has a meeting listed on the virtual list, please tell me so I can delete it? We have people going to meetings on the list that no longer exist
- Continued to field emails, phone calls, and text messages
- Coordinated efforts with Debbie L. - still two sets of eyes on meetings that are popping up

- Prepped and forwarded paperwork for the homegroups taking meetings to Pyramid and John Brooks as well as virtual meetings to RCA and Enlightened Solutions - I know the commitment going to RCA has had RCA be a no call/no show (I forwarded an email to Nick - may not read this out loud)
- Uploaded and created events (need more)
- Women's Conference set to be hybrid on April 24th - conference in person in Avalon and also online - check the website for more details
- Still involved in LiveChat - Wendy M. is the bomb - Thank you for all you
- The update to The Meeting Guide App is 90% done
- 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.
- Total Website Visits: 158,057 was for March - 309,286 as of today!

(Have you received your vaccine yet? What are you waiting for?? Still continue to maintain proper protocols, y'all!)

Thank you for letting me be of service!

Penni N.

Workshops

1. Janna and I are now smack dab in the middle of our planning for our upcoming 6th International Workshop. Our Date for our next workshop will be **Sunday June 13th, times 1pm (EDT) - 6pm (EDT).**
2. We have a theme for our 6th Workshop:

"Spiritual Bootcamp - The Amends Process!"
3. We are working on *four blockbuster speakers* ... I have calls out to all four please come back for our full Intergroup Meeting next Wednesday to hear who they are!

That's all for now!!! We will be needing readers and Intergroup Chairs to excitedly tell us about what service work your committee is doing during the Great pandemic!!! Let me know in our chat area if you want to serve the workshop committee!!!!

See you all next week with more!

In AA Love and Service,

Robbie W.

Area 45

Questions and/or comments regarding any reports:

Q:

A:

NOTES:

VII. Old Business:

To discuss the RCA commitment

To discuss switching from analog to digital phone system to protect our phone servers.

To discuss what to do with excess funds

VIII. New Business:

IX. Motion to close:

X. Time of closing:

Budget & Finance Report
April 14, 2021

At the request of CAIG Chair Ben N., we conducted a survey of various groups, including urban intergroup groups, and financial representative(s) of the General Service Office, regarding investing part of our prudent reserve in an investment account, possibly in an indexed fund.

The premise of the investigation is that (1) our prudent reserve is now in cash. (2) We have survived a significant challenge in the closing of live meetings due to the Pandemic. (3) Conventional thinking is that investing in Certificates of Deposits (CDs) is reasonable and responsible, but today, due to low interest rates, they produce such an insignificant return that there is *no incentive* to purchase these; that the money could be tied up for six months or more, and in the event of an emergency, there would be a penalty which would negate much if not all interest earned.

It is acknowledged that brokerage accounts, unlike bank deposits, ARE NOT federally insured.

Investment accounts generally return three times comparable passbook (safe) savings accounts for undedicated funds held as cash. An indexed fund could reasonably return between 5-9%. The year following a presidential election normally produces banner growth. There is a general feeling of optimism concerning the nation's continued economic growth. Invested funds can normally be liquidated within three (weekdays) days, producing cash. Any long term invested funds in the stock market (5-10 years), *always* produces greater returns compared to CDs or passbook savings accounts over the same period.

That is the issue as we understood it and what prompted our survey.

RESULTS

Any group may choose their own investment strategy based upon a group conscience, or in this case, a vote by CAIG general membership. None of the groups surveyed have invested their prudent reserve in an investment accountant. The only possible exception is the Philadelphia Group, who opened an account with a consumer's union. Upon a closer examination the promised interest rate expired after the first year, and the current interest paid is less than 1%, otherwise similarly insignificant.

The GSO representatives generally urged caution, suggesting alternatively that surplus revenues be either contributed to the GSO or Area (up the chain), or be expended to help our general cause.

CONCLUSION AND RECOMMENDATION

We concluded that the CAIG membership should seriously consider investing in an indexed fund. That they should broach the subject at the next membership meeting. Also, that the membership should be consulted to determine whether we have members who have special skills in this area. We further concluded that at least three brokerage houses should be considered and allowed to make their pitch. We determined that a one-year trial should be conducted following the selection of a brokerage firm.

Respectfully submitted,

Ray B. CAIG, Budget & Finance Chair

Cape Atlantic Intergroup

BY-LAWS

ARTICLE I: NAME

The name of the Association is Cape/Atlantic Intergroup.

