

# Cape Atlantic Intergroup

## April Business Meeting Agenda

\*Date:4/20/2022 \*Start time: 7:30pr

1. Open with 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 In Person 17 Virtual 2  
Alternate IGRs In Person 1 Virtual Total: 20
  - New IGRs?     *If you are new, welcome! In person IGR's Tanner will chat with you after the meeting*  
*If you are a New IGR and Virtual could you please introduce yourself and put your email and phone number in the Chat?*
  - Do we have any anniversaries this month?
  - Are there any Announcements from the Body?
4. Opening Prayer by our Trustee (Choice)
5. Tradition 4 Long Form, Does Anyone have a Copy of the Twelve and Twelve?
6. Presentation of the minutes from the March business meeting (*by Rec. Secretary*)
  - Call for a motion to approve the minutes
7. Officer reports: *Please come up to the front and use the Microphone if you are in person so our Virtual participants may hear clearly:*

Chair: *See Report*

Vice-Chair: *Lots going on in AA- Check Website!*

Recording Sec: *No Report*

Cor. Sec: *No Report*

Lit Treasurer:

*Lit being sold.*

*Invoices being made.*

*Payment being received.*

*Chuck & Rob are doing great.*

*Inventory was done- still working on how to update it in QBO without screwing it up too badly...*

*Lit account will be reconciled soon.*

OP Treasurer: *See attached Report*

Trustee: *Guiding as Needed*

Accessibility: *Looking for Accessibility Chair*

Archives: *Looking for an Archives Chair*

Area 45: *See attached report*

Audit: *Looking for Audit Chair*

Budget/Finance: *No Report*

CAYPAA: *First event, well; lower than expected attendance; next event- Beach Bash-TBD*

Group Access: *no report*

Hospitality: *Thanks Dawn for helping tonight-another great spread!*

H&I: *All May spots are full- See website for Assignments*

Literature: *Selling right along-New grapevine books available, lots of 75<sup>th</sup> Anniversary edition BB, need to order more OG BB*

Newsletter: *April/May edition on website-physical copies to come @ May meeting*

Office Manager: *Virtual rep kits coming; PDF's online, physical kit also available*

Phones: *Changed answering service, doing amazing! 209 calls in the last month*

PI/CPC: *Tressa is settling in Nicely*

Policy/Structure: *No Report*

Round Up: *Logo approved, Patrick K to speak Sunday AM*

Technology: *No Report*

Unity: *No Report*

Website: *Website is up to date, send/check out lots of flyers, 12 Step call list volunteer form on web-fill it out! Old list is antiquated, starting over*

Workshops: *First on Coming Sunday 4/24 2 pm – 5 pm @ Millman Center in Villas*

8. Are there any Questions or Comments Regarding any of the Reports? Please come up and use the Microphone....
9. H & I Commitments—Marcine - Any open Commitments?
10. Old Business- *To approve the purchase of office equipment and/or supplies. The amount is not to exceed \$200.00.*
11. New Business-
  - From the Floor? Please propose any new business in the form of a motion! 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.
12. Next Steering Meeting: May 11 , 7:30pm, HYBRID  
Next Business Meeting: May 18, 7:30pm, HYBRID
13. Closing remarks by the Chairperson: Truly Blessed to be Sober today and Grateful to be able to serve. I can say enough about our panel and committee chairs of CAIG who make being in Service FUN!!
14. Entertain a motion to close... (close with the Responsibility Pledge)

\*End time: 8:40

## **Chairperson's Report**

**April 13, 2022**

Thank you Everyone for Attending. I apologize that I am unable to attend tonight's Steering Meeting or Next Wednesday's Business Meeting. I am working on changing the password for the Literature account and to give access to Ray and Jess G. We now have the PI/CPC position filled by Tressa, a former CAIG president!  
WooHoo!

My report is brief and if there is anything that you need please do not hesitate to contact me! One more thing! Please continue to Carry the Message to the next sick and suffering. Too many are dying and children are being left without a parent. So very sad..

Yours in Service

Damon B.

Treasurer's Report – Business Meeting: April 20, 2022

We are operating as if the Bylaws posted on the CAIG website are in full force and effect. I am suggesting certain bylaws changes that will legitimize established practices (e.g. Paypal BANK Accounts, petty cash for Lit purchases, etc.). I was given a copy of the Roundup contract with the Showboat.

I am encouraging participating groups to examine their finances and make certain they are not carrying too much in surplus revenues. The prudent reserve should be calculated as the sum of the prior year's expenses. Anything above that should be sent up the line at least on a **quarterly basis**.

I participated in a Literature inventory earlier this month.

It is likely that we will obtain another ATM card to use for *identification*, literature purchases, and the new phone service.

Both treasurer's are still acclimating ourselves to Quickbooks which is more complicated than was anticipated. The OA account was reconciled last week without event. The Lit account has been plagued with data entry errors which will be resolved soon. Neither treasurer is able to access the lit account at TD which is part of the problem. We still intend to close the money market account and open a new Lit checking account. Lit purchases should be drawn against the Lit account, not OA.

All deposits have been made. All bills have been paid.

Respectfully Submitted,

Ray B.

CAIG Treasurer

ATTACHMENTS : Treasurer's Activity Report

4/19/2022

CAIG Treasurer's Monthly I&E Activity Statement

OA Balance: **\$32,711.58**

	<u>Date</u>	<u>Amount</u>	<u>Description</u>
Deposits:			
	03/07/22	\$0.30	Interest
	03/21/22	\$112.50	Lit Sales
	03/24/22	\$145.00	Donations
	03/24/22	\$561.25	Lit Sales
	03/29/22	\$125.00	Donations
	<b>03/29/22</b>	<b>\$241.50</b>	<b>Lit Sales</b>
	03/31/22	\$193.50	Lit Sales
	04/04/22	\$0.51	Interest
	04/05/22	\$678.00	Donations
	04/05/22	\$205.50	Lit Sales
	04/09/22	\$326.92	Paypal Donations
	04/12/22	\$173.00	Donations
	04/19/22	\$100.00	Donations
	04/19/22	\$205.00	Lit Sales
Total:		\$3,067.98	
Expenses:			
	03/08/22	\$58.61	Office Supplies
	03/17/22	\$130.00	Unity Picnic Deposit
	03/18/22	\$80.00	Quickbooks Mo Charge
	<b>03/21/22</b>	<b>\$350.00</b>	<b>Jersey Tax Place '21 Return</b>
	03/21/22	\$254.83	Zoom Monthly vis Paypal
	03/24/22	\$523.77	Answernet
	03/25/22	\$153.97	Verizon
	03/30/22	\$500.00	Showboat Roundup Deposit
	03/30/22	\$50.00	Zoom Annual
	04/01/22	\$254.83	Zoom via Paypal
	04/01/22	\$67.00	AC Electric
	04/05/22	\$420.00	D. Izzi Safe Replacement
	04/11/22	\$4,800.00	Office Rent 5 Months
	04/13/22	\$153.72	Verizon
	04/13/22	\$225.00	Grand Printing
	04/18/22	\$80.00	Quickbooks Mo Charge
Total:		\$8,101.73	