

Cape Atlantic Intergroup

April Business Meeting Agenda

*Date: 7/21/2021 *Start time: 7:30pm

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 11_____
 - Alternate IGRs 1_____ Total: 12_____
 - New IGRs? ___ *If you are new, welcome!, Doug will chat with you later*
 - Do we have any anniversaries this month?
 - Announcements from the body
4. Opening remarks (*by Chairperson*)—Phone system, Bylaws
5. Opening Prayer by our Trustee (Choice)
6. Tradition 6 Long Form
7. Presentation of the minutes from last month's business meeting (*by Rec. Secretary*)
 - Call for a motion to approve the minutes
8. Agenda Items (*read by Recording Secretary*)
 - Policy 7 Structure Job Description presentation
 - Consideration of Steering Recommendation
 - Office Wi-Fi situation
9. Officer reports:

Chair **Virtual and Online:**

We are still having a mix of virtual and in person meetings. 221 meetings per week are virtual. As such, we cannot yet print meeting lists, per numerous requests, however, Groups can print a current list from our website, see Penni for more details.

7th Tradition:

Thanks to everyone who had contributed and allowed up to provide the vital services to the alcoholics in our community. The fact that in this unprecedented time in AA history, contributions have been enough that we didn't need to tap into our prudent reserve says a lot about of AA area!

Seattle Group:

Penni and I have been asked to lead a Group Inventory for our further westerly group in Seattle. That's right folks, our Intergroup has a daily meeting in Seattle. It has been a while since I lead an inventory, so if anyone wants to help, we would welcome a couple volunteers.

Elections:

Nominations for the next panel are just a few months away with the election to follow right after that. Believe it or not, it is time to start thinking about what role you would like to play in carrying the message to those that still suffer through service at Intergroup. Doug will be reviewing job descriptions over the next few months at the business meetings. Don't hesitate to ask the current panel any questions.

Hybrid Intergroup: Tonight's Steering meeting is our first foray into the next chapter for Intergroup. We are expecting to be able to conduct these meeting in a hybrid format going forward, and plan to begin the Intergroup meetings in this format starting next month. Thank you

to everyone who worked so hard for Intergroup while we had to conduct business completely virtual. You all did an amazing job!

Vice-Chair Working with Nick as usual as facilities open up to bring back H&I meetings in person.

Recording Sec. Sent out minutes for last month, maintaining database for new people who request to receive notifications via email

Cor. Sec. Stops in the office to maintain commitment as needed. Thank you letters have been sent out accordingly

Lit Treasurer Everything is good with Lit account. Addressed all of Chris' concerns

OP Treasurer Bills have been paid, e-mailed all financial statements that will be attached to this email

Trustee Met with CEO of RCA today who asked him to express her gratitude to everyone who goes in to share their message of hope

Accessibility

We had 11 total chats this month and missed 8 live.

All messages came in as a result of the popup.

So far in July, we've had a chat for 52 hours and 41 minutes. (It was left on 11 hours don't the 19th and 17 hours on the 20th.) Also, the day most chats came in, and had no one to speak to.

We had 8 solved tickets this month.

I have more messages of people who can no longer do it than those volunteering to do it. But, more than most, people are asking about meetings

Archives Archives will be attending Roundup and Unity Breakfast.

