

Cape Atlantic Intergroup Minutes
CAIG BUSINESS MEETING MINUTES
August 16th, 2023 Intergroup Meeting

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

Phone: (609) 641-8855

Date and Starting:

The meeting began Wednesday August 16, 2023 at 7:32PM

Open with Serenity Prayer:

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

Roll Call (Chairperson):

OFFICERS Positions	Names	Present
Chairperson	Dawn I.	Yes
Vice Chair	Tim L.	No
Recording Secretary	Megan V.	Yes
Corresponding Secretary	Amber M.	Yes
Acting Treasurer	Tina R.	Yes
Literature Treasurer	Jessica G.	Yes
Trustee	Joe O.	Yes

COMMITTEE Positions	Names	Present
Accessibility	OPEN	
Archives	OPEN	
Audit	OPEN	
Budget and Finance	OPEN	
CAYPAA	Mike M.	No

Group Access Coordinator/Tech	Nick B.	No
Hospitality	Karen P..	Yes
H and I	Marcine R.	Yes
Literature	Rob S.	Yes
Newsletter	Donna S.	Yes
Office Manager	OPEN	
Phones	Carolyn M.	Yes
PI/CPC	Rob H.	Yes
Policy and Structure	OPEN	
Round Up	Janna F.	No
Unity	Karen N.	Yes
Website	Carolyn M.	Yes
Workshops	Buddy T.	No

Quorum: 18

Intergroup Representatives	In Person	Virtual
Regular	12	0
Alternates	4	2
Totals	16	2

New Representatives: None

Announcements:

- Gene, the group that takes meetings into prisons is asking for used Grapevines to pass out.
- Shirl R., The New Gretna meeting will be back in the church, Thursday nights at 8 p.m.
- Barb – Fellowship of the Spirit, 3rd Anniversary, Oct. 25th, Adrienne B. – West Virginia; Ventor Community Church.
- Lynn – CMA will not be meeting in the Hall; they will be meeting Friday and Saturday at the Beach on 30th Street, not Mara Stella

Anniversaries:

1. Michelle S. Celebrating 11 years on August 22nd

Area 45 – Update:

Dawn I. introduced Area 45 Representative, Ken T. (Panel 72 Delegate). Summer Assembly, Sunday, August 20th in Columbus, NJ. The Area website is snjaa.org, please check it out.

The bus trip to NY, Ken T. will be in attendance, he plans to make a special introduction to the attendees and the office staff.

Email a copy of the potential agenda item forms to all the groups, if your groups have any ideas to be included in the Conference next year, those ideas will be considered. Discuss it in your group, bring the form to the Assembly, present it to your GSR, bring it to your District – if it is not already being considered or presented, it will be brought to the Conference next year. Thank you very much.

Opening Prayer: Michelle S., God, I pray for an open mind so I may come to believe in a Power greater than myself. I pray for humility and the continued opportunity to increase my faith. I don't want to be crazy any more.

Tradition Reading:

Blanche read the long form of **Tradition Eight**. Alcoholics Anonymous should remain forever non-professional. We define professionalism as the occupation of counseling alcoholics for fees or hire. But we may employ alcoholics where they are going to perform those services for which we might otherwise have to engage non-alcoholics. Such special services may be well recompensed. But our usual A.A. "12th Step" work is never to be paid for.

Chairperson, Opening Remarks: (Dawn I., Chairperson)

Thank you to everyone in attendance whether you are in person or virtually, your participation is vital to the success of Cape Atlantic Intergroup. If you are an Intergroup Representative, please be sure to sign in, the sign in sheet is at the door right next to the Agenda, which everyone should have picked up on their way in. Please make sure that you write clearly and accurately to ensure that you receive the minutes in a timely manner and guarantee certainty during elections, and we will be doing some voting tonight. All Panel and Committee Members, please give your Reports at the microphone so all in attendance, virtually or in person can hear you. We will hold all questions and comments until the end of the Reports are completed. Please do not talk over one another, please try to keep your conversation in the gally to a minimum.

