

Cape Atlantic Intergroup

July Business Meeting Agenda

*Date:7/20/2022 *Start time: 7:30pm

1. Open with the Serenity Prayer
2. Roll call of Officers and Committee chairs (Chairperson)
3. Count of quorum and attendance: Damon B
 - Quorum: Regular IGRs In Person_19___ Virtual _2___
Alternate IGRs In Person_3__Virtual Total: 24
 - 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? If you have an event, please send a flyer to webchair@capeatlanticaa.org
4. Opening Prayer
5. Tradition 7 Long Form, Does Anyone have a Copy of the Twelve and Twelve?
6. Presentation of the minutes from the June business meeting (*Chairperson*)
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: *If anyone needs help just reach out!*

Recording Sec: *N/A*

Cor. Sec: *N/A*

Lit Treasurer: *Books Selling, money deposited, keep buying Lit!*

OP Treasurer: *See Report*

Trustee: *N/A*

Accessibility: *N/A*

Archives: *N/A*

Area 45: *See Report*

Audit: *N/A*

Budget/Finance: *No Report*

CAYPAA: *No Report*

Group Access: *No Report*

Hospitality: *Food and Beverages are out, if you have any requests or suggestions just let me know*

H&I: *Thank you everyone for coming in person and using the baskets! It's made this process so much easier!*

Literature: *Contact Chuck, Jess and Damon if you need Literature*

Newsletter: *No Report*

Office Manager: *No Report*

Phones: *See Report*

PI/CPC: *No Report*

Policy/Structure: *No Report*

Round Up: *See Report*

Technology: *I bought a couple of items for the Hybrid Meetings and other than that no report*

Unity: *Unity Breakfast is going to be at Greate Bay County Club, Flyer is on the Website*

Website: *See Report*

Workshops: *Next workshop 8/14/2022: AA Etiquette /Importance of using a Sponso*

8. Are there any Questions or Comments Regarding any of the Reports? Please come up and use the Microphone....
9. H & I Commitments—Marcine – At this time may we ask that all IGR's or Alt. IGR's break to put your Group Names in the Commitment Baskets
10. Old Business- At last months meeting a motion was made and seconded to approve the use of a debit card for literature purchases. After discussion the motion was withdraw from the motion maker. This motion was already approved by the body In February.
 - Recording Secretary- Elizabeth C.
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.
Motion to accept Elizabeth C. as our Recording Secretary: Motion made by Michelle S. Seconded by Body: Motion Passed 24-0
- Suggested Bylaws Change:
Article IX: Checking Accounts
The checking accounts for both the operating account and the literature account shall be kept in an orderly fashion so that all transactions may be readily identified. All checks must include the payee (no pay to cash) and an amount before being signed: Checks drawn on either the Operating or Literature account will require two (2) signatures: On the Treasurer, Assistant Treasurer, Secretary, Vice-Chair and Chairperson are authorized to be a designated signature. Bank cards are permitted to accomplish the purpose and proper functioning of the treasurers. Card usage shall be limited to office supplies, operations (i.e. insurance) where electronic banking (bill pay by check) is not an option, and literature purchases. All other expenditures (over \$200) must be pre-approved by the groups. No cash withdrawals are permitted. Bank security, if available, may be used so that there can be no cash withdrawals. The card(s) will be assigned to the treasurer(s) and carried on their persons or otherwise secured in the office safe. Treasurers shall destroy their card at the end of their term. A lost or stolen card shall be reported immediately. Authorized officers may voluntarily link their phones and email to operating accounts for alerts for expenditures over \$1. Approved: 24-1
12. H and I: Commitment Announcements: All Commitments can be found on the Website!

13. Next Steering Meeting: August 10, 2022 7:30pm, HYBRID

Next Business Meeting: August 17, 2022 7:30pm, In Person for IGR's, Hybrid Availability

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

*End time: _9:00_

Chairperson's Report

July, 2022

I would like to start by asking all of you to send healing prayers to Rob S. our Literature Co-Chair who has a lengthy road of rehabilitation from a boating accident. We are all pitching in to help Chuck H. with the literature so please don't hesitate to reach out if you need Lit!

