

**Cape Atlantic Intergroup
Steering Meeting Minutes for CAIG
July 12th, 2023 Report**

CAPE ATLANTIC INTERGROUP OFFICE

1418 New Rd. Suite 4

Northfield, NJ 08225

Phone: (609) 641-8855

Website: <https://capeatlanticaa.org/>

1. Date and Starting Time:

The meeting began Wednesday July 12th, 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 led by Tim, Vice Chairperson led this prayer.

3. Roll Call (Recording Secretary):

OFFICERS Positions	Names	Present
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	Joe	<input checked="" type="checkbox"/>

COMMITTEE Positions	Names	Present
Accessibility	OPEN	<input type="checkbox"/>
Archives	OPEN	<input type="checkbox"/>
Area 45	Wendy M.	<input type="checkbox"/>
Audit	OPEN	<input type="checkbox"/>
Budget and Finance	Elizzabeth	<input checked="" type="checkbox"/>
CAYPAA	Mike M.	<input checked="" type="checkbox"/>
Group Access Coordinator	Nick B.	<input checked="" type="checkbox"/>

Hospitality	Karen R.	<input checked="" type="checkbox"/>
H and I	Marcine R.	<input 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 type="checkbox"/>
Policy and Structure	OPEN	<input type="checkbox"/>
Round UP	Janna	<input checked="" type="checkbox"/>
Technology	Nick B.	<input type="checkbox"/>
Unity	Karen	<input type="checkbox"/>
Website	Carolyn	<input checked="" type="checkbox"/>
Workshops	Buddy	<input type="checkbox"/>

Area 45 Panel 72 Alternate Delegate Report:

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 Area 45 Assembly will be on August 20 in Columbus, NJ. It will be hybrid, and you can get the code on the Area 45 website.
2. **Four new motions are coming to the next Assembly.**
 - * The first one is to make an amendment to the approved 2023-2024 Area 45 budget, specifically an increase (from \$0 to \$800) for the line item "Northeast Regional Forum" (NERF) under the Event Expenses category.
 - * The second is to increase the Corrections Committee budget from \$500 to \$2,000.00.
 - * The third is to Increase the Audio budget to purchase a new P.A. system (Fender Passport P.A.) by 1,500 dollars.
 - * The fourth one is to add PayPal to accept contributions on the Area 45 website.
3. Save the Date: **The Day of Sharing is October 7th, 2023**; time and location in the South Jersey Intergroup Area are to be announced.

Wendy M.

Area 45 Panel 72 Alternate Delegate

9. Officer Reports:

OFFICERS Positions & Names	Reports
Chairperson Dawn	Hello everyone 1) We've had a busy few weeks. Spent the weekend of June 23-25 moving to this beautiful new office. This could not have been successful without an amazing team. I want to thank each of you who have been working tirelessly to achieve this end result. You all know who you are. 2). Special thanks also to the regulars who attended the Policy & Structure Ad Hoc Committee meetings. It was a grueling 6 months until we finally completed the proposed ByLaw & Job Description revisions. I hope you all took a minute to review the email that was sent out. Hard copies are available. Please be sure to take them back to your home groups. They will be voted on at the August Meeting. 3). CAYPAA Beach Bash was so much fun. Despite the clouds the food was yummy, the fun & fellowship awesome. If you weren't there you missed a great time!! 4). Looking forward to a fast and furious next few weeks filled with lots of speaking commitments scheduled to celebrate my upcoming 10yr anniversary. Couldn't have done it without God, AA, my fellowship family and loved ones Yours in Service Dawn
Vice Chair Tim L.	Went to CAYPAA 4th of July Beach event. Nothing else to report.
Recording Secretary Elizabeth	Hello all, I have very little to report this month. There is going to be a new Sign In form, please find your name, check all the information and check the first column for your attendance to be noted. Everyone needs to sign in in order for the Archives and Quorum to count when there is a discussion on the floor and/or a vote to be made. Thank you for the help Carolyn! If you are new please go to the end of the list and fill the sections out. I appreciate your time and energy in doing so. CAIG Attendance Sign In Sheet Please remember Panel and Officers to send reports in the MONDAY before Steering. Thank you again for letting me serve.
Corresponding Secretary Amber	I had the privilege of attending CAYPAA's Rocketed Back 2 the 4th Dimension event for Independence Day. I brought my family and my kids to play in the water with dad while I attended a great speaker meeting. Thank you so much for showing my Floridian family that great spot at Bartram Avenue. We will definitely make this event our annual tradition. Including email correspondence, I have sent out about 40 letters since we met last month. I let many of our regular donors know of our address change, as well as

GSO and other Districts in Area 45.