Audit

Preliminary Financial Audit: Operating Account – July 14, 2021 • Treasure Workflow • Total Checks Written year to date: (28) • Vendors: 5 per month. 2 were scheduled for disconnect (non-payment) • Total Deposits Made year to date: (9) • Cash deposits are not reported as cash in deposit report • Last four deposits have incomplete documentation • Expense reimbursement: Some unreasonably slow to members. Checks can be issued from phone or home computer or office. • Intergroup Chair has issued checks for his own expenses. • Bank Accounts have not been reconciled. (Over a year) You should perform monthly bank reconciliations, so you can better understand your cash flow and true cash position. ... A monthly reconciliation helps to catch and identify any unusual transactions that might be caused by fraud or accounting errors, especially if your business uses more than one bank account. (Source: QuickBooks) • No Accounts Payable Account to keep track of bills. (Over a year) The accounts payable department is responsible for accurately tracking what is owed to suppliers, ensuring payments are properly approved and processing payments. Accurate information on accounts payable is essential to producing an accurate balance sheet. (Source: QuickBooks) • Expense reports are missing payees in many cases. • Bills reported paid were not paid. • Monthly financial reports not submitted. With few exceptions out Assistant Treasure has been doing all the clean-up work as our Treasurer (after 18 months) seems unwilling to learn the program. It is my opinion that we bring in an outside professional, with full access to our Quick Books Program, to help us set-up proper and transparent procedures. This should be done prior to the next panel being in place.

Budget/Finance

CAYPAA

Group Access Coordinator

Hospitality

H&I Continuing to bring meetings into facilities in person

Literature orders are increasing as meeting start to reopen.

Newsletter News letter is up on the Website so check it out. Will start Sept/Oct.

Office Manager Mail is stilling being forwarded from PO BOX so we are getting Some checks a few weeks behind. If

anyone is inquiring why their checks have not been cashed that is why ☐❖ Had an audit meeting last week with Chris Ben Tanner and PJ.

Phones issue w verizon not closing out old account and now have 2 accounts open. need to close out old acct and pay up new account. due to confusion/lack of clarity with verizon, had loss of service for a hot minute. keep eye on website for updates. available slots are Tuesday 12am-8am, Fri 8a-10a, Saturday 12a-8a.

PI/CPC

Policy/Structure Elections are coming up and there are positions to fill!! If you are interested, you can go the the website and click on CAIG and scroll down to officers and committee chairs to get detailed job descriptions. Whether you run for office or get asked to serve as a committee chair, you will be expected to attend the Steering and Business meetings on the second and third Wednesday of every month where you will submit your written reports.

Ultimately, the steering committee answers to the home groups. However, we do have responsibilities.

The Chair's responsible for running the business meeting and appointing the committee chairs. Usually the Chair has held other positions in the Intergroup prior to this position and has full knowledge of how the Intergroup functions and keeps it on course. Certainly an interesting challenge in this current term navigating through the pandemic.

The Vice-chair runs the Steering Committee meeting and covers the Chair in his absence. Basically the junior executive officer.

The Recording Secretary takes the minutes of the meetings and sends them out.

The Corresponding Secretary handles communication with the home groups and other contacts. The secretary positions often support each other.

The Treasurer handles our finances and record keeping in a timely manner.

The Assistant Treasurer handles the Literature finances. These two officers usually work together and support each other.

The Trustee is our elder statesmen that has prior experience in one or more positions in Intergroup and usually quietly observes until called upon for his input.

These are very brief descriptions and we will go over the different committee chairs in the next few months.

Round Up

Waves Roundup, November 5th, 6th an 7th at the Seaview hotel in Galloway.

Please pre-register, you can do that tonight at <http://wavesroundup.net> - I'll put that in the chat.

Our full flyer and printable registration form will be finished very soon. With that, you can pre-register by snail-mailing your payment to us.

This month we had a hybrid committee meeting, and it went well! All wifi issues aside.

Merchandise is almost ready. All merch will be available for pre-sale, shipped to your home. We will have limited merchandise available for purchase at the event in November.

I spoke with the hotel, there are 2 weddings happening at the hotel on the Saturday of our Roundup.

We have the walk-through scheduled for next week.

Our meal pricing has been set:

\$55/person for Saturday night banquet

\$10/person for Saturday night taco bar

You can register for these online right now.

We have a basket flyer! I will submit it with the minutes, and we'll put it on our website.

Live entertainment has been secured - Comedians and a DJ Dance Saturday night
Friday night entertainment includes the art room and game room.

For information on speakers, please see our website, wavesroundup.net

We had the committee unity gathering for our Roundup committee members this weekend! Thank you Jess for putting that together for us.