Presentation of last month's Business Meeting Minutes (Recording Secretary) (Megan V.)

Did everyone receive last month's Business Meeting Minutes, may I have a motion to approve the Minutes as presented? Motion to approve was made from the floor. The Minutes from July were unanimously approved.

Agenda Items (Recording Secretary)

- Vote on the By-laws
- Vote on the Recording Secretary

Officer Reports:

Reports were given as follows:

<u>Position/Name</u>	
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<p>Chairperson – Dawn I.</p>	<p>Before I begin my report, I'd like to apologize for my unprofessional behavior at Julys Business Meeting. While I felt running the microphone around the room was fun and casual, it was looked upon unfavorably. It distracted from the focus and seriousness of the evening. Also, during the H & I portion of the meeting I again acted unprofessionally by jumping in and doing Marcine's job.</p> <p>Leaving the meeting space and overstepping the committee chair's responsibilities was wrong and I will not happen again.</p> <p>It was a quiet month with no events to attend. On a serious note, Thursday July 27th, citing personal business reasons, our Treasurer, Ray B stepped down effective immediately. He had no Co-chair. Our Literature Chair, Jess G, respectfully declined the position. Our Round Up Treasurer, Tina R, has graciously offered to</p> <p>step up and fill in for the next few months. This vacancy will be posted in August & September minutes in keeping with our Bylaws. I hereby appoint Tina as "Acting Treasurer" until November elections. Mike G and John Q have also offered their accounting experience and services. I hope they consider throwing their names in at election time.</p> <p>On a sad note, I was notified Friday August 10th that our Recording Secretary and Budget & Finance Chair, Elizzabeth C was vacating her position earlier than expected. She had planned</p> <p>on leaving in September. Megan V had volunteered to fill in until and has been transitioning. The Recording Secretary position had been posted in the meeting minutes in June & July and can be voted on tonight.</p> <p>Last month Eve C, resigned as Office Manager. She will continue to help out but that committee is now open.</p> <p>Thanks to Nick B for helping out with the Tech Support!!</p> <p>Let's promote the upcoming election folks!!</p> <p>District 16/17 successfully held their first meeting here the 1st Thursday of the month. I met with Joe H and Patrick C and discussed the possibility of The Renegade Group using the office. Also spoke with Cliff M about the use of office for a new Beginner's Meeting he is trying to organize.</p> <p>Looking forward to the upcoming GSO Bus Trip, Annual Breakfast, District, 19 Light House Picnic and Round Up.</p>
<p>Vice Chair –</p>	<p>Not in attendance.</p>

Tim L.	
Acting Recording Secretary – Megan	No report.
Corresponding Secretary - Amber	Sent out 17 letters last month, five more to complete hopefully completed by the Business meeting. Thanks to Ray for keeping up with the donations and for making my job so easy. Thank you to Dawn and Tina holding down the fort in his absence. Thank you to Megan for picking up this position. Thank you for letting me serve.
Acting Treasurer – Tina R.	<p>I'm happy to be asked to act as CAIG treasurer since Ray stepped down from his position.</p> <p>I served as a past treasurer for Cape Atlantic Intergroup in 2015, 2016, 2017</p> <p>Sobriety date May 3, 2013</p> <p>Home group Trudgers, Absecon</p> <p>Currently, Round-Up Treasurer & was Treasurer for Round up last year. Personally, I'm a staff accountant for a law firm in Toms River. (Since June 2021) and prior to my current position, I was a Staff Accountant for Enlightened Solutions (Since 2015), prior to that I was a full charge bookkeeper for an Advertising Agency since (Since 1996)</p> <p>30 YEARS BOOKKEEPING/ACCOUNTING experience</p> <p>Since Ray stepped down, I was contacted by Carolyn (Website & hot-line chair) and spoke with Dawn (Chairperson) and agreed to temporarily serve as acting Treasurer and would like to serve with the next cabinet in November. Although I would need to be nominated and elected and it would be up to the body of CAIG.</p> <p>I had one meeting with Ray and received an update from him on the bank accounts, some pending items and was given access to the accounting software. Ray has agreed to be available to me should I have any questions and is in contact with me via phone, and in person if needed. Last year, leading up to the Round-Up, Ray & I established a strong working relationship and managed to progress successfully through the completion of the Round-up and stayed in touch with each other throughout that period.</p> <p>Since our meeting, I've logged into Quickbooks, Paypal & TD bank account and have deposited a few deposits as well as processed a few necessary payments. Ray has advised me of the following pending items that are in process:</p>

