

**Cape Atlantic Intergroup Minutes**  
**CAIG STEERING MEETING MINUTES**  
**December 13, 2023 Intergroup Meeting**

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

Phone: (609) 641-8855

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**Date and Starting:**

The meeting began Wednesday December 13, 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 (Recording Secretary):**

<b>OFFICERS Positions</b>	<b>Names</b>	<b>Present</b>
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.	No
Trustee	Joe	Yes

<b>COMMITTEE Positions</b>	<b>Names</b>	<b>Present</b>
<b>Archives</b>	<b>OPEN</b>	
<b>Audit</b>	<b>OPEN</b>	
<b>Budget and Finance</b>	<b>OPEN</b>	
CAYPAA	Caroline	No
Group Access Coordinator/Tech	Nick B.	Yes
Hospitality	Karen P.	Yes

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

**Officer Reports:** Thank you everyone for attending, when delivering reports please keep them brief, when delivering your report please use the microphone so everyone virtually can hear you. Be 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 the meeting starts at 7:30 PM.

Reports were given as follows:

<u>Position/Name</u>	
Chairperson	<p>Not much has happened since last month's Business meeting. I was able to attend the Round Up working the Basket Raffle. We had 35 contributions for the raffle. The CAIG Skit was a huge hit. Thanks to anyone who participated!!</p> <p>I'd like to shout out to all who were in attendance at the November meeting and voted. The election went quickly and smoothly because of your support. As a recap , and for those of you who were not able to attend, the new 2024-25 Panel is:</p> <p>Chairperson- Dawn I  Vice Chair-vacant  Treasurer-Tina  Literature Treasurer-Shirl R  Recording Secretary-Megan M  Corresponding Secretary-Amber M  Trustee- Donna S</p> <p>At the Round Up, Michelle S approached me expressing her interest in stepping up for Vice Chair. At the Business meeting next week we will be holding an election to fill this position. If you, or anyone you know, may be interested in filling this spot please attend next week's meeting.</p> <p>After the elections I will be announcing the committee chairs for this upcoming panel. See the Bylaws for a list of the positions available. If you, or anyone you know, are interested in</p>

	<p>filling one of these positions please contact me immediately. You may call/text/ or email me at:  609-408-4240  dawnizzi6159@gmail.com</p> <p>Folks, I will be attending the Business Meeting virtually from Hawaii. If for some reason I cannot connect I'm sure you will give outgoing Vice Chair, Tim your support and respect. Thank you.</p>
Vice Chair	<p>The Roundup, I got to take the day off and be available for that! It was a great event and really cool, some of the comments that I got from that was beyond good. I attended the 10th anniversary of SJ Newcomers Group on the 11<sup>th</sup>, Steve G, spoke and it was a good thing. I am glad I was able to attend. Nothing else to report. Thank you for allowing me to serve.</p>
Recording Secretary	<p>I am thrilled to report that I was able to attend the Roundup on Saturday, a great day of fellowship, meetings, information and meeting new AA/Alanon people! A good turnout and event, I was so happy I went!</p> <p>I have been attending my usual meetings and the Women's Meeting at Harbor Lights in Egg Harbor City, this meeting needs support for any women who can and is interested.</p> <p>Thank you for the honor and privilege of allowing me to serve as the Recording Secretary for two more years! I am excited about the opportunity and the possibilities. Wishing everyone a Happy Holiday Season and look forward to seeing everyone at the Business Meeting next Wednesday, December 20<sup>th</sup>.</p>
Corresponding Secretary	<p>Good evening and Happy Holidays, everyone!</p> <p>This 2-year cycle went by so quickly! It's hard to believe we will be entering the next one in less than a month. I will miss those who will no longer be with us but am greatly looking forward to working with those who stay or join us until 2025!</p> <p>Thank you for electing me again as Cape Atlantic Intergroup Corresponding Secretary. It is a pleasure to serve.</p> <p>I have sent out 9 letters since last month. I want to thank our Treasurer Tina for all she does and Dawn for getting me the supplies I need to do my job.</p> <p>That's all I have!</p> <p>Thank you for letting me serve!  Amber M.  CAIG Corresponding Secretary  (732)267-8716</p>
Acting Treasurer	<p>I do not have a formal report, here is what I have:</p> <p>It was a busy month, I went to the Roundup.</p> <p>Since last month, I deposited and transferred from Paypal a total of \$22,452.82, that includes Roundup, Group Donations and Literature.</p> <p>We paid out, \$1,224.44 (Literature), \$2,176.38 (Office Expenses), \$20,094.88 (Roundup), there was an old payment that cleared \$563.58 (The Bonfire Resentment Event). \$100 Donation for the NYE Event Somers Point Church. \$24,159.28 total for the month spent.</p>
Literature Treasurer	<p>All is well. Email for books. Merry Christmas &amp; thanks for the opportunity to serve!</p> <p>Jess G</p>
Trustee	<p>This is my final experience as Trustee, at least for the moment. I had the pleasure of attending the Roundup, it was a great event and great job, Janna. I also attended the 3<sup>rd</sup> Anniversary of the Connect the Dots Group, our friend Michelle S. gave a moving talk, the food was great! I</p>

