

# **Cape Atlantic Intergroup**

## **February Business Meeting Agenda**

\*Date:02/16/2022    \*Start time: 7:35pm

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 11    Virtual 4
  - Alternate IGRs      In Person 1    Virtual      Total: 16
  - New IGRs? 5    *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?
    - Barb 6 years
    - Chuck 1 years
    - Jess 5 years
  - Announcements from the Body?
    - Eve- Area 45 AA Convention in March, deadline to register is coming up soon! Convention currently being held in Atlantic City, NJ
    - Dawn- District 19 Unity Event March 4 at Community Church, has flyer for the website as well. Also April 30 Women's Conference in Avalon
    - Alexa- NJYPAA third Sunday of each has business meeting and will be bringing convention to NJ in 2023
4. Opening Prayer by our Trustee (Choice)
5. Tradition 2 Long Form, Does Anyone have a Copy of the Twelve and Twelve?
6. Presentation of the minutes from last month's business meeting (*by Rec. Secretary*)
  - Call for a motion to approve the minutes
    - Unable to vote this month due to late send, will vote to approve next business meeting
7. Officer reports:
  - Chair- See attached report
  - Vice-Chair- Very excited to attend NERASAA! Contracted a locksmith for a new safe, as well as obtained new locks for the intergroup office. Also working with the Round Up and Unity to assist in service
  - Recording Sec.- Forgot to send the minutes
  - Cor. Sec.- Will be sending out thank you notes to home groups, assisting in website as the previous chair
  - Lit Treasurer- Sales are high and money is being deposited, still waiting on a few overdue checks. Also continuing to seek new internet
  - OP Treasurer- See attached report
  - Trustee- No report
  - **Accessibility- Vacant**
  - **Archives- Vacant**

- Audit- Vacant
- Budget/Finance- Vacant
- CAYPAA- Seeking a \$500 increase in budget. April 9th is the first event of 2022 (Trivia

Night), location is TBD. New outreach chair is Hunter

- Group Access- No report
- Hospitality- Continuing to take snack suggestions for business meeting
- H&I- Grateful to have guidance from the previous chair. Commitment left is Pyramid

Wednesday at 7pm (Women) is vacant

- Literature- Books and meeting lists are for sale at the business meeting. Also available

to provide literature during the week

- Newsletter- Working with website chair to develop template for newsletter online, as

well as updated website to provide space for others to submit articles. Continuing to

work with finding compatible software

- Office Manager- Continuing to send emails to appropriate chairs. Continuing to develop

kits for new intergroup reps

- Phones- See attached report
- PI/CPC- Vacant
- Policy/Structure- Not present
- Round Up- See attached report
- Technology- No report
- Unity- Not present
- Website- See attached report
- Workshop- Not present
- Area 45- Learning and continuing to work with intergroups. Grapevine has a new book

published "Free on the Inside" - 50 stories of those who got sober/stayed sober while incarcerated. Also free shipping until the end of the month! Jails are not able to receive used literature, so please mail orders directly. Abridged Simple Language Big Book is in the works, as well as 5th edition has been voted to begin. Call for stories has not been sent out yet, but it may be similar to 1997's edition. Additionally, General Assembly will be seeking an emergency election for secretary.

8. H & I Commitments—Marcine and Nick- Any open Commitments? Dawn took Pyramid commitment

9. Old Business- No old business 10. 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.

- - "Motion to spend \$500 on new safe in intergroup office" (2nd) - 15/16 motion moved
- - "Motion to close money marketing account and create a new literature checking account with a \$7500 balance, \$12500 in CD, and a credit card to keep on file and use for future purchases" (2nd.)

- 11/16 moved

- Discussed treasurer report and is seeking additional information brought in to the monthly reports/business meetings

- Confirmed that steering committee is continuing to finalize 2022 budget and reports will be brought to each business meeting once this is settled

-Discussed and explained the open accessibility position

- Eve discussed and explained the open archives position

- Briefly discussed the open budget and finance chair and suggested Liz!