Last but not least, please accept my apologies. I reported last month that we'll be doing preregistration only, and that caused a bit of confusion and stress. I've discussed with a number of folks and we've decided to modify that a little bit. Our cap is 500 people. The Grand Ballroom, salon A+B+C at the Seaview, where we're going to hold the Saturday night speaker, that holds maximum Capacity of 540 people with theater seating. So, If we don't preregister 500 people, we will be taking walk-in registrations. But to be sure, if you want to secure your attendance, please pre-register.

Unity The 17th Annual CAIG Breakfast will be held Sunday, Sept 26 at The Grand in Cape May.
Ticket price to be determined.

I am looking for volunteers to help with event. We will have a BRIEF meeting on Monday Aug 30th @ 7pm. If anyone is interested in doing a reading, assisting with registration, being a greeter or selling 50/50 tickets please contact Dawn I @ 609-408-4240 for more details.

Website

- Maintained 16 individual Home Group Users, still have same amount of folks in
- basic accounts (16 licensed, 10 basic) and continued to maintain approximately 175
- virtual meetings (although I know there are a few who need support)
- • If you or anyone you know still has a virtual meeting listed on the virtual list that is
- no longer meeting virtually, please tell me so I can delete it? We have people going to
- meetings on the list that no longer exist...
- • Still getting the now classic email "what time does the meeting start"
- • The meeting list merged with virtual list - 100%. When more virtual meetings are
- taken down, I will do away with the virtual list.
- • Uploaded H&I Commitments to website - woohoo!
- • Uploaded and created events- if you have an event, send the flyer - if you don't
- have a flyer, shoot me an email with all the details so I can add it to our event
- • Still involved in LiveChat - Wendy M. is managing - unsure of how it is being
- received- I don't get many visitors looking for assistance and again, it's only for
- meetings and if they are in person or not
- • 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: 590,327 as of today

Workshop Your Workshop Committee is planning a "one day" Big Book Bootcamp in September!!!
We'll have more info on
location and exact date at our full committee meeting next week!!!
It will be a live event!!!

AREA 45

Area 45 Report to
Intergroup

7/21/2021

Greetings from General Service Area 45.

I am an alcoholic, and my name is Ken. Privileged to serve as Area 45 Alternate Delegate.

Thank you all for your service.

Since our last meeting, our Panel 70 Delegate, Rich H, and I have continued meeting with the Delegates, Alternates, and Northeast Regional Trustee on a regular basis.

A few event announcements and updates.

The Area 45 Summer will be held virtually on 8/15/21.

The Northeast Regional AA Service Assembly (NERAASA) will be held in person in Pittsburg Pa on 2/25 - 2/27/2022.

The Area 45 Convention will be held in person at the Claridge Hotel in Atlantic City, in March of 2022.

GSO has announced that the date for submitting Agenda Items for the 72nd General Service Conference has been moved to September 2021.

If your group would like to submit a proposed Agenda item, please send your GSR to the Area 45 Summer Assembly in August, or contact GSO directly.

Until next month, thank you All for your service to our Fellowship.

Stay well, and stay safe.

In Unity

Ken Thornhill

Area 45, Panel 70

Alternate Delegate

609/339-4386

AltDelegate@SNJAA.org

10. Agenda Items—Please make all motions and all discussions in the spirit of how we can help the fellowship during this period of crisis.

11. H & I Commitments—Nick-Commitments

12. Old Business- Bylaws Presentation

13. New Business-

- From the Floor?

