

Cape Atlantic Intergroup Minutes
CAIG STEERING MEETING MINUTES
August 9th, 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 9, 2023 at 7:31PM

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.

Roll Call (Chairperson):

OFFICERS Positions	Names	Present
Chairperson	Dawn	Yes
Vice Chair	Tim L	Yes
Acting Recording Secretary	Megan	Yes
Corresponding Secretary	Amber	Yes
Acting Treasurer	Tina R.	Yes
Literature Treasurer	Jessica G.	Yes
Trustee	Joe	Yes

COMMITTEE Positions	Names	Present
Accessibility	OPEN	
Archives	OPEN	
Audit	OPEN	
Budget and Finance	Elizzabeth	No
CAYPAA	Mike M.	No
Group Access Coordinator/Tech	Nick B.	Yes

Hospitality	Karen R.	No
H and I	Marcine R.	Yes
Literature	Rob	No
Newsletter	Donna S.	No
Office Manager	Eve	Yes
Phones	Carolyn	Yes
PI/CPC	Rob H.	Yes
Policy and Structure	OPEN	
Round Up	Janna F.	No
Unity	Karen	No
Website	Carolyn	Yes
Workshops	Buddy	Yes

Officer Reports: Opening Remarks from Vice Chair (Tim) Thanked Dawn for the Roll Call, reminded everyone to keep their reports brief and send your synopsis of your reports for next week's Business Meeting, please highlight anything that needs to be ironed out beforehand. Please follow procedure by raising hands, be respectful to the person who has the floor. For a complete list of positions please see <https://capeatlanticaa.org/steering-panel-and-committee-members/>

All are welcome to attend, the second Wednesday of every month at the office new office location, meeting starts at 7:30 PM.

Reports were given as follows:

<u>Position/Name</u>	
Chairperson – Dawn I.	<p>Before I begin my report, I'd like to apologize for my unprofessional behavior at July's 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 event. Also, during the H&I portion of the meeting I acted unprofessionally again by jumping in and doing Marcine's job. Leaving the meeting space and overstepping the committee chair's responsibilities was wrong and will not happen again.</p> <p>It was a quiet month with no events to attend.</p> <p>On a serious note, on Thursday July 27, 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 step up and fill in for the next few months. I hereby appoint Tina as our "Acting Treasurer" until November</p>

	<p>elections. Mike G. and John Q. have also offered their accounting backgrounds and services. Thank you. We will get through this together.</p> <p>On a sad note, I was notified Friday Aug 10 that our Recording Secretary and Budget and Finance Chair, Elizabeth C, had to vacate her position earlier than expected. Megan V. has offered her expertise and secretarial skills to step up and fill the position. I hereby appoint her as “Acting Recording Secretary” until the November elections.</p> <p>Last month Eve, Office Manager, had announced her resignation. She has had second thoughts and will continue as Office Manager until November elections.</p> <p>Please be sure to grab and distribute election flyers!! Let’s promote this campaign!!!</p> <p>District 16/17 successfully held their first meeting here the 1st Thursday of the month. I met with Joe H. & Patrick C. and discussed the possibility of the Renegade Group using the office. Cliff M. is also interested in using the office for a new Beginners Meeting</p> <p>Looking forward to the upcoming GSO Bus Trip, Breakfast and District 19 Lighthouse Picnic.</p>
Vice Chair – Tim L.	Thank you to everyone who has stepped up, thank you for everyone showing up today. It has been slow month, I have nothing new to report.
Acting Recording Secretary – Megan	No report was available.
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 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</p>

	<p>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 (Chair-person) 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> <ol style="list-style-type: none"> 1. IRS penalty and clean up for the tax year 2013. 2. Security Deposit due from Knaak (prior landlord) 3. Discrepancy w Knaak regarding rent paid in 2022 4. Bank Reconciliations paid 5. ROUND-UP Registrations 5. Bus trip payment due 6. GSO donation \$2000 to be paid with live check 8/18/23 7. 2024 Budget <p>I've accessed his last Treasurer report and updated it for our Business meeting scheduled on 8/16/23, it will be printed and provided at our next business meeting. I'm happy for this opportunity to serve.</p>
Literature Treasurer – Jessica G.	Inventory was completed with Rob. Stock was ordered. Please keep orders coming. Orders via email are best and Rob will get in touch to schedule pick up!
Trustee – Joe	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

	<p>Area position so she cannot be involved. If you or anyone knows anyone, please pass the information along.</p> <p>On a sad note, Patty J., "Patty Cupcake", passed away after suffering a stroke. Her service will be at the Wynberg in Linwood on Sunday, August 13, from 5-7, then there will be a Mass on Monday.</p> <p>Thank you.</p>
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Committee Chair Reports:

<u>Position/Name</u>	
Accessibility	This position is open.
Archives	This position is open.
Area 45 – Wendy M.	<p>I have just a few things this month:</p> <p>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.</p> <p>Four new motions are coming to the next Assembly. The first is to an amendment to the approved 2023-2024 Area 45 budget is proposed, 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. And the final one is to add PayPal to accept contributions on the Area 45 website.</p> <p>Save the Date: The Day of Sharing is October 7th; time and location in the South Jersey Intergroup Area are to be announced.</p>
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.	Not available.
H and I - Marcine R.	<p>The bus trip is going to go well. Two phone calls that commitments did not show up. I have gotten in touch with each of the groups, they reported that it would be taken care of it. Nick is going to help me by printing a current list of H&I Chairs, so if this happens and I get a call, I can contact the appropriate individual and call back right</p>

	away. Thank you for letting me be of service.																																																																														
Literature - Chuck	Not available.																																																																														
Newsletter - Donna (J.C.)	Not available.																																																																														
Office Manager - Eve	Nothing to really report.																																																																														
Phones – Carolyn	<div><div>TOTAL MONTHLY CALLS</div><table><tr><th>JAN</th><th>FEB</th><th>MAR</th><th>APR</th><th>MAY</th><th>JUNE</th><th>JULY</th></tr><tr><td>151</td><td>113</td><td>118</td><td>92</td><td>136</td><td>134</td><td>159</td></tr></table><p>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</p><p>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.</p><div><div>Here is the breakdown by day of the calls we received:</div><table><tr><th>2023 Week of</th><th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thur</th><th>Fri</th><th>Sat</th></tr><tr><td>July 1</td><td></td><td></td><td></td><td></td><td></td><td></td><td>6</td></tr><tr><td>July 2-8</td><td>2</td><td>4</td><td>2</td><td>6</td><td>5</td><td>11</td><td>5</td></tr><tr><td>July 9-15</td><td>2</td><td>3</td><td>5</td><td>1</td><td>6</td><td>5</td><td>12</td></tr><tr><td>July 16-22</td><td>5</td><td>6</td><td>6</td><td>3</td><td>5</td><td>8</td><td>3</td></tr><tr><td>July 23-29</td><td>3</td><td>2</td><td>8</td><td>5</td><td>9</td><td>3</td><td>5</td></tr><tr><td>July 30-31</td><td>5</td><td>8</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>TOTALS by DAY</td><td>17</td><td>23</td><td>21</td><td>15</td><td>25</td><td>27</td><td>31</td></tr></table><div><div>MOST NEEDED TIME SLOTS</div><div><u>Tuesdays:</u> 2pm -4pm</div><div><u>Thursday:</u> 10am- Noon</div></div><div><div>Times Open for Volunteers:</div><div>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</div></div><div><div>November Elections</div><div>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</div></div></div></div>	JAN	FEB	MAR	APR	MAY	JUNE	JULY	151	113	118	92	136	134	159	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
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PI/CPC – Rob H.	Two things, as previously mentioned, Bridging the Gap, no one has gotten any calls from Bridging the Gap uncertain if something is wrong with the app, I will be following up. IDRC Atlantic County – two spots to fill and no trouble filling them. All are filled for August and one or two filled in September as well.																																																																														
Policy and Structure	This position is open. Minutes, available at request.																																																																														
Round Up – Janna (Buddy – Co- Chair)	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 17 th -19 th 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	Not available.
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	<p>Workshops have traditionally been held on a Sunday, we are going to try changing it up and putting on during the week. We are targeting the fourth Thursday of every month starting September 18th from 7-9 pm for the first Workshop; if available we would like to use the office. Hopefully we can hold a Workshop each month, if anyone has a topic, please email me and I will add it to the list. It looks promising! Thank you for letting me service.</p>

Questions/Comments concerning Reports –

Doug G. – The Treasurer and Recording Secretarial positions need to be posted and cannot be appointment, they are elected positions. There was discussion surrounding this, the Recording Secretary position had been posted for three to four months and Megan had been recognized as being willing to serve, this can be voted on at the Business Meeting, the Treasurer position cannot and there would not be enough time to post and vote before the term is up in December. The Treasurer has resigned, and a former Treasurer has stepped up to assist until December. If there is anyone else who is interested should identify them and vote on this at that time. Tina R. can be “Acting Treasurer” or a five second vote taken until a new panel is elected in December.

To Amber, thank you for your letters, they have received acknowledgment and good job.

Patty J. services, I have the details for Sunday and Monday.

Lynn C. – For CPC – I have information re: IDRC in Cape May County, please connect with me. I can give you that new information.

Voting on the By-Laws next week, we will vote on the By-Laws. No reason to postpone the By-Laws the vote.

We should announce the Intergroup openings in hopes of getting people interested to give back, be of service and help yourself and others.

Who is a signatory on the bank account? Dawn and Jess are currently on the account. Discussion to add Tina. She cannot be added until it is in the Business Meeting Minutes that she is “Acting” Treasurer, then she can be put on.

Internet connection was lost for a period of time, the meeting was abbreviated.

Old Business – Motion to contribute \$2,000 with the bus trip to GSO, the vote passed last month. Nothing was unfinished.

New Business – 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?

Next CAIG Meeting –

**CAIG Business Intergroup Meeting: Wednesday, August 16, 2023 at 7:30 p.m.
1418 New Rd. Suite 4, Northfield, NJ 08225**

Business Meetings are not limited to Officers or Committee Members – ALL are welcome to attend!

For those who are unable to attend in person, CAIG Business Meetings are hybrid.

Via ZOOM - ID # **542 744 809**

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