11. Next Steering Meeting: March 9, 7:30pm, HYBRID Next Business Meeting: March 16, 7:30pm, HYBRID

12. Closing remarks by the Chairperson: Truly Blessed to be Sober today and Grateful to be able to serve.

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

\*End time: \_\_8:27pm\_\_

### **Treasurer's Report – February 16, 2022**

We continue to make progress in maintaining accurate records, acquainting ourselves with systems, making prompt payments, and **reporting** in a timely manner. There is always room for improvement! There have been some challenges and some successes. We have made several deposits, paid our rent at the office and the church, and set up a monthly budget with the electric company which will allow autopay. **Lit sale have been stellar!**

Jess G., the Literature Chairperson, and I met with our accountant last week and we expect a **timely filing of our 2021 tax return**. We addressed the issue of annual reporting to the State for the first time also. We are discussing records maintenance, filing, record retention, scanning and other matters pertinent to maintaining transparent, accessible, records. Jess will report further on Lit Sales and efforts to streamline and boost sales. There is a company in Forked River, Alternative Micrographics, that I have used before for scanning and 16mm microfilming projects. With authorization I will seek a quotation.

I haven't yet got a handle on the Zoom account but estimate last year's expense at \$4,000. I suspect these fees will decline as we return to in-person meetings.

Dawn I. (Vice-Chair) and her husband the locksmith were **unable to open the safe** in the Lit room and I have requested an invoice for their time and efforts. We know there is some cash stored within it. Another attempt to get in will be made but the safe will likely need to be replaced, drilled out or cut open. We will provide a quote when it becomes available.

I have reviewed office security and have some concerns. The lock to the computer room is inadequate. We need to address this in one of two ways: provide a lock for a filing cabinet or change the lock on the door.

We may want to consider **bonding** our money handlers against loss. This is an insurance policy that will replace monies and material lost through theft or other maliciousness.

**Internet service at the office** is wholly insufficient at a .5 mbps when it should be in the hundreds. I was unable to add Chrome to the new computer Damon supplied and Quickbooks Online would not load. If the office is to be used efficiently than better connectivity is required.

Finally, based upon my interpretation of the Bylaws, I will be asking for authority to close the literature money market account and transfer \$12,500 into a new Prudent Reserve CD, and to open a new conventional checking account with the remainder, about \$7,500, earmarked for lit purchases and expenses. The current money market account has limits on checks. I'd like to attach a credit card to this account so that we may purchase inventory from GSO directly. Last year, the office manager ordered lit using her own credit card requiring reimbursement.

I would like to thank all of the groups and individuals who have stepped up and made contributions over the past year. Without your help and generosity we would be unable to provide all of the important services that we do. Thank you. We urge all the groups and members to please continue to move monies up the line since our new panel has great plans for the upcoming year.

Respectfully submitted, Ray B. CAIG Treasurer.

### **Phone Chair Report February 9, 2022**

We have 22 slots open on the hotline. Answercomm is our answering service, and they are taking calls during these open times.

Volunteers are forwarding calls after their shift to the Answercomm 856 number. I receive a text telling me if they answered any calls and brief details.

Overall we don't receive many calls. Perverted caller is still calling. Calls can be sent back to the service if this becomes a problem.

Next task is to verify the 12 Step Call list and make sure that Answercomm and all the volunteers have access to this document.

Hotline Stories:

Ken T got to help a caller get to a meeting; I posted that on the home page of the website so people would be inspired to take a service commitment.

When I did a random check to make sure the calls were forwarded, I heard they were going to a 215 number that was not on any of my prior lists. So I called and it went to voicemail where a Deacon was singing "One day at a time"...I left a message. They didn't call me back till Monday afternoon.

This volunteer on Sunday night had started using her home number to forward hotline calls; the cell phone I had left a message on was no longer her phone.

Another volunteer was on the list for taking calls on Saturday night. I had left my introductory voice mail message ...and 3 weeks later she called back to let me know she could still do the hotline. Then she texted me ten minutes later to say she was tired and could not do it tonight.

### **Website Report February 9, 2022**

Created a page for Intergroup Reps to access. Looking for input on what information we can have here to help the reps...and maybe to communicate to groups who do not have a rep, that they can access this page to get key points of info on what is going on?

All the pages and the format on the site have been updated. Key areas:

Info about AA for anyone unfamiliar with alcoholics anonymous Links to read our AA literature on the site  
A Volunteer page to promote areas of service

Debbie L. is a behind the scenes ninja with meeting updates. She declined my offer to make her officially co-chair.

Penni and Shirl are guiding to me figure out anything that comes up.

Next, I'm going to work with Shirl to learn more of the back end process of the site.