14. Next Steering Meeting: Aug 11th, 7:30pm, HYBRID

Next Business Meeting: Aug 18th, 7:30pm, HYBRID

15. Closing remarks by the Chairperson.

16. Entertain a motion to close... (close with the Responsibility Pledge)

*End time: _9:36PM_____

Cape Atlantic Intergroup of Alcoholics Anonymous

Balance Sheet As of June 30, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Literature Account	18,298.65
Operating Account	30,957.90
PayPal Bank	1,801.55
Prudent 1	7,104.28
Prudent 2	7,242.61
Prudent 3	7,024.95
Prudent 4	7,520.82
Total Bank Accounts	\$79,950.76
Accounts Receivable	
Accounts Receivable (A/R)	-286.00
Total Accounts Receivable	\$ -286.00
Other Current Assets	
Inventory Asset	
Literature	0.00
"M" Codes	758.86
12&12's	3,250.35
A/V Inventory	24.00
As Bill Sees It	1,532.13
Big Books	5,379.46
Daily Reflections	2,199.32
Freebies	0.00
Grapevine	637.92
Meeting Lists	54.01
ML-CJI - Central Jersey Intergroup, Meeting Lists	0.00
Old Stock	62.30
Other CODE B's	3,707.73
Pamphlets	1,642.22
Spanish Literature	1,225.18
Total Literature	20,473.48
Total Inventory Asset	20,473.48
Undeposited Funds	100.25
Total Other Current Assets	\$20,573.73
Total Current Assets	\$100,238.49
TOTAL ASSETS	\$100,238.49

Cape Atlantic Intergroup of Alcoholics Anonymous

Balance Sheet
As of June 30, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	-44.97
Total Accounts Payable	\$ -44.97
Total Current Liabilities	\$ -44.97
Total Liabilities	\$ -44.97
Equity	
Opening Balance Equity	0.00
Retained Earnings	100,251.72
Net Income	31.74
Total Equity	\$100,283.46
TOTAL LIABILITIES AND EQUITY	\$100,238.49

Cape Atlantic Intergroup of Alcoholics Anonymous

Profit and Loss

June 2021

	TOTAL
Income	
Operating acct Income	
Bank/CD Interest	3.11
Group Donations	955.00
INDIVIDUAL DONATION	543.00
Total Operating acct Income	1,501.11
Sales of Product Income	
Literature Sales	
Big Books Sales	736.75
Daily Reflections Sales	107.50
Pamphlet Sales	5.00
Total Literature Sales	849.25
Total Sales of Product Income	849.25
Total Income	\$2,350.36
Cost of Goods Sold	
Cost of Goods Sold	
Literature COGS	
Big Books COGS	586.95
Daily Reflections COGS	94.60
Pamphlets- COGS	3.30
Total Literature COGS	684.85
Total Cost of Goods Sold	684.85
Total Cost of Goods Sold	\$684.85
GROSS PROFIT	\$1,665.51
Expenses	
Administrative Expenses	
Bank Charges & Fees	
Paypal cc charges	27.94
Total Bank Charges & Fees	27.94
Total Administrative Expenses	27.94
Committee Expenses	
Website Committee	78.00
Total Committee Expenses	78.00
Office Supplies & Software	70.00
Utilities	
Electric Company	46.55
Telephone/Internet	647.05
Total Utilities	693.60
Zoom Expense	389.90
Total Expenses	\$1,259.44
NET OPERATING INCOME	\$406.07
NET INCOME	\$406.07

