**Steering Committee Minutes**

**Cape Atlantic Intergroup Cape Atlantic Intergroup Office**

 P.O. Box 905 Phone 609-641-8855 3153 Fire Rd. 1-C

 Pleasantville, NJ 08232 Fax 609-641-8966 Egg Harbor Township, NJ 08234

* **Date and Starting Time**:05/12/2021
* **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](http://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!

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| --- | --- | --- | --- | --- | --- | --- |
| **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 |  |  |
| Trustee | Bruce G. |  |  |  | Newsletter | Donna S |  |  |
|  |  |  |  |  | Office  | Kim H |  |   |
|  |  |  |  |  | Phones  | Jess G |  |  |
|  |  |  |  |  | Policy & Structure  | Doug G |  | X |
|  |  |  |  |  | PI/CPC  | .Lynn T |  |  |
|  |  |  |  |  | Round-Up | Jim |  | X |
|  |  |  |  |  | Unity  | Dawn |  | X |
| Access Coordinator  | Wendy |  |  |  | Website  | Penni N |  | X |
| Accessibilities |  |  |  |  | Workshops  | Rob W |  |  |
| 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 you mask if you do attend live meetings**7th Tradition:**

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

**7th Tradition**

Thanks to everyone who had contributed and allowed up to provide the vital services to the alcoholics in our community

**Bylaws**

Thanks to Doug and his committee for the hard work in putting the suggestions together. The Bylaw changes will be voted on next week at the business meeting

**Phones**

Jess our Phone Coordinator and I have found a solution and I will let her share about it in her report! Thank you to everyone for your support on this vital issue

**Outstanding Committees**

CPC, Hospitality—has anyone heard from Lynn or Tina

**The Future**

1. Where do we see ourselves in 6 months as an Intergroup and Individually with Service? Back to in person, Hybrid, Rotating?
2. Should we consider bringing out meetings back in person in the next month or two. Let’s talk about it in new business.

**Vice-Chairperson**:

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

**Corresponding Secretary**.

**Treasurer**.

**Asst. Treasurer**

**Trustee**:

**Vl. Committee Chair Reports**

**Access Coordinator**

I have a few more who have signed up for phone commitments but still need more. The new people have not been trained yet but will get a consensus on time to train in the next two weeks.

Also, Shirl is coming to speak to the meeting about a  laptop offer to bring up as new business.

**Archives:** Working on displays for Unity picnic. It will be Archives first Traveling exhibit since February 2020.

**Audit** We will be scheduling our next financial and literature audit for early June at a time and date to we worked out with PJ, Tanner and Kim.

**Budget & Finance**

**Caypaa Having an event on May 10th Enlighten Solutions**

 **Hospitality:**

**Literature**

**Newsletter:**

**H&I**

**Office**

**Phone** **Coordinator**:.

**Policy & Structure**:.

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

**Round-Up**:

**Unity**: Has a proposed flyer about Picnic. Brought up some concerns about serving food and being safe at the picnic.

**Website**

* Maintained 20 individual Home Group Users, still have same amount of folks in basic accounts (20 licensed, 6 basic) and continued to maintain approximately 209 virtual meetings (although I know there are a few who need support)
* Fun Fact: for Month of April 20211, there were a total of **457** meetings held, with 13,879 participants with a duration of **725,259** minutes
* If you or anyone you know still has a 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...
* Continued to field emails and phone calls
* The meeting list merged with virtual list is just about done (I need to check on it)
* Prepped and forwarded paperwork for the homegroups taking meetings to Pyramid and John Brooks as well as virtual meetings to RCA and Enlightened Solutions - RCA implemented in person meetings again, with COVID rapid testing a necessity for anyone bringing in the meeting
* Uploaded and created events (need more)
* Women’s Conference was hybrid on April 24th - and it went smashingly
* 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
* The update to The Meeting Guide App is 95% 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: 389,847 as of today! (about 70,000 hits/month)

**Workshops**

**Workshop Committee Report - May Steering Committee Meeting - 05/12/21**

by: Robbie W. - Workshop Committee Chair

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 1:30pm (EDT) – 5:30pm (EDT).**
2. We have a theme for our **6th Workshop**:

**"Spiritual Bootcamp - A Journey Through The 12 Steps!"**

 3. We have selected and secured our five (5) speakers and entertainment for our BEST YET International Workshop!!! They are: (drum roll please)

* **Minh – Sydney, Australia**
* **Matthew A. - Toms river, NJ**
* **Wes B. - Toronto, Canada**
* **Russell S. - Florida**
* **Polly P. - Florida**

 4. That's all for now!!! We will be needing **readers and Intergroup service workers** that are willing to serve our *6th Workshop*. Please go into the chat area and put your name and phone # and I will contact you about our *1st and 2nd Workshop Committee Meetings* which will held on the first and second Fridays in June (just prior to our Workshop) at 7:30 pm. **Just let us know in the chat you want to be on our TEAM**. If you're reading this (after the meeting) please call ***Robbie at (609) 741-1775*** and let me know you want to be on our enthusiastic Workshop Team, which we are building now. There's plenty of service to be performed on our TEAM!

See you all next month!

**Area 45**

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

**Q**:

**A**:

**NOTES:**

**VIl. Old Business**:

To discuss the RCA commitment

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

To discuss what to do with excess funds

**VlIl. New Business**:

**IX. Motion to close**:

**X. Time of closing**: