

Cape Atlantic Intergroup Minutes  
CAIG BUSINESS MEETING MINUTES

April 8, 2023 Intergroup Meeting

CAPE ATLANTIC INTERGROUP OFFICE

3153 Fire Rd. 1-C

Egg Harbor Township, NJ 08234

Phone: (609)641-8855

Fax: (609)641-8966

**1. Date and Starting Time:**

The meeting began Wednesday April 12, 2023 at 7:36PM

**2. Open with Serenity Prayer:**

A moment of silence calling to bring your Higher Power into you and followed by the Serenity Prayer; Dawn, Chairperson led this prayer.

**3. Roll Call (Recording Secretary):**

<b>OFFICERS Positions</b>	<b>Names</b>	<b>Present</b>
Chairperson	Dawn	<input checked="" type="checkbox"/>
Vice Chair	Tim L	<input checked="" type="checkbox"/>
Recording Secretary	Elizzabeth	<input checked="" type="checkbox"/>
Corresponding Secretary	Amber	<input checked="" type="checkbox"/>
Treasurer	Ray	<input checked="" type="checkbox"/>
Literature Treasurer	Jessica G.	<input type="checkbox"/>
Trustee	<b>OPEN Joe - Standing in</b>	<input checked="" type="checkbox"/>

<b>COMMITTEE Positions</b>	<b>Names</b>	<b>Present</b>
<b>Accessibility</b>	<b>OPEN</b>	<input type="checkbox"/>
<b>Archives</b>	<b>OPEN</b>	<input type="checkbox"/>
Area 45	Wendy M.	<input type="checkbox"/>
<b>Aduit</b>	<b>OPEN</b>	<input type="checkbox"/>
Budget and Finance	Elizzabeth	<input checked="" type="checkbox"/>
CAYPAA	Mike M.	<input type="checkbox"/>
Group Access Coordinator	Nick B.	<input checked="" type="checkbox"/>
Hospitality	Karen R.	<input checked="" type="checkbox"/>
H and I	Marcine R.	<input checked="" type="checkbox"/>

Literature	Chuck H.	<input type="checkbox"/>
Newsletter	Donna (Jersey)	<input type="checkbox"/>
Office Manager	Eve	<input checked="" type="checkbox"/>
Phones	Carolyn	<input checked="" type="checkbox"/>
PI/CPC	Rob	<input checked="" type="checkbox"/>
<b>Policy and Structure</b>	<b>OPEN</b>	<input type="checkbox"/>
Round UP	Janna	<input type="checkbox"/>
Technology	Tim	<input checked="" type="checkbox"/>
Unity	Karen	<input checked="" type="checkbox"/>
Website	Carolyn	<input checked="" type="checkbox"/>
Workshops	Buddy	<input type="checkbox"/>

**9. Officer Reports:**

<b>OFFICERS Positions &amp; Names</b>	<b>Reports</b>
<p>Chairperson Dawn</p>	<p>I would first like to thank Tim, Karen and Joe for stepping to fill open positions. I speak for the team, we will all offer support, guidance and love.</p> <p>This past month I had the privilege to attend: Area 45 GS Convention. There were over 500 people from all over in attendance. At the Sobriety Countdown there were over 3900 yrs of Sobriety!! It was announced that next year CAIG will be responsible for selling literature.</p> <p>I also participated in P &amp; S meetings held Tuesdays 3/21, 3/28 and 4/4. Minutes for these meetings are available upon request. We have successfully completed the existing bylaws and are now proceeding with adding articles concerning Round Up and CAYPAA. We will also address updating the Job descriptions. I will ask each Panel Member &amp; Committee Chair to review and revise their own descriptions.</p> <p>In an attempt to better serve this panel I have been meeting with my service sponsor every Saturday morning. I have learned as ChairPerson I have no personal opinion to any motions brought to the table. I can not make any motions. All ideas I have can be "pitched" to another member and they could make a motion. If they are in agreement .....</p> <p>This steering meeting is held to give our blessings as to what is taken to the Business Meeting. Only things that affect AA as a whole need to go to the body. We must try not to bring chaos to the body. Most importantly, the body always has the last day. This is called : Right if Participation.</p> <p>So, I'd like to revisit the importance of the updated Grp Registration Form.</p>

