

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

Fax 609-641-8966

Egg

- **Date and Starting Time:**07/14/2021
-
- **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			X	Budget & Finance	Ray	X		
Recording Sec.	Gabriel				CAYPAA	Liam			
Corresp. Sec.	Matt M			X	Hospitality				
Treasurer	PJ			X	H & I	Nick		X	
Asst. Treasurer	Tannor				Literature	Kim H		X	
Trustee	Bruce G.				Newsletter	Donna S			
					Office	Kim H		X	
					Phones	Jess G		X	
					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		X	

Archives	Eve		X				

V. Officer Reports

Chairperson

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-Chairperson:

Recording Secretary Corresponding Secretary.

Treasurer.

Asst. Treasurer

Trustee:

VI. Committee Chair Reports

Access Coordinator

Archives: Archives will be attending Roundup and Unity Breakfast.

- Audit Deposits year to date: Nine**
- Last four deposit incomplete**

- Vendors: 5 per month. Two were scheduled for disconnect.
- Expense reimbursement: Some unreasonably slow to members. Checks can be issued from phone or home computer or office.
- Intergroup Chair has had issued checks for his own expenses.
- Bank Accounts have not been reconciled in a year.
- Expense reports are missing payees in many cases.
- No Accounts Payable Account to keep track of bills.
- Bills reported paid were not paid.
- Monthly financial reports not submitted.
- Bank balance and QuickBooks balance rarely balance.
- With a few exceptions out Assistant Treasure has been doing all the clean-up work as our Treasurer (after 18 months) seems unwilling to lean the program.
- I would like to propose bringing in outside help to look at our accounting system. I have access to George Karavan, former Chief Financial Officer for the Atlantic City Rescue Mission.
- I would like to make a motion to the body to budget up to \$500 for this service.
- Bottom line, things are done sometimes and not done at other times. Not the way accounting is supposed to work.
-

Budget & Finance

Caypaa Having an event on May 10th Enlighten Solutions

Hospitality:

Literature Literature orders are increasing as meeting start to reopen.

Newsletter:

H&I

Office 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.

Phone Coordinator:.

Policy & Structure: I received a text today asking if we had any contact with local hospitals in case a patient was reaching out to AA.

Sounds like something for H&I or PI. Not necessarily to bring in a meeting, but to have contact info available. Sometimes patients are admitted

for other issues and realize that they need a drink.

P.I. / C.P.C:
Round-Up: .

Unity:

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!

Workshops

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

Questions and/or comments regarding any reports:

Q:

A:

NOTES:

VII. Old Business:

VIII. New Business:

IX. Motion to close: 8:50

X. Time of closing:9PM