Can you believe that we are ½ way through our first year already? Ray and I reviewed the minutes from past meetings and found that a motion was made, seconded, and moved to approve an atm card to be used for literature purchases in February. Doug G. our past policy and structure chair was kind enough to put together some language for our bylaws that we can discuss tonight under old business and we will be looking for a motion to approve the By-Laws Change regarding the Credit Card during New Business.

Ray B and the By-Laws committee met on Sunday to review our current by-laws and there are numerous changes that they suggest be made. I will let them speak on this further. I've printed out copies for you to take back to your groups to review so they can be discussed at next months business meeting.

I am so excited that Elizabeth C stepped up to volunteer as our Recording Secretary and she will be voted Tonight! We still have positions available if you know anyone who wants to get into service. Those positions are:

Accessibility Chair:

Audit Chairperson:

I received two messages from AA members about an event that was on our website for Sisters in Sobriety. Since it is not an AA event they requested it be removed from our website so Carolyn did that for us.

I am grateful to be able to serve even though I feel my availability diminishing soon with football starting August 1st!

Yours In Service

Damon B.

Treasurer's Report
Business Meeting- July 20, 2022

It is our intent to ensure that the next CAIG treasurer is afforded the easiest possible transition and that the position be rendered as simple as possible. All bills have been paid; all deposits have been made; all duly documented reimbursements have been dispensed. One deposit was made using the bank card. Filing has been ongoing. Reimbursement receipts are filed together at the office.

Donations are 5% below our budgeted level. I am encouraging every group holding retained earnings greater than necessary for their prudent reserve to forward those excess retained monies up the ladder. Spending is below budget in practically across the board. Positive earnings are attributable to the Unity Picnic and a CAYPAA event; budget savings was afforded by switching the phone answering system (thanks to Carolyn M.).

The operating account has been reconciled on QuickBooks. We hope to reconcile the Lit accounts soon. Efforts will be made to validate inventory after that. A literature inventory is expected soon. An office inventory for office equipment and other personal property is planned. Although we have access to the PayPal account linked to our website, we do not control that account.

Carolyn M. was paid for the first three months of the new phone answering service she recommended and implemented.

Insurance was updated to satisfy the needs of the Showboat for the Roundup; our insurance premium was paid using the bank card. Those documents are maintained in our files for future events.

We delivered a deposit check to Mike F. Unity Chair for the Unity Breakfast to be held at Grete Bay CC, Sunday, October 2, 2022.

We prepared and delivered ST-5 forms to avoid NJ sales tax on big events like the Roundup and large purchases to: CAAPA, Roundup, and Unity. We are exempt from New Jersey Sales & Use Taxes. I believe these forms may be photocopied and supplied to various vendors at the time of purchase.

Attended the Bylaws Committee meeting held Sunday, July 17, 2022 and acted as secretary in order to address matters affecting the treasurer's positions and introducing some new ideas. The reasons the committee is suggesting changes to the bylaws is to correct errors and to conform them to actual practices.

The drives on the old computers were removed and the computers were otherwise sacked. Those drives are plugged into the newer Sony computer provided by Damon providing additional storage. The laptop was temporarily moved inside the office computer room; it was

OA Balance: \$55,432.05

<u>Date</u>	<u>Amount</u>	<u>Description</u>
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Deposits:

06/02/22	\$10.00	Donations PayPal Tina H.
06/16/22	\$50.00	Donations
06/21/22	\$50.00	Ventnor Seashore Group
06/21/22	\$315.00	Lit Sales
06/28/22	\$250.00	Donations GMOC-S
06/28/22	\$95.00	Lit Sales
06/30/22	\$0.06	Interest
07/02/22	\$155.47	Serenity Grp
07/05/22	\$500.00	Donations A New Freedom
07/07/22	\$201.00	Lit Sales
07/07/22	\$1,300.00	Donations*
07/07/22	\$0.45	Interest
07/07/22	\$117.75	Kim C. via PayPal
07/09/22	\$10.00	Kyle F. vis PayPal
07/10/22	\$129.02	Wendy M via PayPal
07/14/22	\$10.00	Lit Sales
07/14/22	\$971.82	Donations*
07/14/22	\$70.00	CAYPAA Event
07/18/22	\$66.00	Lit Sales
07/18/22	\$130.00	Donations*
07/20/22		