ARTICLE II: PURPOSE

Cape Atlantic Intergroup is a voluntary association of A.A. groups, which exists to serve those groups in their common purpose to carry the A.A. message to the alcoholic that still suffers.

ARTICLE III: FUNCTIONS

These functions may include, but are not limited to:

A. A.A. INQUIRIES: By providing an A.A. listing in the local telephone directory **and/or on-line**, the intergroup office may receive inquiries from those seeking help. They will refer the caller to the appropriate A.A. group or have one of our many Twelfth Step volunteers contact them.

B. OFFICE FACILITIES: Maintain a conveniently located office central to all of the member groups in which paid workers and/or volunteers are available to carry the message of A.A. to the alcoholic.

C. INFORMATION EXCHANGE: Serve as a clearinghouse for the circulation and exchange of information among the A.A. groups in the counties (Atlantic, Cape May and parts of Ocean and Burlington).

1. May prepare publication for distribution to member groups.
2. Maintain and update a website specific to the Cape/Atlantic Intergroup.

D. LOCAL COMMITTEES ON PUBLIC INFORMATION AND COOPERATION WITH THE PROFESSIONAL

COMMUNITY:

1. Making arrangements for A.A. speakers at the request of non-alcoholic groups.

2. Assisting the press and other media in the development of articles and publicity about Alcoholics Anonymous and A.A. groups, ever reminding them of our anonymity as individuals.

3. Cooperation with other community agencies, which deal with the alcoholic. We do not affiliate with any of these agencies.

E. INSTITUTIONS: Maintain contact with correctional facilities and treatment centers; provide literature and arrange for A.A. speakers as requested.

F. MEETING LISTS: At regular intervals, publish an up-to-date list of meetings and other A.A. services.

G. LOCAL A.A. EVENTS: Manage the details of the Unity Committee such as dinners, picnics, or any social affair the member groups request.

ARTICLE IV: MEMBERSHIP

Any A.A. group (as defined in the A.A. Group Pamphlet P-16) that elects to do so, may participate upon registering the Group Representative and/or Alternate with Cape Atlantic Intergroup. This generally is done through the Recording Secretary, but can also be done through the Chairperson or Corresponding Secretary.

ARTICLE V: INTERGROUP ACTION

A. Effective Intergroup action shall be instituted by representatives of member groups. Each member group will choose one Representative and one Alternate to serve for them, the Alternate to function in the absence of the Representative. Each group has only one (1) vote.

B. Groups can only speak through their representatives. All A.A. members are welcome to attend all Steering Committee and Intergroup meetings. They are requested to refrain from speaking, unless, at the Chairperson's discretion, the topic is opened for their comments and opinions.

C. Representatives from at least ten (10) member groups shall constitute a quorum for the transaction of official business. Official business is defined as any transaction that requires a vote. Should a quorum not exist, a meeting will be held for informational purposes only (i.e.: committee reports and institutional commitments).

D. Official Business shall be conducted at a Business Meeting held on a monthly basis at 7:30 PM on the third Wednesday of every month. The location of the Business Meeting should remain "fixed" and made known to the Member Group Representatives. The Correspondence Secretary must notify the Member Groups in writing, at least six (6) days prior, if a temporary change in the location of the

Business Meeting is necessary. Any permanent change in the location of the Business Meeting should be published in the Business Meeting Minutes for three consecutive months prior to the change.

E. Special meetings, in case of important situations, may be called for at a regular Business Meeting with date, time and place acceptable to a majority of the representatives present. If a special meeting between regular monthly Business Meetings is called for, the Correspondence Secretary must notify the Member Groups in writing at least six (6) days prior to the said meeting, giving the date, time and place of the meeting.

ARTICLE VI: OFFICERS

The Intergroup Representatives shall elect a Chairperson, Vice Chairperson, Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer and such other officers deemed necessary. All officers shall perform such duties as outlined in the A.A. guidelines and/or as authorized by the Intergroup Representatives.

The Chairperson shall appoint committee chairpersons and may dismiss committee chairperson at their discretion. Committee chairpersons are subject to rotation at the end of the appointing chairpersons term. Officers will not serve as Group Representatives. Unlike officers, committee chairpersons may serve as their Group Representative.

ARTICLE VII: STEERING COMMITTEE

The Steering Committee shall consist of officers and committee chairpersons with the Vice Chairperson presiding over the Steering Committee meeting.