	was able to attend the South Shore Group's Holiday party, it was great! Finally, I attended the SJ Newcomers Anniversary, it was good. Somewhere in there I attended the Harbor Lights 44 <sup>th</sup> Anniversary, that was really wonderful!
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### **Committee Chair Reports:**

<b><u>Position/Name</u></b>	
Archives	This position is open.
Area 45	Not represented
Budget and Finance -	This position is open.
CAYPAA	No report.
Hospitality	I have no report other than I am truly grateful to AA and CAIG for the opportunity to be of service the past two years, and pray that God blesses the new panel and committee members in their service to spread AA's message.
H and I	<p>I spoken with SJ Intergroup and they have covered the January commitments for Pyramid on Wednesday and Friday. And starting in February they will be taking that commitment on the same days. So that means that cap Atlantic, Intergroup will only have 2 Thursday commitments for Pyramid.</p> <p>I've also spoken with Jan, my contact at John Brooks, and starting in January. It will go back to John Brooks men's, and John Brooks, Womens. No more short, term long-term, whatever. Also, From here, If anyone is asked to split up, it needs to be relayed back to me, so that I can speak with Jan.</p> <p>I haven't had much interest in the flyer on the website about daytime H&amp;I commitments, so it would be great if it could be relayed at the announcements portion of meetings. They can either be given my phone number or email the H&amp;I email.</p> <p>Thank you guys for all you do.</p> <p>Barb M</p>
Literature	Not available.
Newsletter	<p>Coming to the end of the year as well as my term as Newsletter Chair, it's been a wonderful year being a part of CAIG. I just want to thank all for this opportunity to service and to thank all for their input and suggestions along the way. Love the time to rotate out, and that time has come. January / February Newsletter will be posted next week and available at the business meeting next week. Good luck and welcome to the New Pass It On chair. On a sad note I will not be at the steering as I'm home with the flu, get your shot or you will feel like you've been shot.</p> <p>Love &amp; Service</p> <p>Donna S.</p>
Office Manager	This position is open.

Phones	<div>Phone Chair Report - December 2023</div> <div>TOTAL MONTHLY CALLS</div> <table><tr><td>JAN</td><td>FEB</td><td>MAR</td><td>APR</td><td>MAY</td><td>JUNE</td><td>JULY</td><td>AUG</td><td>SEPT</td><td>OCT</td><td>NOV</td></tr><tr><td>151</td><td>113</td><td>118</td><td>92</td><td>136</td><td>134</td><td>159</td><td>99</td><td>98</td><td>134</td><td>91</td></tr></table> <div>Tuesdays 2-4pm slot is Available</div> <div>This slot is on the only one open for a volunteer on the hotline to get the calls first. Many secondary slots are open for volunteers - you get the calls if the first volunteer is unavailable.</div> <div>Become a Volunteer</div> <div>Recovering alcoholics ourselves, Hotline Volunteers are committed to helping other alcoholics achieve sobriety. Anyone with more than 6 months of sobriety can sign up to be a Hotline Volunteer.</div> <div><div><div>We provide our volunteers with guidance and instructions on how to answer the calls.</div><div>Volunteers select a TWO HOUR time slot on any day of the week to take calls.</div><div>This service commitment is open ended; volunteers can end their service at any time.</div></div></div> <div><div>View the Hotline HANDBOOK:</div><div>https://capeatlanticaa.org/wp-content/uploads/2023/06/2023-Hotline-Instructions.pdf</div></div> <div><div>Email</div><div>Contact the Phone Chair to learn more: Email: phonechair@capeatlanticaa.org</div></div>	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	151	113	118	92	136	134	159	99	98	134	91
JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV													
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PI/CPC	- I will not be able to attend steering on Wed. Night. I have nothing to report as the PI/CPC Chair.																						
Policy and Structure	No Report.																						
Round Up	I'm sorry for my absence for steering, I will report on the Roundup at the Business Meeting on Wednesday, December 20 <sup>th</sup> . Thank you for allowing me to serve.																						
Technology	I have nothing to really report.																						
Unity	<div>My report is as follows:</div> <div>As you already know, we have the NYE party coming soon!</div> <div>The flyer is up and has been going around!</div> <div>Our lady of sorrows church on maple Ave in Linwood</div> <div>6-1</div> <div>I have 2 guest speakers at 7</div> <div>Break out meetings at 830 and 930</div> <div>Last meeting starts at 12:10</div> <div>The food has been ordered from Columbia II and will be delivered at 5</div> <div>We have Steve M doing the 50/50</div> <div>I NEED HELP</div> <div>Decorators</div> <div>Greeter table/donations</div> <div>Set up</div> <div>People to serve the buffet</div> <div>Clean up</div>																						