Total: \$4,431.57

Expenses:

Check #

	06/17/22	\$235.00	Computer House
	06/18/22	\$830.61	AAWS Lit Purchase
	06/21/22	\$80.00	Quickbooks
	06/22/22	\$304.83	Paypal for Zoom
	06/24/22	\$56.94	Hospitality
	06/24/22	\$33.59	Website
	06/24/22	\$119.85	3 mo new phone answering ser
	06/25/22	\$83.60	Verizon hotspot
	06/29/22	\$153.72	Verizon
	07/01/22	\$67.00	AC Electric (budget payment)
	07/02/22	\$163.95	Franklin Mutual Insurance
5310	07/05/22	\$180.24	Kevin M. Silent Disco -Pizza
	07/15/22	\$155.78	Verizon
	07/18/22	\$80.00	Quickbooks Online

Total: \$2,545.11

* Various

Ahead (+) Behind (-) Budget =====> \$1,886.46



Damon Bready <damon@damonbready.com>

Report correction

1 message

Wendy Manganaro <wendy@socialabundancemarketing.com>

Wed, Jul 20, 2022 at 8:39 PM

To: Damon Bready <damon@damonbready.com>

Hi Damon,

Please submit this one as the final report. I mistakenly read that the conference report was published and it is not. So, I made the correction below:

Hi, I'm Wendy, and I am an alcoholic and currently serving as the Area 45 Alternate Delegate.

I have just a few things this month:

1. **The next Area Assembly is on August 21st** in Burlington Masonic Lodge, 2308 Mt Holly Rd, Burlington, NJ 08016 NJ, and will be hybrid. **The Zoom Code is ID: 813 2375 6030 PW: August45.**
2. **At the August Assembly, we will vote on the following items:** - 1. An online trial district. 2. Reimbursing tolls. 3. **\$2000 budget for purchasing new laptops** for the Convention Committee. 4. **The 2023-2024 Proposed Budget.**
3. **GSO is looking for your stories for the fifth edition of the Big Book.** You can go to <https://www.aa.org/submit-bigbook-english-5th-form> and submit yours.
4. **Some information from around NorthEast** - Some Areas are going away from meeting list printings; instead, they print a trifold with a QR code to their website meeting finder along with space to get numbers and other important information for the area. **This is helping them cut down costs and make sure alcoholics are getting the most recent meeting information.**
5. **The General Service Conference Report has been pushed back to August - September, which is the same time that the new agenda items for next year's conference will be collated.** The report contains advisory actions and committee considerations in the report, so what's the difference?
 6. **An Advisory Action: Represents recommendations made by standing committees and approved by the Conference body and/or recommendations discussed and voted on by all Conference members during general sessions.**
 7. **Committee Considerations: Items discussed but no action is taken and/or no recommendation made, as well as committee recommendations that are not adopted but included in a separate section of the Final Report, listed by the committee.**
 8. **What happens to agenda items with a simple majority but not substantial unanimity? The Trustees see that although it didn't pass, maybe the Trustees could look at it for the parts that make sense and be brought back to the conference or implemented.**

Respectfully Submitted,

7/29/22, 5:22 PM

Bready Associates- A Real Estate Team Mail - Report correction

Wendy M.

Area 45 Panel 72 Alternate Delegate



Damon Bready <damon@damonbready.com>

Office Manager report

1 message

eve cain <ercain@hotmail.com>

Tue, Jul 12, 2022 at 8:43 PM

To: "dawnizzi6159@gmail.com" <dawnizzi6159@gmail.com>, "RecordingSec@CapeAtlanticAA.org" <RecordingSec@capeatlanticaa.org>, "Chairperson@CapeAtlanticAA.org" <chairperson@capeatlanticaa.org>

Researched storage spaces in case Office needed to move. There are several locations nearby(5 miles). Pricing varies depending on size of unit and if climate controlled. All will do month to month leasing. Insurance is required, some have Administrative fees. We may have to split Office into two units, (1) climate controlled for items in file cabinets (Treasurer, Literature, Archives), and second one not climate controlled for coolers, shelves, tables, chairs, etc.

