

**Cape Atlantic Intergroup Minutes**  
**CAIG STEERING MEETING MINUTES**  
**January 10, 2024 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 January 10, 2024 at 7:43 PM

**Open with Serenity Prayer:**

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

**Roll Call (Recording Secretary):**

<b>OFFICERS Positions</b>	<b>Names</b>	<b>Present</b>
Chairperson	Dawn	Yes
Vice Chair	Michelle S.	Yes
Recording Secretary	Megan V.	Yes
Corresponding Secretary	Amber M.	Yes
Treasurer	Tina R.	Yes
Literature Treasurer	Shirl R.	Yes
Trustee	Donna S.	Yes

<b>COMMITTEE Positions</b>	<b>Names</b>	<b>Present</b>
Archives	Megan H.	No
<b>Budget and Finance</b>	<b>OPEN</b>	<b>OPEN</b>
CAYPAA	Caroline	Yes
Hospitality	Debbie U.	Yes
H and I	Barbara M.	No
Literature	Kate D.	Yes
<b>Newsletter</b>	<b>OPEN</b>	<b>OPEN</b>

Office Manager	Lucia	Yes
Phones	Jennifer H. (Carolyn)	Yes
PI/CPC	Rob H.	No
<b>Policy and Structure</b>	<b>Doug</b>	Yes
Round Up	Mike C. (Janna)	Yes
<b>Technology</b>	<b>OPEN</b>	<b>OPEN</b>
Unity	Karen N.	Yes
<b>Website</b>	<b>OPEN</b>	<b>OPEN</b>
<b>Workshops</b>	<b>OPEN</b>	<b>OPEN</b>

**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>Hello and Happy New Year!</p> <p>I am so excited to begin this two-year panel with the new panel &amp; committee chairs. I would like to strongly recommend that all chairs find a co-chair to share the load. There may be meetings/events/commitments you cannot attend or fulfill. Having a co-chair not only insures your responsibilities are met but helps prepare someone to possibly step into the position at the end of the panel. Please inform Michelle or myself when you have selected your co-chair. The email address list has been updated so be sure to check email and spam folder regularly to see if anyone is trying to reach you. Please be aware that your trusted Recording Secretary will remind you of each month’s steering meeting and your responsibility to submit a report. This report should include an update on what your committee has been working on or has planned for upcoming events.</p> <p>If you have nothing to report you MUST still submit your report stating: Nothing to Report. This is very important. It is vital to help prepare the agenda for that month’s Business meeting.</p> <p>I had the pleasure of attending the NYE Party. Great job Karen and her team!!</p> <p>I’ve got some suggestions and ideas for the near future that I will discuss in new business. Thanks for the opportunity to serve you</p>
Vice Chair	<p>New to the position, I am here to support any of the Committees and Panel, if I do not have the answer I will do my best to get the answer for you. I am truly excited about serving as the Vice Chair for the next two years. Dawn and I have worked together, and well together at that, I have worked with everyone on the panel, it takes a village and we have built a good one so far.</p> <p>Share with your Homegroups, we need someone immediately for Budget and Finance. It is a vital role. We are in need of a Tech Chair, Web Chair, we really need to fill these. Service keeps me sober! It is so rewarding!</p>

Recording Secretary	<p>Good evening and Happy 2024!!! We kicked it off like only sober people can on NYE at Our Lady of Sorrows, thank you Karen N. and all those who contributed for a really great evening and send off of 2023!</p> <p>Carolyn M. sent me a couple of emails to explore the QR Code setup and scanning and emailing through Chimpmail – I have been a little crazy with the start of the year work and personally under the weather, hopefully be able to look at it over and explore the weekend.</p> <p>Other than that, all is well and holding steady. I am so looking forward to the good stuff in the upcoming year!</p>
Corresponding Secretary	<p>I had the pleasure of attending the New Year's Eve Bash at Our Lady of Sorrows and it was absolutely wonderful, just like last year! I plan to bring my hubby and son with me to the next one, and get out on the dance floor! The food was amazing and I enjoyed both of the speakers, one of whom was our Donna S.! Thank you Karen N. for a wonderful event!</p> <p>Then on January 6th, I was able to hear Donna S. share again along with Ken T. on the topic of Service at the District 16 &amp; 17 Joy of Living Speaker Meeting/Pizza Party right here in this room. I am so grateful for this office space, and grateful for the opportunity to be here sober with you all, learning about service by doing service.</p> <p>I reached out to the new Area 45 Registrar, Jean W. via email requesting a list of contact info for the AA Groups in CAIG so that we might extend an invitation to those Groups which have had low or no attendance. I will be working on a draft of this letter in the coming weeks.</p> <p>I have sent out 7 letters since we met last month. Looking forward to continuing to work with our new panel of awesome ladies!</p> <p>Lastly, I would like to announce that anybody who is interested in being my Corresponding Secretary Co-Chair, or learning more about what that means, please see me after the meeting. I currently don't have anyone in mind and would like to put the word out so that anyone who is interested might have a chance to step up.</p> <p>Thank you for letting me serve!  Amber Morris  CAIG Corresponding Sec.  (732)267-8716</p>