	<p>Please get them completed and returned ASAP.</p> <p>It was brought to my attention that the availability of the Trustee Position, since it is an elected Panel Position, must be posted for 2 consecutive months in the Business Meeting Minutes. They were included with March Minutes and will be included in April so the vote will be held in May.</p> <p>Upcoming Town Hall Meeting for Virtual District 42 will be held 4/5 @ 8pm. Will have ID # before Business Meeting.</p> <p>As I have said previously, this has been a learning experience for me. Thank you for your patience.</p> <p>Yours in Service Dawn I CAIG Chair.</p>
<p>Vice Chair Tim L.</p>	<p>I am reading the CAIG Bylaws. I am learning Robert Rules of Order. That is all I have to report.</p>
<p>Recording Secretary Elizzabeth</p>	<p>It's been an honor being able to see this side of Intergroup; as of September I have to step down due to conflicting schooling and meeting times. Hopefully I can still be a part of a different level.</p>
<p>Corresponding Secretary Amber</p>	<p>I just want to thank the people who have stepped up to fill the open positions of Intergroup. Thank you all for your service! Other than that, I have nothing to report. Thank you for letting me serve! Amber Morris CAIG Corresponding Secretary</p>

Treasurer  
Ray

4/19/2023

CAIG Treasurer's Monthly I&E Statement

OA Balance:			<b>\$56,308.98</b>
	<u>Date</u>	<u>Amount</u>	<u>Description</u>
<b>Deposits:</b>			
	03/06/23	\$266.00	Lit Sales*
	03/15/23	\$351.00	Contributions
	03/16/23	\$301.00	Contributions
	03/20/23	\$71.75	Lit Sales
	03/26/23	\$90.00	Contributions
	03/28/23	\$350.00	Contributions*
	03/31/23	\$2.79	Interest
	04/01/23	\$71.93	Contributions
	04/05/23	\$182.46	Contributions
	04/12/23	\$9.00	Lit Sales
	04/12/23	\$733.50	Contributions
Total:		\$2,429.43	*Various

<b>Expenses:</b>			
Paid by..			
	5339	03/15/23	\$279.45 Donna S. - Staples
TD Bill Pay		03/16/23	\$155.67 Verizon
Auto		03/20/23	\$85.00 Quickbooks
Auto		03/22/23	\$47.97 Zoom
	5316	03/23/23	\$200.00 Central Jersey Intergroup
TD Bill Pay		03/27/23	\$960.00 New Vistas Rent
TD Bill Pay		03/31/23	\$960.00 New Vistas Rent
Auto		03/31/23	\$134.00 AC Electric
TD Bill Pay		04/03/23	\$245.00 Grand Printing
Auto		04/03/23	\$39.95 Access Dir - Answering Ser
TD Bill Pay		04/11/23	\$68.41 Verizon
TD Bill Pay		04/14/23	\$170.29 CAYPAA St Pattys
TD Bill Pay		04/14/23	\$155.67 Verizon
	5430	04/14/23	\$500.00 The Grand Hotel CM
Auto		04/18/23	\$85.00 Intuit Quickbooks
Total:			\$4,086.41

Ahead (+) Behind (-) Budget =====> -\$1,656.98

Account Balances:	<span style="color: red;">04/19/23</span>	
Operating Account Balance (874):		\$56,308.98
Literature Account Balance (896):		\$6,589.17
Prudent Reserve in CDs:		\$29,175.62
PayPal #1 Balance:		\$1,014.23
PayPal #2 Roundup Balance:		\$0.00
Total		\$93,088.00

Literature Treasurer Jessica G	<b>ABSENT</b>
	Steering - Phillies game with family tonight!
	Covering for Ray while he's out of town. Deposits made. Literature being sold. Please reach out to Chuck or Rob for literature. Only 7 more meetings. Please think about getting into service at the next level!
	Thanks for letting me serve. Jess G
Trustee	<b>OPEN</b>

#### **10. COMMITTEE CHAIR REPORTS**

<b>COMMITTEE Positions &amp; Names</b>	<b>Reports</b>
<b>Accessibility</b>	<b>OPEN</b>
<b>Archives</b>	<b>OPEN</b>
Area 45 Wendy M.	<b>ABSENT</b>
<b>Aduit</b>	<b>OPEN</b>
Budget and Finance Elizzabeth	Budget and Finance has been working hard to find new ways to keep the message of AA at the service level moving forward. Looking for suggestions on ways to have a Bill W. Dinner and Dance.
CAYPAA Mike M	<b>ABSENT</b>
Group Access Coordinator Nick B.	Nothing to report this month, thank you for letting me serve!
Hospitality Karen R.	I will not be there until 8pm; Alex H. & Elle will be helping me out to set up.
H and I Marcine R.	Thank you for letting me serve, looking forward to getting back to the business meeting next week!