The Steering Committee handles the administrative activities of the Intergroup as described in "The A.A. Group" pamphlet (P-16). The Steering Committee will meet at 7:30 p.m., on the second Wednesday of every month. If Steering Committee is unable to meet the second Wednesday of the month, we will meet the following Saturday at 1p.m. The meeting location to be determined by the Vice Chairperson and the Steering Committee. An officer must be present for the meeting to be held.

The agenda for the Steering Committee meeting should include, but is not limited to the following:

1. All officers and committee chairpersons will give reports.
2. To approve the purchase of office equipment and/or supplies. The amount is not to exceed \$150.00.

3. To perform any tasks for the good of the Intergroup and the resolution of any issue that is of an administrative nature in accordance to A.A. Guidelines and A.A. Traditions. The minutes of the Steering Committee meeting are to be presented at the next business meeting. The minutes are subject to approval by the body with a simple majority vote. The minutes for the Steering Committee are usually the agenda for the next business meeting. The Steering Committee cannot commit the Intergroup to any major obligation. The decision on a major obligation may be determined by a majority vote at the next intergroup business meeting.

ARTICLE VIII: FINANCE

The activities of Cape Atlantic Intergroup will be financed primarily by voluntary contributions from the Member Groups. Each group should determine the amount of its contributions. Additional financial support may be obtained from various fund-raisers, individual member contributions, and literature sales as per the Seventh Tradition.

ARTICLE IX: CHECKING ACCOUNTS

The checking accounts for both the operating account and the literature account shall be kept in an orderly fashion so that all transactions may be readily identified. All checks must include the payee (no pay to cash) and an amount before being signed. Checks drawn on either the Operating or Literature account will require two (2) signatures. Only the Treasurer, Assistant Treasurer, Secretary, **Vice-Chair** and Chairperson are authorized to be a designated signature. **Online banking may also be utilized with access authorized to these same positions. Email alerts for any transactions will go to the chair, vice-chair, treasurer and assistant treasurer.**

ARTICLE X: REVENUES

All donations or bequests, that meet current GSO guidelines, are to be deposited in the Intergroup operating account within 3 business days and recorded into the record. Any donation not meeting GSO guidelines is to be returned to the sender.

Any monies collected from literature sales shall be deposited in the literature account within three (3) business days and recorded into the record where deemed necessary by the Steering Committee, and with approval of the Group Representatives, monies may be transferred from one account to the other. All monies in any account will be accounted for in the form of a Treasurer's report at the regular Intergroup monthly meeting by the Treasurer or Assistant Treasurer for the operating account and by the Literature Chairperson, Treasurer or Assistant Treasurer for the literature account. No other accounts of any kind may be opened without the express consent of the Group Representatives.

The Intergroup will strive to have a prudent reserve of one (1) year's operating expenses. Any interest that may be accrued, throughout the year, is to be transferred to the operating account, provided the account funds have exceeded the yearly budget. After the year-end closing of the accounting books, excess money in the literature account is to be transferred to the Operating account. The amount is to be determined by the Treasurer, Literature Chairperson, and the Budget Committee.

ARTICLE XI: RECORDS

Full and complete minutes of the Intergroup Business meeting shall be **sent** to all listed contacts for a group. **These minutes** should include any reports given at the meeting. These reports **MUST** include the financial report of the operating and literature accounts, inventory information and the sign in sheet. All business records of the Intergroup, such as minutes of meetings, letters, bank statements, financial records, etc., will be **secured** at the Intergroup office.. Any A.A. member belonging to an A.A. group that is a member of the Cape/Atlantic Intergroup will be entitled to inspect these records. It is the intention of the Intergroup that its business dealings be absolutely transparent to its member groups. However, in the interest of security, inspection requests must adhere to the following procedure: The requester shall notify his or her home group's Intergroup Representative that he or she is requesting a record inspection. The Intergroup representative shall satisfy himself or herself that the requester is known to the Intergroup Representative as a member of A.A. as described above. Within five days, the Intergroup Representative shall forward the record inspection request to the Treasurer or Assistant Treasurer, noting the requester's name in the request. The Treasurer or Assistant Treasurer shall then make the records available to the requester at a mutually convenient time but no later than 25 days after the request is received.

ARTICLE XII: AUDIT COMMITTEE

The chairperson shall appoint an Audit Chair as a permanent committee to audit the financial records and bank statements quarterly or more often if necessary.

The Committee **MAY** obtain the services of a financial professional with the approval of the Steering Committee (following existing financial guidelines).

The **Budget Chair**, Treasurer and/or the Assistant Treasurer shall cooperate with the Committee and assist the Committee in performing their task.