	<p>1. IRS penalty and clean up for the tax year 2013.</p> <p>2. Security Deposit due from Knaak (prior landlord)</p> <p>3. Discrepancy w Knaak regarding rent paid in 2022</p> <p>4. Bank Reconciliations paid</p> <p>5. ROUND-UP Registrations</p> <p>5. Bus trip payment due</p> <p>6. GSO donation \$2000 to be paid with live check 8/18/23</p> <p>7. 2024 Budget</p> <p>Deposits for the month \$5,467.96</p> <p>Disbursements - \$8,621:</p> <ul style="list-style-type: none"> - which includes a \$2,000 check for GSO, Quickbooks, AC Electric, SJ Gas, Tech Cable, new checks were ordered, Grand Printing Meeting Lists, Airfare for the Roundup Speakers
Literature Treasurer – Jessica G.	Met with and settling in with Tina R. figuring out the Inventory was completed with Rob. Stock was ordered. Meeting lists were ordered – we have lots of them. Please keep orders coming. Orders via email are best and Rob will get in touch to schedule pick up!
Trustee – Joe	I do hope to attend the Area Assembly, I will need a ride, if anyone is available. The downside of the move is that the old office was in walking distance – so if anyone can help it would be appreciated. An email from our past delegate, Rich R., they are looking for help with the Election Assembly in November – it will be a hybrid Assembly. Some expertise particularly on Zoom, keeping tally on votes, spreadsheets and Wendy is going to be standing for an Area position so she cannot be involved. If you or anyone knows anyone, please pass the information along. Thank you.

Committee Chair Reports:

<u>Position/Name</u>	
Accessibility	This position is open.
Archives	This position is open.

Audit	This position is open.
Budget and Finance -	This position is open.
CAYPAA Mike M - [Caroline]	Not available.
Group Access Coordinator - Nick B.	Nothing to report.
Hospitality - Karen R.	Nothing to really report, my position is available come the November elections – so if you have a love of hospitality and service, this might be the position for you! Thank you, Dawn, for bringing the pizza and fruit salad, it is delicious!
H and I - Marcine R.	Nothing new to report for H&I. Thank you for letting me be of service.
Literature – Rob S.	Thank you to everyone for their help! I wasn't able to make the move, we had six trucks about 15 ft high to get everything from one location to the new office. I want to thank Dawn for your service and support of me, your service and humility today is very much appreciated. Signs and Banners, we have them, we have had requests they are \$50 each. If anyone has a need we can order it, we will be glad to send.
Newsletter - Donna (J.C.)	The July and August is printed – they are in the cubbyhole, please take them back to your group. Give a shout out to everyone for their help Wayne, Debbie B., Lamont. I have a couple of upcoming items for the next newsletter, we did Dr. Bob and his wife, Ann, because Dr. Bob's Birthday was in August. Carolyn provided a really cool – Sponsor Love puzzle. Please send me anything you might have. Thank you for letting me be of service.
Office Manager	OPEN.

Phones – Carolyn

TOTAL MONTHLY CALLS

JAN	FEB	MAR	APR	MAY	JUNE	JULY
151	113	118	92	136	134	159

If we speak to the caller, most are helped in under 10 minutes.

Calls we handled include:

- call this month for District phone number to verify they received a donation check
- repeat caller from Rio Grand trying to get a ride
- new to the area and looking to find a meeting.
- caller trying to have their group meeting at the intergroup office

Some callers hang up before they speak to someone...or it's a telemarketing call.