I would like to thank Carolyn for helping me update the letterhead to include our new Cape Atlantic Intergroup Inc. logo.

If anyone present is the member of a home group who regularly donates to Intergroup and has not yet received a letter with our new address on it, please see me during the break or after the meeting.

I want to thank everyone who has worked so hard to make this Intergroup Office relocation possible. I am so excited and grateful to be here with you in this new space.

Thank you for letting me serve!

Amber M.

Treasurer
Ray

7/19/2023

CAIG Treasurer's Monthly I&E Statement

▼

OA Balance: **\$57,074.85**

Date	Amount	Description	Comments
Deposits:			
06/21/23	\$1,145.00	Unity Picnic	
06/22/23	\$317.25	Lit Sales	▼ Step Up to Recovery, Baker
07/01/23	\$125.00	Contributions*	▼ Dennisville Group
07/07/23	\$102.00	Lit Sales	▼ Various
07/07/23	\$722.65	Contributions	KISS
07/07/23	\$30.00	Bus Trip	Johnson, Ridgeway (2)
07/07/23	\$2.68	Interest	
07/03/23	\$30.39	Contributions*	Faith Hope love & Unity c/o Wendy PayPal

Total: **\$2,474.97** *Various

Expenses: Paid by..

Auto	06/20/23	\$85.00	Intuit Quickbooks	▼
Bill Pay	06/21/23	\$423.00	Franklin Mutual Insurance	▼
Lit Bank Card	06/21/23	\$95.96	AAWS	▼ Lit Purchase
OA Bank Card	06/26/23	\$1.10	US Postal Services	Change of Address
OA Bank Card	06/26/23	\$43.66	Home Depot	Move - Supplies
OA Bank Card	06/26/23	\$44.91	Home Depot	Move - Supplies
Bill Pay	06/28/23	\$57.00	Karen P. Hospitality	June Hospitality
5343	06/28/23	\$400.00	Academy Express	▼ GSO Bus Trip
Lit Bank Card	06/30/23	\$274.56	AAWS	Lit Purchase
Auto	06/30/23	\$39.95	Dir Access Answering Ser	
	07/03/23	\$39.95	Phone Messaging	
5344	07/07/23	\$2,936.00	Carolyn M.	Move - Supplies
	07/07/23	\$120.86	Staples - Bylaws copies	
	06/20/23			
	06/20/23			
	06/20/23			

Total: **\$4,561.95**

Ahead (+) Behind (-) Budget =====> **-\$2,086.98**

Account Balances:	07/09/23	
Operating Account Balance (874):		\$57,074.85
Literature Account Balance (896):		\$8,725.95
Prudent Reserve in CDs:		\$29,397.63
PayPal #1 Balance:		\$73.47
PayPal #2 Roundup Balance:		\$0.00
Total		\$95,271.90

Balance All Accounts:		\$95,271.90
Prudent Reserve	=====>	\$33,895.00
Surplus Above Prudent Reserve:		\$61,376.90

<p>Literature Treasurer Jessica G</p>	<p>Hi! Same report for IG too- Phillies game that night.</p> <p>Literature Chair- The boys moved all literature into the new office. Fantastic work! Books are available for sale. Email the literature account and Rob will take care of you. I'm working on a date for inventory with Rob.</p> <p>Please think about getting in service. Elections are coming up quickly! Thank you, Jess G</p>
<p>Trustee Joe</p>	<p>Nothing really to report. Attended all but the last Policy & Structure meeting. Encourage all to support suggested revisions.</p> <p>There is a new ONLINE Area; area 42 and there is going to be an election on July 29th 2023. This is going to be the first election and one for the history books.</p> <p>There is going to be a workshop on July 22nd, 2023 at the CAIG Office from 11AM to 3PM for the Corrections. If you are interested please attend; make sure you bring your Photo ID with you to be copied.</p>