A summary report shall be provided to the Treasurer

The Committee shall give its report at the next regular intergroup meeting.

ARTICLE XIII: ELECTIONS AND ELIGIBILITY – TERMS OF OFFICE

A. WHO CAN VOTE: Only Group Representatives or their Alternate may vote at elections.

B. ELIGIBILITY: To be eligible for election to office, a candidate must:

1. Have been sober continuously for a period of twelve (12) months and a member of a participating group prior to the January meeting in even number years, and
2. Has been a Representative or Alternate, past or present, or an active officer of a Member Group or a committee chairperson, past or present.
3. An eligible candidate must attend the business meeting in which the elections are held. There can be no “proxy” nomination.

C. TERMS OF OFFICE: Terms of office for all officers shall be for two (2) years. The Chairperson shall not serve more than one (1) term. ALL pro-tem officers may stand for re-election. Every officer can stand for re-election. In keeping with “Tradition Two” the principle of rotation is suggested.

In the event the Chairperson is unable to serve, the Vice-Chairperson will become the Chairperson pro-tem.

1. At the next regular intergroup business meeting, the Chairperson Pro-tem will announce that the previous Chairperson is unable to fulfill their commitment. As a result the position of Vice-Chair is vacant.
2. A candidate will be elected under the eligibility requirements and election requirements of these By-Laws and will begin serving immediately for the balance of the term, pro-tem.

In the event of the inability to serve by any other officer, the above procedure shall apply. The term of office will begin at the next regular meeting of the Intergroup following the month of the elections.

The officers-elect will arrange with their outgoing counterpart to meet at a convenient time to both in order to make a smooth and orderly transfer of office. The outgoing officer will turn over to the officer-elect all records of their office prior to the month the officer elect takes office.

D. ELECTIONS:

Third Legacy Procedure, as described in “The A.A. Service Manual,” will be followed for elections at the regular November meeting of Intergroup of odd number years. The elections will commence

under new business, after the Secretary has called the roll of the Representatives present, together with the name of their group.

E. REMOVAL FROM OFFICE:

All officers shall be subject to removal from office by two-thirds (2/3) vote of the Member Groups' Representatives that are eligible to vote. A motion must be made and seconded. This motion will automatically be tabled until the next business meeting. The motion must be clearly stated in the minutes for that meeting. The motion will then be brought under old business at the following business meeting.

ARTICLE XIV: DUTIES OF OFFICERS AND COMMITTEE CHAIRPERSON

Official attachments to these By-Laws are the "Job Description of Officers & Committee Chairpersons".

ARTICLE XV: VOTING OTHER THAN ELECTIONS

Only Cape/Atlantic Intergroup Representatives may make a motion and/or second the motion. Preferably motions should be in writing.

Only Cape/Atlantic Intergroup Representatives or their Alternates may vote.

In the event of a tie vote the Chairperson shall cast the deciding vote.

Committee chairpersons may vote only if they are their group's Intergroup Representative or Alternate

Representative.

ARTICLE XVI: BY-LAWS COPIES

A copy of these By-Laws shall be available to all member groups through the Corresponding Secretary.

ARTICLE XVII: TRADITIONS

This Intergroup shall adhere to the "Twelve Traditions and Twelve Concepts" to the best of its ability.

To obtain this goal, workshops and Traditions meetings may be held regularly for the benefit of A.A. members.

ARTICLE XVIII: AMENDMENTS

These articles may be amended or revised by an affirmative vote of the Member Groups at any meeting. A notification stating the original article, the proposed amendment or revision, and the reason for the proposed amendment or revision shall be included in the minutes for two (2) consecutive months prior to voting on said amendment/revision.

ARTICLE XIX: INCORPORATION

On April 29, 1989, the Cape/Atlantic Intergroup filed "Articles of Incorporation" with the state of New Jersey. A copy of the "Articles of Incorporation" must be available at the office. The name "Alcoholics Anonymous" is to be avoided in the title of the corporation. The corporate seal is to be secured at the Intergroup office.

ARTICLE XX: PARLIAMENTARY PROCEDURE

Robert's Rules shall be used as a guideline in all cases of parliamentary procedure, which are in doubt, other than procedures clearly defined in these By-Laws. The Intergroup office shall have a copy of Robert's Rules and a copy of these By-Laws on hand at all business meetings.

ARTICLE XXI: SECURITY

Passwords, key access and combinations for computers, accounts, doors, the safe and any other assets will be changed with the change of the Steering Committee Panel and in the event that any person with said access leaves their position.

Revised and adopted **May 19, 2021**