Cape Atlantic Intergroup of Alcoholics Anonymous

Transaction Report

January - June, 2021

DATE	CUSTOMER	AMOUNT
Operating acct Income		
Group Donations		
01/15/2021	Cold Spring Presbyterian Church:SIOGA Group	209.98
01/15/2021	GOOD MORNING OC	934.47
01/15/2021	Nameless Bunch of Drunks International	99.20
01/18/2021	DAILY REFLECTIONS GROUP	200.00
02/12/2021	Suzanne Sennhenn/ KISS women's zoom	750.00
02/12/2021	NEW VISION GROUP	45.00
02/12/2021	MAYSLANDING GROUP:ML SERENTITY:John H.	50.00
02/12/2021	SERENITY GROUP!	165.00
02/12/2021	CHANGE AND HOPE GROUP	50.00
02/12/2021	Downbeach Group - Margate Community Church	100.00
02/12/2021	EASY DOES IT	250.00
02/12/2021	Faith, Hope And Love	150.00
02/12/2021	WEST CREEK WED. BB STUDY	50.00
02/12/2021	WEST CREEK WED. BB STUDY	50.00
02/12/2021	CMCH Meeting	90.00
02/12/2021	Sea Isle City Group	500.00
02/12/2021	GOOD MORNING AVALON	25.00
02/12/2021	Absecon, Presbyterian Church:It Works/Absecon Speaker Group	90.00
02/12/2021	VENTNOR SEASHORE:Britt	25.00
02/12/2021	SOUTH JERSEY NEWCOMERS	75.00
02/12/2021	SOUTH JERSEY NEWCOMERS	3.70
02/12/2021	DENNISVILLE GROUP	75.00
02/17/2021	Nameless Bunch of Drunks International	128.00
02/19/2021	JERSEY SHORE GROUP	5.00
03/07/2021	DAILY REFLECTIONS GROUP	100.00
03/09/2021	Nameless Bunch of Drunks International	103.50
03/22/2021	NEW FREEDOM	500.00
03/22/2021	Somers Point Group, Grace Lutheran Church	200.00
03/22/2021	ROAD TO RECOVERY GROUP	45.00
03/22/2021	TUCKERTON GROUP	25.00
03/22/2021	SOUTH JERSEY NEWCOMERS	8.00
03/22/2021	NORTHFIELD GROUP	400.00
03/22/2021	GMOC SOUTH	500.00
03/29/2021	ATLANTIC CITY YOUNG PEOPLES (ACYP)	10.00
04/15/2021	GMOC SOUTH	250.00
04/15/2021	OC Monday Night Women's:Sue F	50.00
04/15/2021	CMCH Meeting:Dawn	36.00
04/15/2021	Faith, Hope And Love	40.00
04/26/2021	TUCKERTON GROUP	25.00
04/26/2021	GMOC SOUTH	250.00
04/26/2021	Somers Point Group, Grace Lutheran Church	150.00
04/26/2021	GOOD MORNING AVALON	25.00

Cape Atlantic Intergroup of Alcoholics Anonymous

Transaction Report

January - June, 2021

DATE	CUSTOMER	AMOUNT
04/26/2021	SOUTH JERSEY NEWCOMERS:Pat B ,SJ Newcomers	3.33
05/18/2021	TRUDGERS	437.11
05/18/2021	Cold Spring Presbyterian Church:SIOGA Group	132.30
05/18/2021	Good Shepard lutheran Church:Friday Night Men's	250.00
05/18/2021	Jack Foley	10.95
05/18/2021	SOUTH JERSEY NEWCOMERS	8.10
05/18/2021	Sat Morning Wake Up	150.00
05/18/2021	LAST HOUSE ON THE BLOCK:NEW HOPE GROUP	90.00
05/20/2021	fellowship of the Spirit	80.00
05/26/2021	All in Group, Tuckerton Beginners	54.00
06/02/2021	Faith, Hope And Love	150.00
06/02/2021	TUCKERTON GROUP	25.00
06/02/2021	CHANGE AND HOPE GROUP	50.00
06/02/2021	GMOC SOUTH	250.00
06/02/2021	NEW VISION GROUP	25.00
06/03/2021		218.00
06/17/2021	Good Shepard lutheran Church:Friday Night Men's:Donna S	15.00
06/28/2021		222.00
Total for Group Donations		\$9,008.64
Total for Operating acct Income		\$9,008.64
TOTAL		\$9,008.64



CAIG
15TH ANNUAL WAVES
ROUND-UP
BASKET BRIGADE!!

November 5-7, 2021

We are looking for AA Groups to donate Baskets for the upcoming Waves Round-Up Silent Auction. Baskets are raffled off at the end of the weekend.

**This year's theme is:
Trudging the Road to Happy Destiny!**

Contact Dawn I @ 609-408-4240
to arrange drop off / pick up.

**GET CREATIVE! GET FANCY!
GET FUNKY!***