10. COMMITTEE CHAIR REPORTS

<p>COMMITTEE Positions & Names</p>	<p>Reports</p>
<p>Accessibility</p>	<p>OPEN</p>
<p>Archives</p>	<p>OPEN</p>
<p>Audit</p>	<p>OPEN</p>
<p>Budget and Finance Elizzabeth</p>	<p>Working on an invoice and new budget form. The invoice is for all events that take place such as the Unity Picnic and CAYPAA Beach Blast. It will consist of gathering the information regarding receipts, money raised, money spent from the Budget line. A new annual budget form is in the works. Truthfully I am slightly scared of having to recall my excel math and formula skills from college! The concept is that the annual budget will read down the line from Chair to Workshop with budget lines; however, positions such as Unity will have all the events together not throughout the page as it is now. Give me a little time; say a prayer and it might be done by next week. Thank you for letting me serve and work through some fear.</p>
<p>CAYPAA Mike M</p>	<ul style="list-style-type: none"> -Beach Bash was a success!!! -Throughout the day the estimated attendance was around 150 people -After Donations the total amount spent on beach bash was \$76 (Receipts and Donation totals will be submitted to Ray) -We welcomed some new members -Julia stepped down as Co-Chair and Rob voted in as new Co-chair -Rob stepped down as Co-events chair and Lauren voted in as new Co-events chair -Tom stepped down as Secretary and Jess voted in as new secretary

	<p>-Discussed the next event which will be the Resentment Bonfire. Tentative Date Sept 9th</p> <p>-Discussed possibly doing a co-hosted event with NJYPAA (camping trip). The NJ Young People's committee</p> <p>-Going to focus on "meeting bombs" where we will be going to different meetings in the cape Atlantic area to outreach caypaa and it's events</p> <p>-Excited to be in the new office</p>
<p>Group Access Coordinator Nick B.</p>	<p>I have no report thank you for letting me serve.</p>
<p>Hospitality Karen R.</p>	<p>I have no report.</p>
<p>H and I Marcine R.</p>	
<p>Literature Chuck</p>	
<p>Newsletter Donna (Jersey)</p>	<p>I am so sorry I will not be able to make this week's steering meeting as I have family this week, shore house family visits...yayayyy me</p> <p>As for a report the Newsletters for July/August are printed and are ready for pick. I will do that before the business meeting. Newsletter is posted on the website.</p> <p>Love & service Donna S</p>
<p>Office Manager Eve</p>	<p>Assisted in Office Move. Unpacked and organized Archives. PI/CPC, and other files. Purchased supplies and necessities. Cleaned and checked two small coffee makers. Put binders, loose leaf paper, and a 3 stack of former mailboxes together on one shelf of supplies for committees use in the foyer. Set up rug and outside doormat.</p> <p>There is So much more to do. Please join a committee of your choice and help out. AA needs your help.</p> <p>Service Keeps Me Sober, Eve</p>

Phones
Carolyn

Phone Chair Report - July 2023

TOTAL MONTHLY CALLS

JAN	FEB	MAR	APR	MAY	JUNE
151	113	118	92	136	134

MOST NEEDED TIMES

Monday
at Midnight

Tuesdays:
Noon -2pm
2pm -4pm

Wednesday:
8pm - 10pm

Thursday:
10am- Noon

2023 Week of	Sun	Mon	Tue	Wed	Thur	Fri	Sat
June 1-3					3	2	4
June 4-10	8	7	2	2	0	3	1
June 11-17	3	2	0	5	6	1	5
June 18-24	6	6	7	15	8	5	2
June 25-30	11	6	7	3	2	2	
TOTALS by DAY	28	21	16	25	19	13	12



TEST DRIVE

Demonstration test drive of the phone systems is available to anyone interested in seeing what is under the hood.

Email: phonechair@capeatlanticaa.org

PI/CPC
Rob

July IDRC (Intoxicated Driving Resource Center) commitments are filled for Atlantic County. There still is no contract with Cape May County IDRC therefore, no commitments there yet. Looking to give away two **IDRC SESSIONS FOR AUGUST.**

Bridging the Gap is going well and phone calls are starting to happen which mean that the service is being provided to the individuals. If you are interested in helping please contact me.

Rob

Policy and Structure

OPEN

Reports are available upon request from the ADHOC weekly meetings.

Round UP
Janna

The Roundup registration form is being finalized as soon as possible and then we (RoundUp committee) are voting on the final version of the registration form Wednesday night before the meeting. We had to move our zoom meeting. Everything else is moving along, nothing really to report. Grateful in service, Janna

Technology
Nick B.

I have nothing to report, thank you for letting me serve.