Literature Chuck	<b>ABSENT</b>
Newsletter Donna (Jersey)	<p style="text-align: center;"><b>ABSENT</b></p> <p>Thank you so much, unfortunately I will not be there tonight due to a funeral service I have to attend.</p> <p>My report: May/June Pass it On is being proofed read and will be ready for May. Still looking for articles.</p> <p>Thanks for letting me service.</p> <p>Donna S</p>
Office Manager Eve	
Phones Carolyn	<p><b><u>Phone Report April 2023</u></b></p> <p><b><u>CALL TOTALS:</u></b> Jan 151 Feb 112 March 118.</p> <p><b><u>OPEN SLOTS:</u></b> There are 1 open time slot for the Primary Volunteer position. Monday at midnight, Secondary Volunteer slots (52 are open)</p> <p><b><u>ONLINE STAFF MEETING:</u></b> is not working out. 3 attendees. I will just email reports.</p> <p><b><u>Verizon Services:</u></b> our contract for Phone services will not auto renew June 3rd. I started the process via an email to create a service ticket to end our contract with them. The vendor we use to route calls (AccessDirect) can provide this service to us, with no additional fees. Savings of \$65 a month.</p> <p>Internet contract with Verizon will not auto renew May 30th. Awaiting pricing back from Comcast for this service. Fios service is still not available in our area. We pay \$69 a month for the internet. Researching the use of a hotspot box for internet services.</p> <p><b><u>HOTLINE 101:</u></b> All the info and links about the Hotline and how to get involved are on the Volunteer page of our website. <a href="https://capeatlanticaa.org/hotline-2023/">https://capeatlanticaa.org/hotline-2023/</a></p> <hr/> <p>-Attached are the <b>instructions</b> for being a Volunteer on the Hotline. Please read them so you have the guidance you need to be of service.</p> <p>file:///Users/admin/Downloads/2023%20Hotline%20Instructions.pdf</p> <p>-Attached are the current open <b>time slots</b> for the Hotline.</p>

## Hotline Time Slots - as of 3/27 2023

X - this is filled    **Open** - is an available time slot

### First Volunteer Time Slots

This Volunteer is first to receive a call.

If they are on the line or miss the call, the call will then route to the Second Volunteer

Time Slots	SUN	MON	TUE	WED	THUR	FRI	SAT
8am-10am	X	X	X	X	X	X	X
10am-Noon	X	X	X	X	X	X	X
Noon-2pm	X	X	X	X	X	X	X
2pm-4pm	X	X	X	X	X	X	X
4pm-6pm	X	X	X	X	X	X	X
6pm-8pm	X	X	X	X	X	X	X
8pm-10pm	X	X	X	X	X	X	X
10pm-Midnight	X	X	X	X	X	X	X
Midnight-8am	X	Open	X	X	X	X	X

### Second Volunteer Time Slots

This Volunteer receives a call only if the First Volunteer is unable to take the call.

If the call is not pick up by the Second Volunteer for any reason, it is routed to Voicemail

Time Slots	SUN	MON	TUE	WED	THUR	FRI	SAT
8am-10am	Open	X	X	X	Open	Open	X
10am-Noon	Open	Open	X	Open	Open	Open	Open
Noon-2pm	Open	Open	Open	X	Open	Open	Open
2pm-4pm	Open	Open	Open	Open	Open	Open	Open
4pm-6pm	Open	Open	Open	Open	Open	Open	Open
6pm-8pm	Open	Open	Open	Open	Open	Open	Open
8pm-10pm	X	X	Open	Open	X	Open	Open
10pm-Midnight	Open	Open	Open	Open	X	Open	Open
Midnight-8am	Open	Open	Open	Open	Open	Open	Open

### Voicemail

Calls route to voice mail if not picked up. The Phone Chair of Intergroup receives email notification of the voicemail and is able to return the call.

PI/CPC  
Rob

Good afternoon Elizabeth.

I continue to call libraries in the two county area finding out if they carry AA big books and 12 and 12's.