	If someone would be kind enough to start a list and pass it around, I will be so grateful! I know we need more decorations and I did not get to check what we still have as I was sick before we left. Thank you for letting me serve!
Website	Intergroup is still looking for a new Website Chairperson. Hands on training will be provided for anyone interested. 2024 Website Committee - Two volunteers will continue to maintain the website. Deb L. and Carolyn M. Deb recently received cross-training; she is very familiar with the wordpress platform and can now update the site for flyers, create events and post intergroup meeting minutes. New on the website Phone Call A.A. Meeting List. A document for call in meetings. This list will need updates - so if you find the codes no longer work, email the website chair.
Workshops	No report.

**Questions/Comments concerning Reports** – No questions or comments.

### **OLD BUSINESS** –

**Ascenda** – We had talked about who should be responsible – it was agreed PI/CPC will take the lead. This is frozen at the moment awaiting State Budget Approval.

### **Day of Sharing Takeaways** - Tabled

**Copier** – Discussions concerning the Copiers, Grand Printing is and should be totally separate from the in-house copying. \$85/month, plus tax. The machine, service calls, toner cartridge and supplies. Michelle and Tina will discuss and investigate, present their findings to the Committee.

**Daytime Rehab Commitments** – Available individuals – so far only one person has signed up.

### **NEW BUSINESS** –

**Cape Atlantic Intergroup Inventory** – One has not been done in many years, it is time that we discuss looking at ourselves. It is something that is healthy and we should look at or an Ad Hoc Committee.

**Dark Groups** - Corresponding Secretary work with the SJ Area 45 Registrar to get all the Group addressees and send correspondence to get dark groups involved/encouraging them to get/send a rep.

### **Open Committee Chair Positions** –

Archives – Megan H.

**Budget and Finance – Open**

CAYPAA – Carolina

**Hospitality – Open**

H&I – Barbara M.

Literature – Kate D.

Newsletter – Janna F.

Office Manager – Lucia (?) had voiced interest. Waiting to hear back.

Phones – Jen H.

PI/CPC – Rob H.

**Policy and Structure – Open**

Roundup – Mike C.

**Technology – Open**

Unity – Karen N.

Website – Carolyn M. is working to help identify someone. **Open**

Workshops – Buddy is willing. But needing assistance.

**Daily Mediation Guide Card**, a request to reproduce like the “Just for Today” pamphlet. The cost to produce is under \$200 so it was agreed to move forward with. Carolyn M. is scanning and will circulate for proofing. It was agreed that we would do so and it would be available and circulated in the same manner as “Just for Today” card.

**Next CAIG Meeting** –

**CAIG Business Intergroup Meeting: Wednesday, December 20, 2023 at 7:30 p.m.  
1418 New Rd. Suite 4, Northfield, NJ 08225**

**CAIG Steering Committee Intergroup Meeting: Wednesday, January 10, 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.

Hybrid Meeting ZOOM ID: 164 233 922

**Motion to Close** – Motion to close came from the floor at 8:27 PM, followed by a second. Tim L. lead the close with the Responsibility Pledge.