Unity
Karen

(1993)
GREAT BAY
COUNTRY CLUB

New

Banquet Event Order
B-100123

, Somers Point, NJ 08244

Description: Cape Atlantic Inter Group	Event Date: Sun, Oct 01, 2023
Client: Michael Fattizzi - B100089 3153 Fire Rd Suite 1c EHT, NJ 08234	Sales: Sharon Ireland
Phone: 732.998.9660 Email: mikefattizzi@gmail.com	Coordinator: Danielle Migliacci

Date	Time	Room	Function Type	Exp	Setup Type
Sun, Oct 01 2023	09:00 AM - 01:00 PM	GB Great Room	Meeting	210	

Menu		Setup	
09:00 AM		Early arrivals	08:30 AM
1	Beverage Station Set in Lounge (along mirrors)- Heavy usage Coffee, Tea and Assorted Juices	- Some Driving from a distance- could arrive early Coffee available in the lounge-(room still being set)	
09:30 AM		Set-Up	09:00 AM
210	Our Breakfast Buffet \$ 27.95 PP 9:30-11am Buffet Open	- Registration- 2 chairs Brochure Table 6ft- 2 chairs	
	Country Style Scrambled Eggs- Plain & with Mushrooms, Peppers and Chives	25-28 tables of 10pl Buffet in Lounge	
	Breakfast Meats: Smoked Ham and Sausage Links Lyonnaise Potatoes	AV:	09:00 AM
	Fresh cut Fruit Bowl Freshly Baked Danish, Muffins and assorted Bagels, with cream cheese, butter & preserves	- Podium /Microphone	
	French Toast, with warm maple syrup	Linens	09:00 AM
		- Cloths: Royal Blue Napkins: White	

Billing	
Menu	\$5,869.50
Total	\$5,869.50
Gratuity	\$1,254.61
Balance Due	\$7,124.11

Our Unity Breakfast will be held on October 1, 2023
Time-9-1
Place- Great Bay country club
Speaker-Helen S

We are expected to have a guaranteed head count approx a week before the event
With a final headcount a few days before.
We have approximated 210 ppl but have room for 250ish

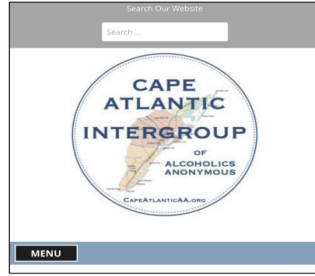
I believe someone said we have a deposit down already

The cost is \$34 WITH gratuity per person

For Helen we will need to pay airfare from florida BUT no hotel as another AA member has agreed to host her.
Helen is a great speaker. She has 50 yrs of sobriety. She got sober in Philly and moved to NJ when 30 years sober
She is also my grand sponsor !

I will NOT be at Steering tomorrow as I am taking the family to the county fair!
See you next week!

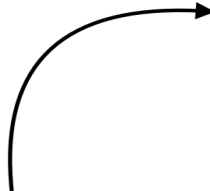
Website Carolyn



July 2023 Website Report

- 1) Mobile View of New home page
- 2) Updated all the old addresses
- 3) Deb updated meeting changes.
- 4) Potential new committee member

Link to Meetings



MENU

Home

About Us

An Intergroup is an A.A. service office established to help carry the message of Alcoholics Anonymous to a certain geographical area.

Cape Atlantic Intergroup (CAIG) provides services to over 140 A.A. Groups in the Southeastern region of New Jersey – from Waretown to Cape May Point. To learn more about the Intergroup Committees and the support we provide, [CLICK HERE](#)

[CLICK HERE](#) to learn about our history.

New Office Location

On July 1, 2023, the Intergroup Office is relocating to 1418 New Rd, Suite 4, Northfield NJ 08225.

At this new space, meetings and workshops will be held.

Please make note of this change and print /share this flyer. [PDF of Flyer Office](#)

A.A Hotline

609-641-8855

Hispanal de AA: **800-988-4928** <https://www.oficinaintergupaldeaanj.org>

A. A. Meeting Guide

Get this Free App to locate an A.A. Meeting right from your phone

[Find A Local A.A. Meeting](#)

[World Wide A.A. Meetings](#)

[Print Local Meeting List](#)

ByLaws and Job Descriptions

The ad hoc Policy & Structure Committee completed their work to revise the Intergroup Bylaws and Job Descriptions. This will be presented at the JULY Business Meeting.

[VIEW DOCUMENT PAGE](#)

Attend Monthly Intergroup Service Meetings
Steering Panel Meeting * Intergroup Business Meeting * Committee Meetings

[Click to View Details](#)

Intergroup Events

Social and Educational events are a part of the UNITY work of Intergroup. Anyone can participate in the activities hosted by our Committees and Groups.