This is communicated to me from Ted Khoury: Mainland regional HS will be bringing AA in one day the first two weeks of May.

For those that have given their names to me for IDRC Commitments I have you down on my calendar for this month and next month. There are 3 per month. Please continue to volunteer. Just see me after this intergroup meeting and I will get you on the calendar.

	<p>Thank you for letting me serve.</p> <p>Rob Harron</p>
<b>Policy and Structure</b>	<b>OPEN</b>
Round UP Janna	<b>ABSENT</b>
Technology Tim	Hi, I have nothing to report. Thank you for letting me serve.
Unity Karen	<p>My report for the steering committee is as follows:</p> <p>I will not be able to attend the Business Meeting due to a work conflict. Alexa H. and Elle G. Will be providing hospitality on April 19th in my place. Thank you for allowing me to be of service.</p> <p>Blessings...Karen ❤️ 🙏</p>
Website Carolyn	<p><b><u>Website Report April 2023</u></b></p> <p>I had asked if we had a copy of the Meeting Agenda that I could put on the website. We don't. I created the attached as a suggestion to update the format of this document.</p> <p>Plan to have this in the "Intergroup Rep Manual/Kit) ...so they know what to expect at the Business meeting. (this is a Steering Mtg titled one)</p> <p>Kept is generic without names, and includes emails. So it never has to change.</p> <p>This could make it easier for the Recording Sec to just send up a contact list using our CAIG email addresses... since they never change.</p> <p><b><u>ZOOM LICENSES:</u></b> Intergroup only has one license on our account. All Groups now own their own. We moved to annual billing for our license to save money. \$150 will be our annual fee.</p> <p><b><u>SEARCH FEATURE:</u></b> Remember if you can't find something, use the search bar at the top of the website. Put in a few words and you will find what you're looking for.</p> <p><b><u>12 STEP MEETING PLUGIN:</u></b> Deb and I are testing a PDF generator tied to the plugin we can use to easily print meeting lists. Deb found and cleaned up random stuff in the notes for meetings and fixed fields related to meetings with no physical address.</p> <p>The 12 Step Mtg plugin has unused fields we can use to create a Group Database of information for each group/meeting. Fields for Name, Email and phone number are available for each meeting/group. I will work with Corresponding Sec and the Chairperson.</p>



**INTERGROUP HANDBOOK:**

I am working with Eve to create a handbook for Intergroup.

Chat about this Wed.

**CAPE ATLANTIC INTERGROUP OF AA  
Steering Committee Meeting**

Date: \_\_\_\_\_

Starting Time: \_\_\_\_\_

Ending Time: \_\_\_\_\_

<b>AGENDA</b>
<b>1) Opening Prayer</b> The Serenity Prayer
<b>2) Roll Call</b> by Recording Secretary
<b>3) Opening Remarks</b> by Vice Chairperson
<b>4) Panel Reports</b>
<b>5) Committee Reports</b>
<b>6) Questions about Reports/Discussion</b>
<b>7) Old Business</b>
<b>8) New Business</b>
<b>9) Motion to Close</b>
<b>10) Closing Prayer</b>

[www.capeatlanticaa.org](http://www.capeatlanticaa.org)

