

Cape Atlantic Intergroup January Business Meeting Agenda

***Date:01/19/2022 *Start time: 7:30pm**

1. Open with a Moment of Silence for Gabe M followed by the Serenity Prayer
2. Roll call of Officers and Committee chairs (by Recording Secretary)
3. Count of quorum and attendance: Jess W
 - Quorum: Regular IGRs 18
Alternate IGRs 2 Total: 20
 - New IGRs? If you are new, welcome! Tanner will chat with you later
 - Do we have any anniversaries this month?
 - Christian 3 years - Dallas 2 years
 - Nick 5 years
 - Wendy 31 years - Bob 39 years
 - Donald 28 years
 - Announcements from the body
4. Opening remarks (by Chairperson)—Hybrid System, Elections, Workshop, & Round up
5. Opening Prayer by our Trustee (Choice)
6. Tradition 1 Long Form (From the Body) Does Anyone have a Copy of the Twelve and Twelve?
7. Presentation of the minutes from last month's business meeting (by Rec. Secretary)
 - Call for a motion to approve the minutes - Approved
8. Agenda Items (read by Recording Secretary)
 - • Changes to the Job Description for Treasurer: Change donations to "Contributions" and under Trustee change statesman to "Statesperson"
 - • 2022Budget is going to be reviewed at our February SteeringCommittee meeting and brought to the body for approval at our next business meeting
 - • Service Positions still available: Unity, Workshops, Budget and Finance, and Accessibilities: I promise this will be fun and a great way to get into service
9. Officer reports: Chair- See attached report
Vice-Chair- Getting keys made as well as a new lockbox Recording Sec.- No report
Cor. Sec.- No report
Lit Treasurer- Working to balance finances with treasurer OP Treasurer- See attached report
Trustee- No report
Accessibility- No report
Archives- Position not filled
Audit- Position not filled
Budget/Finance- Position not filled
CAYPAA- Looking to host AA Trivia in the upcoming spring Group Access- No report

Hospitality- Excited and looking for snack suggestions :-)

H&I- Three commitments were filled (John Brooks, Turning Point, Pyramid) Literature- Looking to schedule monthly inventory

Newsletter- Continuing to work, looking to figure out new formatting on laptop Office Manager- See attached report

Phones- Continuing to work with previous chair

PI/CPC- Position not filled

Policy/Structure- Working to develop intergroup rep packets

Round Up- See attached report

Technology- Continuing to learn

Unity- Position not filled

Website- Continuing to work and learn from previous chair

Workshop- No report

10. Agenda Items—Please make all motions and all discussions in the spirit of how we can help the fellowship and continue to carry the message to the next sick and suffering alcoholic.
11. H & I Commitments—Marcine and Nick- Commitments, currently filled
12. Old Business-
13. New Business- Motion made to approve updated language- passed
 - From the Floor:
 - Continued to discuss Round Up and potential change in date.
 - Discussed adding lit to business meetings
 - Discussed adopting new policy to alter signature requirements on TD bank electronic system
14. Next Steering Meeting: February 9, 7:30pm, HYBRID
Next Business Meeting: February 16, 7:30pm, HYBRID
15. Closing remarks by the Chairperson: Service Helps Me Stay Sober!
16. Entertain a motion to close... (close with the Responsibility Pledge)
*End time: _8:28PM_____

Attached Reports

Chairperson's Report

January, 2022

INCLUSION / COOPERATION / TRANSPARENCY / COMMUNICATION / ASSISTANCE

Good evening, Team! I am truly looking forward to serving with all of you as trusted servants for Cape Atlantic Intergroup. The Principal of Concept 3: Trust! Short Form: "To insure effective leadership, we should endow each element of A.A.- the Conference, the General Service Board and its service corporations, staffs, committees, and executives-with a traditional "Right of Decision."

Virtual and Online:

We are currently transitioning into our new panel which means our previous committee chairs are working with our new committee chairs to ensure a smooth transition. Meeting lists are available for purchase at the CAIG office and we do have some with us this evening.

7th Tradition:

Thank you to all groups whom have contributed allowing us to perform without tapping into our prudent reserves.

Committee Positions

We currently have the following positions available for anyone looking for service: Audit, Budget and Finance, PI/CPC, Unity, Workshops, Archives and Accessibility. If you know anyone that may be interested in getting in service or if you have anyone that needs to be voluntold let me know!

Business Meeting Location

Our Business Meeting has a New Location: We are meeting at the Christ Episcopal Church in Somers Point. The business meeting is Hybrid so it can be attended in Person or via Zoom.

Accounting

We changed the signatories on the bank account and login/password information on QuickBooks.

BY Laws/Job Descriptions

It was brought to my attention by Ken T former alternate delegate of Area 45 that we need to address the Job Descriptions and make a couple of changes. Under the Treasurer position we need to change donations to Contributions and under Trustee Chair change statesman to Statesperson. I will bring this up in New Business for a vote in order to bring it to the body at our next Business Meeting.

Yours in Service

Damon B.
Chairperson

Treasurer's Report – January 19, 2022

Met with Chair, Vice-Chair, and Lit Treasurer and discussed many issues including a plan to transition the panel and some goals including a possible trip to GSO. We identified who has keys, who doesn't, and replacing the lockbox on the pole, re-painting our sign. We discussed the existing PayPal account, digital deposits, and the means by which we accept credit card payments, etc.

We met at the bank and changed the signatories and but have not obtained online access to the accounts which is necessary for bill pay options.

We were planning an inventory of Literature, but that may have to be postponed.

I have obtained access to the Group's Quickbooks Online program and will begin my review, training, and record keeping soon. I have been unable to gain online access to the groups bank accounts to pay bills, check activity, etc.

I have prepared a sample treasurer's report I intend to provide at business meetings that is an abbreviated report showing contributions, expenses, and account balances. I made my first deposit on Monday. I received my first invoice on Sunday courtesy of Pennie N. I have paid my first invoice.

I requested and received a final statement from Jim. B on the Roundup event. I expect that each event will be followed by a financial accounting.

I will recommend that the group approve electronic payments as they did last year. Some things should get re-approved with the new panel and I think this is one of those.

Respectfully Submitted,

Ray B.
CAIG Treasurer