ANNOUNCEMENTS AND UPDATES

- [Trudgers Group - Room Change](#)
- [New Meeting Location - Sunrise Big Book Group](#)
- [Committee Spotlight...](#)
- [Bylaws, Job Descriptions Draft](#)
- [7th Tradition Contributions](#)
- [Intergroup GSO Bus Trip](#)
- [Absecon Group - Time Change](#)
- [November Intergroup Elections Notice](#)

Our Newsletter

"Pass It On" is our publication written and edited by volunteers of the Intergroup Newsletter Committee

[Learn More...](#)

Is Your Group Represented?

Over 140 Groups are part of the Cape Atlantic Intergroup. Each Group can elect an IGR (Intergroup Reps) to be the voice of the group for all A.A. services and business functions provided by your Intergroup.

[Learn More...](#)

See All the Flyers

here are the Announcements

Newsletter

Desktop View of home page

The screenshot shows the desktop version of the website. At the top is a navigation bar with links: Home, Info About A.A., Literature, A.A. Meetings, Event Flyers & News Publications, Service, Intergroup Resources, and Contact Us. The main content area is titled "Home" and features several sections: "About Us" (describing the intergroup's role), "New Office Location" (announcing a move to 1418 New Rd, Suite 4, Northfield NJ 08225), "A.A. Hotline" (609-641-8855), "Hispanol de AA" (800-988-4928), "A.A. Meeting Guide" (a free app), and "ByLaws and Job Descriptions" (a recent update). On the right side, there is an "Upcoming Events" calendar listing events for July, August, and September, such as "Maryland Speakers - Fellowship of the Spirit Group" and "Cape Atlantic Intergroup Monthly Business Mtg". Below the calendar is a "View Calendar" link. At the bottom right, there is a "FLYERS" section with a "See All the Flyers" button and a preview of a flyer for "JULY 12th".

Calendar

Flyers

Workshops
Buddy T.

July 2023

Office Move Report

Total Spent: \$2,935.94

FURNITURE

DESCRIPTION	VENDOR	DATE	QUANTITY	TOTAL
Folding Chairs	Walmart	6/19	48	\$1535.88
	Amazon	6/19	4	\$117.76
Folding Training Tables	Walmart	6/10	2 (6FT)	\$116.22
	Amazon	6/27	3 (5 ft)	\$148.62
Office Desk	Amazon	6/22	1	\$148.87
Lockable File Cabinet	Amazon	6/22	1	\$139.99
Literature Room Table	Facebook Marketplace	6/26	1	\$25.00
Event/H & I Folding Table	Overstock	6/27	1	\$145.00
TOTAL				\$2377.34

MISC. PURCHASED

DESCRIPTION	VENDOR	DATE	QUANTITY	TOTAL
Flat Hand Cart	Amazon	6/26	1	97.78
Refrigerator	Facebook Marketplace	6/24	1	100.00
AV Rolling Cart	Walmart		1	89.99
Wireless Mic & Stand	Amazon	6/25	1	69.98
Magazine Wall Acrylic (handouts/flyers)	Amazon	6/7	1	59.99
Floor Mop	Amazon	7/2	1	31.99
2nd Office Desk/work table	Amazon	7/6	1	148.87
Sub Total				598.6
Sale of Office Chairs	Marketplace	6/16	4	40
TOTAL				558.6

Team Office Move:

11. Questions/ Comments concerning specific Officer/Committee Reports

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-
-

12. OLD BUSINESS:

- **Eve:** 2013 CAIG Inventory - the remainder of the rent for the church where we have the monthly business meeting. To donate the funds back to the church.
- **Maurice** Friday August 18, 2023: take 38 people have to leave at 7:30AM - charge \$10 a person
- **Dawn:** Bring a new H&I commitment to a Female sober living house in Smithville Wednesday at 6PM.
- **Ray:** Moving budget is projected to be around \$1200.00 dollars. Expenses of locks, chairs, inspection of the commercial lease.
- **Carolyn:** motion to remove \$3000 from reserve for moving expenses- vote motion passes to be brought to the body next week.

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13. NEW BUSINESS:

- **Ray:** Revision of the Green Card to be printed again green.
- **Ray:** On the GSO Bus Trip to send the \$2,000 check up with the bus for a contribution to GSO.
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14. NEXT CAIG MEETINGS

Cape Atlantic Intergroup CAIG Business Meeting:
Wednesday July 19th, 2023 at 7:30PM

CAPE ATLANTIC INTERGROUP OFFICE (CAIG)
1418 New Rd. Suite 4
Northfield, NJ 08225

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](#)

15. Motion to Close

Motion to close came from the floor followed by a second.
8:48 PM and closed with The Responsibility Prayer led by Tim L.

17. Attendance Sheets

See the check marks from the roll call above.