Attendance	Panel Members
	Chairperson <a href="mailto:chairperson@capeatlanticaa.org">chairperson@capeatlanticaa.org</a>
	Vice Chairperson <a href="mailto:ViceChair@capeatlanticaa.org">ViceChair@capeatlanticaa.org</a>
	Recording Secretary <a href="mailto:RecordingSec@capeatlanticaa.org">RecordingSec@capeatlanticaa.org</a>
	Corresponding Secretary <a href="mailto:CorrespondingSec@capeatlanticaa.org">CorrespondingSec@capeatlanticaa.org</a>
	Treasurer <a href="mailto:Treasurer@capeatlanticaa.org">Treasurer@capeatlanticaa.org</a>
	Assistant Treasurer <a href="mailto:assistanttreasurer@capeatlanticaa.org">assistanttreasurer@capeatlanticaa.org</a>
	Trustee <a href="mailto:trustee@capeatlanticaa.org">trustee@capeatlanticaa.org</a>
	Committee Members
	Access Coordinator <a href="mailto:access@capeatlanticaa.org">access@capeatlanticaa.org</a>
	Accessibility Chair
	Archives Chair <a href="mailto:archives@capeatlanticaa.org">archives@capeatlanticaa.org</a>
	Area 45
	Audit Committee <a href="mailto:audit@capeatlanticaa.org">audit@capeatlanticaa.org</a>
	Budget & Finance Chair <a href="mailto:CAIGbudget@capeatlanticaa.org">CAIGbudget@capeatlanticaa.org</a>
	CAYPPA <a href="mailto:CAYPAA@capeatlanticaa.org">CAYPAA@capeatlanticaa.org</a>
	Hospitality Chair <a href="mailto:Hospitality@capeatlanticaa.org">Hospitality@capeatlanticaa.org</a>
	Hospitals/Institutions Chair <a href="mailto:HIChair@capeatlanticaa.org">HIChair@capeatlanticaa.org</a>
	Literature Chair <a href="mailto:Literature@capeatlanticaa.org">Literature@capeatlanticaa.org</a>
	Newsletter Chair <a href="mailto:Newsletter@capeatlanticaa.org">Newsletter@capeatlanticaa.org</a>
	Office Manager <a href="mailto:OfficeMgr@capeatlanticaa.org">OfficeMgr@capeatlanticaa.org</a>
	Phone Chair <a href="mailto:PhoneChair@capeatlanticaa.org">PhoneChair@capeatlanticaa.org</a>
	PI/CPC Chair <a href="mailto:PIChair@capeatlanticaa.org">PIChair@capeatlanticaa.org</a>
	Policy & Structure Chair <a href="mailto:PolicyCommittee@capeatlanticaa.org">PolicyCommittee@capeatlanticaa.org</a>
	Round Up Chair <a href="mailto:Roundup@capeatlanticaa.org">Roundup@capeatlanticaa.org</a>
	Technology Chair <a href="mailto:Technology@capeatlanticaa.org">Technology@capeatlanticaa.org</a>
	Unity Chair <a href="mailto:UnityChair@capeatlanticaa.org">UnityChair@capeatlanticaa.org</a>
	Website Chair <a href="mailto:Webchair@capeatlanticaa.org">Webchair@capeatlanticaa.org</a>
	Workshop Chair <a href="mailto:Workshopchair@capeatlanticaa.org">Workshopchair@capeatlanticaa.org</a>

Attendance	Other Attendees ( Name, Email Address)

NOTES

[www.capeatlanticaa.org](http://www.capeatlanticaa.org)

Workshops Buddy T.	<b>ABSENT</b>
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**11. Questions/ Comments concerning specific Officer/Committee Reports**

- Eve: Archives and storage to be in the climate control storage unit.
- Eve: Intergroup Registration Form to be at the Business Meeting.
- Ray: Complimentary regard to Carolyn on the Zoom bill 🇺🇸 going down.

**12. OLD BUSINESS:**

- Dawn: Friendly reminder that all panels and committee members need to send their report to the Recording Secretary 🙋 (Lizz) the Monday before the Steering Meeting.
- Liz: The Trustee Position is still OPEN - there will be an election for this position in May 2023.

**13. NEW BUSINESS:**

- Dawn: Ways to spend the budget to serve and give the message to the sick and suffering. Thinking of ways to spend the money; bus passes, another bus trip, giving back to the community. Looking for ideas 💡 and ways to get out there and spread the message of love.
- Dawn: Directed to Rob, I met with someone at Area45 with the topic of Bridging the Gap; Scott P and Rob H will be putting on a workshop for the Area45 people.
- Carolyn: Everyone on zoom should be able to see the reports; that way we can all see the reports. Technology or Secretary could be able to share the documents with the whole group via screen share 📺
- April 22 at 2pm-5pm in Sea Isle City about bringing the message to people in prisons. If you are interested bring your shot record, photo ID, there will be a presentation as well as information on how to get started.

#### **14.H & I Commitment Announcements**

#### **15. NEXT CAIG MEETINGS**

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CAIG Business Intergroup Meeting:  
Wednesday April 19, 2023 at 7:30PM

Christ Espocial Church in Somers Point  
157 Shore Rd.  
Somers Point, NJ 08244

All are welcome to attend this is not limited to officers or committee positions.  
Those who can not attend in person here is the zoom information.  
[Zoom ID # 542 744 809](#)

#### **16. Motion to Close**

Motion to close came from the floor followed by a second.  
8:21PM and closed with The Responsibility Prayer led by Dawn

#### **17. Attendance Sheets**