Of the 159 calls, 7 calls were over 10 minutes in length.

These were calls they we had someone from the 12 Step List call them back or spent more time with them on the phone.

Here is the breakdown by day of the calls we received:

2023 Week of	Sun	Mon	Tue	Wed	Thur	Fri	Sat
July 1							6
July 2-8	2	4	2	6	5	11	5
July 9-15	2	3	5	1	6	5	12
July 16-22	5	6	6	3	5	8	3
July 23-29	3	2	8	5	9	3	5
July 30-31	5	8					
TOTALS by DAY	17	23	21	15	25	27	31

MOST NEEDED TIME SLOTS

Tuesdays:
2pm -4pm

Thursday:
10am- Noon

Times Open for Volunteers:

47 Open Slots for the back up Volunteers and 2 spots are in need of a primary/first volunteer. Visit the website to [LEARN MORE](#)

November Elections

This year all the Intergroup service positions rotate and open up opportunities for members to grow in fellowship and knowledge by becoming a volunteer. I am currently looking for a co-chair to learn the Phone /Hotline positions. Contact me if you would like to learn more:

Email: phonechair@capeatlanticaa.org

PI/CPC – Rob H.

Two things, as previously mentioned, Bridging the Gap, no one has gotten any calls from Bridging the Gap I talked with Scott, Atlantic County and Cape May County, 22 people signed up, he has not gotten the ball rolling yet, hasn't gotten the people set up for outcoming from prisons and rehabs. When it happens we will know, so be ready! IDRC Atlantic County –no trouble filling them. Cape May County lost their contract they have reestablished their contract – there is once a month, Atlantic County is twice a month. Thank you for letting me serve!

Policy and Structure

This position is open. Minutes, available at request.

Round Up – Janna

Janna is unable to make it, the work is progressing very nicely, registration and flyer are on the website. The website is phenomenal with all of updates. Hopefully we have a meeting with the representative from The Grand next week to fine tune everything. Please announce The Round Up should at the various meetings, November 17th-19th The Grand in Cape May, print the flyer off the website if you want to leave them at your meetings.

Technology - Nick

Not available.

Unity – Karen	I am still getting compliments on the Unity Picnic. Happy to hear that it was successful! The Unity flyer for upcoming Breakfast is here and is available. Working hard on this event and looking forward to it!
Website – Carolyn	<p>Deb L. has updated and published a new Local Meeting List for August. It's on the website for printing.</p> <p>Meetings have been updated; flyers posted.</p> <p>Suggest groups that sign papers let us know so it can be added to the notes. A newcomer emailed looking for zoom meeting he could attend and get proof of attendance for his employer.</p>
Workshops – Buddy	Not in attendance.

Questions/Comments concerning Reports –

Doug G. – Announcement – approached by Alumni Coordinator is offering meeting space for meetings – reasonable rate, \$1 or something. Saturday all day, Sunday after 4, Tuesdays and Thursdays after 7. All for meetings if you want to start a group, reengaging post COVID. That is available – contact Doug G.

Break at 8:04 p.m. – Resuming at 8:14 p.m.

Old Business –

Voting – Recount of Intergroup Representatives – 13 in person, Alternate Intergroup Representatives – 4 in person and three online. Total of 20.

Recording Secretary -

Dawn I. called for a nominations for **Recording Secretary**, a nomination from the floor for Megan V. Shortly after, the nomination was seconded. Call for any other nominations for Recording Secretary. Nomination was accepted.

Megan V. – Hi, I am Megan V., a grateful recovering alcoholic. My sober date is November 10, 2009. I am an alumna of Spring House for Women, a Halfway House based on the campus of Bergen Regional in Paramus, NJ. I resided for 15 months. I have been blessed with amazing sponsors, and the gift of this program, I do believe I was beyond human aid until I found these rooms. I would consider it an honor to serve as Recording Secretary.