Since phone commitments are no longer done in the office, the mini refrigerator, Microwave, and small coffee pot (all need light cleaning) could be sold (college student, small apt, etc). There is also a tabletop cabinet.

Respectfully ask any committee using the Office, please take your food garbage out with you to prevent odors and "critters". If your committee "borrows" items from the Office for your event, please return it in respectable manner for the next person.

Inventory of the Office will be done in the next couple weeks, so please return all CAIG items as soon as you can.

Service Keeps me Sober,

Eve C., Office Manager

Phone Chair Report

July, 2022

Total Calls Answered on the Hotline:

May 1- June 1 107

June 1 - July 1 **126**

Need Volunteers for these Open Times:

Friday – at 10pm Friday – Midnight Shift till 8am Sat.

Saturday – at 6pm

Monday – at 4pm

Wednesday –at 8pm

Thursday – at 6pm

On the Volunteer Page of our website you will find

- 1) Instructions for Hotline Volunteers - to understand what is involved and how it works
- 2) An application form to complete if you would like to answer calls. I will email you back and set you up.

The Hotline has been receiving calls that the meeting is not there..... - please check your listing.

Going to put in place a monthly meeting for volunteers; share call info, stories and solutions.

Web Chair Report

July, 2022

I'm using Facebook pages (Sober groups) to cross-promote upcoming events.

Posted the CAIG Promotional flyer, H & I commitments and July 4th events. Trying to create awareness of the website and CAIG resources

Please send me any and all things to promote on the website.

Have received feedback on ways to improve content - please reach out regarding anything that could be better or that is incorrect.

Always in Service - Carolyn M.

[Quoted text hidden]

Karen Pells <krpells@gmail.com>

Wed, Jun 8, 2022 at 3:57 PM

To: Damon Bready <damon@damonbready.com>

Cc: Carolyn March <caramarch@aol.com>, Chuck Hackett <chuckhackett15@gmail.com>, Dawn Izzl <dawnizzi6159@gmail.com>, Elizabeth Corey <elizabeth.corey@gmail.com>, Fellowship of the Spirit <christiangreen24@yahoo.com>, It Works <bellasmakeup30@gmail.com>, MICHELLE SALAZAR <mimi1004@comcast.net>, Marlee Barbetto <marleebarbetto@gmail.com>, Penni Newton <penninewton13@gmail.com>, Tanner Shields <tannermsields@gmail.com>, Ventnor Seashore <marcinefr@yahoo.com>, Wendy M <wendy@socialabundancemarketing.com>, "Whaley, Jessica" <whaleyj@go.stockton.edu>, buddytarbotton@gmail.com, eve caln <ercaln@hotmail.com>, georgebrown@gmail.com, mikemerkcomedy@gmail.com, nicholas bull <nicholasbulljr@gmail.com>, suslereedcomedy@gmail.com, szaporrobert@gmail.com

Hi Damon..I spoke with Dawn at the picnic to let her know i will not be at the steering committee meeting tonight. See you next Wednesday at the business meeting. 😊

[Quoted text hidden]

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Mrs. Karen Pells
Saint Joseph Regional School

MICHELLE SALAZAR <mimi1004@comcast.net>

Wed, Jul 13, 2022 at 11:46 AM

To: Damon Bready <damon@damonbready.com>, "dawnizzi6159@gmail.com" <dawnizzi6159@gmail.com>

Hi Damon/Dawn, Here is my report for tonight's meeting -- see you then!

We did a walk-thru with available committee member to start laying out the event. ShirI took video that we could share with the entire committee to help all get a lay of the land. A second walk-thru will take place I to solidify the plan and program.

Registration will be opening shortly/likely August. The pages for this are being worked on. A flyer will also be available for groups to share and for mail-in registrations.

Audio arrangements, taper, speakers, room block, parking arrangements, entertainment are pretty much set.

Pending is the banquet menu, registration cost, program schedule being worked on now.

The committee's unity event is this Sunday -- looking forward to some in-person fellowship amongst this fantastic committee!

Thanks so much for allowing me to be of service - it keeps me sober!

Michelle/Roundup Chair