I have over thirty years of experience as a serving in all kinds of administrative support positions throughout my career. Working in industries from accounting and risk management, higher education, entertainment, and currently in the legal field for the last nine years and titles ranged from personal assistant, administrative assistant, executive assistance, legal secretary and legal practice assistant. I achieved my education at the New School University in New York City and my paralegal certificate at Fairleigh Dickinson, Teaneck, NJ. Post Covid my job is 80% remote/work from home-situation; therefore, I would have availability to attend steering and business meetings in person.

My husband and I moved to Little Egg, two and a half years ago, then settling in Mays Landing a year or more ago from Northern New Jersey. I met Donna S. who invited me to participate in the Waves Roundup, where I became the 15th Annual Waves Roundup Program Chair, last year I served in the capacity of Secretary for the 16th Annual Waves Roundup.

My home group is the Mays Landing Serenity Group, we meet at the Presbyterian Church in Mays Landing on Tuesday, Wednesday and Friday at 5:30, Thursday at 8 p.m., Saturday at noon and Sunday at 2 p.m.

I would consider it an honor and a privilege to be of service, thank you.

A vote was called, and counted all **20** Representatives voted in favor of Megan V. becoming the Recording Secretary.

By-Laws –

A call for discussions on the proposed revisions to the By-Laws? No one spoke up.

Vote was called and counted – all twenty Representatives voted in favor of adopting the revisions to the By-Laws. **The By-Laws have been adopted.**

New Business –

Barb – Square Readers for literature sales and Unity/Special Events as well. Very few people these days write checks and carry cash. Let's explore Square Readers to make purchasing these a lot easier. Shirl R. (she set them up for the Roundup) spoke up from her experience, they are relatively inexpensive and approximately \$10 for the Reader and then the Accounts would have to be linked to the appropriate bank account. It is a per transaction fee, approximately 2.6%

- It was brought up that Venmo is free and a reader is not needed.
- All Unity Events should be able to pay online for the breakfasts and etc.

Tabled to discussed at Steering Committee meeting.

Skit for the Roundup - Dawn I. - CAIG is responsible for a Workshop at the Round Up. There is an idea being presented to do a skit – Mad Scientists – Two people for each Step, one the Problem and the Solution. There is a Solution. We will need a committee to write the skit. Anyone have an idea? Please contact Dawn I, if you are interested in participating.

H&I Commitments - [Required Readings](#)

Intergroup H & I Commitments

SEPTEMBER 2023

SUNDAY		
7pm	Enlighten Solutions	SINGLENESS OF PURPOSE GROUP
7pm	John Brooks (W)	TUCKERTON GROUP
7pm	John Brooks (M)	ACYP GROUP

MONDAY		
7pm	Boca Recovery Ctr	NEW FREEDOM GROUP
7pm	John Brooks (W)	VENTNOR SEASHORE GROUP
7pm	John Brooks (M)	SEA ISLE CITY GROUP

TUESDAY		
7pm	Boca Recovery Ctr	YOUNG MENS GROUP
7pm	Enlighten Solutions	ACYP GROUP

WEDNESDAY		
NOON First and Third of the month	Atlantic Preventive Resources	THE HUT GROUP
6pm	Ocean Sober Living	TRUDGERS GROUP
6:30pm	Pyramid (W)	SOUTH JERSEY NEWCOMERS GROUP
7pm	Atlantic Preventive Resources	NEW FREEDOM GROUP
7pm	Enlighten Solutions	RULE 62 GROUP
7pm	John Brooks (M)	GMOC GROUP

THURSDAY		
6:30pm	Pyramid (W)	SOUTH JERSEY NEWCOMERS GROUP
7pm	Boca Recovery Center	NEW FREEDOM GROUP
7pm First and Third of the month	Enlighten Solutions	SOMERS POINT GROUP
7pm	Pyramid (M)	SOUTH JERSEY NEWCOMERS GROUP
8:15pm	RCA Lighthouse	STAGE COACH GROUP

FRIDAY		
7pm	Pyramid (M)	FELLOWSHIP OF THE SPIRIT GROUP

SATURDAY		
8:15pm	RCA Lighthouse	DESIGN FOR LIVING GROUP

LOCATIONS

Atlantic Preventive Resources

1416 N Main St, Pleasantville, NJ 08232 (609) 272-0964

Boca Recovery Center

30 W Jimmie Leeds Rd, Galloway - NJ 08205 (609) 270-3068

Enlightened Solutions Detox

1501 N Albany Ave, Atlantic City, NJ 08401 (833) 443-5700

John Brooks Recovery Center (Womens) & (Mens)

1455 Pinewood Blvd, Mays Landing, NJ 08330 (609) 345-0110

Ocean Sober Living (Womens)

Smithville, NJ. 609-335-9066

Pyramid Healthcare (Womens) & (Mens)

600 S White Horse Pike, Hammonton, NJ 08037
(888) 694-9996

Recovery Centers of America at Lighthouse (RCA)

5034 Atlantic Ave, Mays Landing, NJ 08330 (609) 752-0005

NEXT CAIG MEETINGS

CAIG Steering Business Intergroup Meeting:
Wednesday September 13th, 2023 at 7:30PM

CAPE ATLANTIC INTERGROUP OFFICE
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](#)

CAIG Business Intergroup Meeting:
Wednesday September 20, 2023 at 7:30PM

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1418 New Rd. Suite 4
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[Zoom ID # 542 744 809](#)

Motion to Close – Motion to close came from the floor at 8:21 PM, followed by a second. Dawn I. lead the close with the Responsibility Pledge.

Attendance Sheets

Welcome to the Cape Atlantic Intergroup Monthly Business Meeting – Please Sign In

Date: _____

Name	Group	Position	Email	Phone	1 st Time/ New Info?
Walter Lipp	New Freedom	IGRR	walter.lipp@yahoo.com	609 513 1738	n/a
Beth S.	ACYP	IGR	Eliza47@comcast.net	609 204 6030	NO
Jennifer Douglas	Siberia pride	ICIR	Jenny.bdc@me.com	609-317-3311	NO

Welcome to the Cape Atlantic Intergroup Monthly Business Meeting – Please Sign In

Date: 8-16-23

Name	Group	Position	Email	Phone	1 st Time/ New Info?
Eugene G.	Marys Landing	AIT Inter.		609-666-8369	7:00
Kurt S.	IT WORKS	INTERGROUP	TURKMAN 80 AOL.COM	215-620-0170	
Dante C	S.O.P.	Rep	dccola@gmail.com (same)	609-226-6350	
Elle Gibbons	Ventnor Seashore	Gr. Rep	raemom98@yahoo.com	315-760-7721	—
Barb McDevitt	Fellowship of the Spirit	Igr Rep	mcdatlast1010@gmail.com	335-5773	NO
Karen Nilson	Easy does it	Int Rep	Karennilson@outlook.com	609-949-1740	NO
Danny S	Harbor Lights	Int Rep	shawell.john.d@gmail.com	609-86-2808	NO
Blanche L	Good Morning	Int Rep	infectious@comcast.net	484-832-6977	NO
LeighAnn M.	Primary Purpose	Alt. Int Rep	redlioness86@yahoo.com	610-608-7360	NO
Jim C	YOUNG MEN	ALT			
JEFF C	RULE 62	REP	JSCROWEKID007@GMAIL.COM	302-487-9090	NO
Michelle S	CMOC NORTH	Alt IGR	mimil004@comcast.net	409-214-0825	NO
Rob H	Design for Living	Rep	robert-harran@yahoo.com	856-417-6308	
Doug G.	Northfield Big Ocean step study	IGR	douglasvgraham@hotmail.com	609-319-5490	NO
Shirley R	Trudgens	IGR	sremente@comcast.com	609-289-7361	NO
Jude S	Stagers each	IGR	Jude.screnci.9313@gmail	609-675-4840	NO