Treasurer

1/10/2024		CAIG Treasurer's Monthly I&E Statement		v		Updated =====> 1/10/2024	
OA Balance:						<b>\$47,211.82</b>	
	<u>Date</u>	<u>Amount</u>	<u>Description</u>			<u>Comments</u>	
<b>Deposits:</b>						191.75 ROUND UP	
						1,953.00 GROUP DON	
						464.75 LITERATURE	
INTEREST		12/29/23	\$ 0.26 INTEREST			2.47 INTEREST	
INTEREST		11/30/23	\$ 0.26 INTEREST			<b>\$2,611.97</b>	
LITERATURE DEP		11/25/23	\$ 464.75 LIT SALES				
OPERATING DEPOSIT		12/21/23	\$ 753.00 GROUP DONATIONS				
OPERATING DEPOSIT		12/26/23	\$ 161.75 ROUND UP				
OPERATING DEPOSIT		01/04/24	\$ 1,200.00 GROUP DONATIONS				
OPERATING DEPOSIT		01/04/24	\$ 30.00 ROUND UP				
INTEREST		01/05/24	\$ 1.95 INTEREST				
Total:			<b>\$ 2,611.97</b>				
<b>Expenses: Paid by..</b>						0.00 LITERATURE	
						1,998.67 OFFICE EXP	
						653.48 ROUND UP	
						1,080.75 NYE DANCE	
OPERATING						<b>\$3,732.90</b>	
	12/14/23	\$4.16	CASH DEPOSIT FEE				
	12/14/23	\$105.48	KAT L - ROUND UP				
	12/16/23	\$90.00	QUICK BOOKS ONLINE				
	12/19/23	\$250.00	SHIRL R. ROUND UP				
	12/21/23	\$1,080.75	COLUMBIA- NYE DANCE				
	01/02/23	\$39.95	ACCESS DIRECT - HOT LINE				
	01/02/24	\$18.50	COMPUTER HOUSE- DOMAIN				
	01/03/24	\$1,600.00	RENT				
	01/04/24	\$298.00	DAWN I. ROUND UP				
	01/04/24	\$72.00	DAWN - CORRESPONDENCE				
	01/04/24	\$27.85	VERIZON - PHONES				
	01/08/24	\$93.40	SI GAS				
	01/08/24	\$52.81	AC ELECTRIC				
Total:			<b>\$3,732.90</b>				
Ahead (+) Behind (-) Budget		----->				<b>-\$1,120.93</b>	
Account Balances:		01/10/24					
Operating Account Balance (874):						<b>\$47,211.82</b>	
Literature Account Balance (896):						<b>\$6,425.60</b>	
Prudent Reserve in CDs:						<b>\$30,007.04</b>	
PayPal #1 Balance:						<b>\$0.00</b>	
PayPal #2 Roundup Balance:						<b>\$0.00</b>	
Total						<b>\$83,644.46</b>	

Literature Treasurer

I am excited and looking forward to serving in this new capacity as the Literature Treasurer. I obtained a Quickbooks account from Tina and met with Jess at the office on 12/28. I have the Visa card, but it is still in Jess' name.  
 I ask that everyone be patient with me as I learn the duties of my new role.  
 Thanks for letting me be of service!  
 Shirl R

Trustee

Happy New Year all, I had a great time at the New Year's Dance. I am looking forward to the New Year as well and serving as the CAIG Trustee. I Attended the District 16 and 17 Workshop – it was excellent – it was on my favorite topic --- SERVICE. Thank you for allowing me to be of service.  
 Donna S. – CAIG Trustee

**Committee Chair Reports:**

<b><u>Position/Name</u></b>	
Archives	Not in attendance.
Area 45	Not represented
<b>Budget and Finance -</b>	<b>POSITION IS OPEN.</b>
CAYPAA	CAYPAA had a great end of the year event, we had a woman CAYPAA business meeting 1/03 11 voting members Excited to begin this New Year with our new committee!! Discussed goals and objectives for this coming year. Committee voted on a proposed new budget for 2024 as well as getting ahead of planned events for this year. Next business meeting is 2/07 where we hope to bring in some more new members as we've increased our outreaching. Yours in service, Caroline Stavros
Hospitality	I want to thank everyone for the opportunity to be the new Hospitality Chairperson. At this time I have nothing to report. I look forward to learning the ropes and to serve at this level of Alcoholics Anonymous.
H and I	Sorry I can't be there. I am home sick without a voice. Other than John Brooks opening back up for H&I on 1/6/24, I have no report. Thank you for letting me serve! Barb
Literature	I have nothing to report and thank you for the opportunity to serve. Thank you.
<b>Newsletter</b>	<b>POSITION IS OPEN.</b>
Office Manager	Very excited to be here and be of service. Thank you.
Phones	CAROLYN: Jenn will be back from vacation and in attendance this Wed. I will double check with her. Here is my report for the Steering that I said: Phone Report No totals to provide because I deleted the data in preparation for the incoming phone chair. The vendor account credentials; to access the Hotline systems was given to the new phone chair Jenn H, who is on vacation this week. Jenn and I will work to get her settled in her new role. As of today, all of the time slots for the hotline are filled for the first person to take a call.
PI/CPC	No report and was not in attendance.
Policy and Structure	We are looking to have a CAIG inventory in the near future. Thanks to Dawn and Carolyn for providing some readings for me to look over for some ideas on how to conduct this inventory. Included was an outline for our last Intergroup inventory in 2013. We are definitely overdue. We will be discussing this more at our next Steering Committee meeting. I am open to any suggestions. What I'd really like to do is have an event that fulfills the purpose of the inventory, yet is appealing enough to attract a decent crowd. Thank you for allowing me to serve, Doug G Policy and Structure
Round Up	JANNA: I appreciated the experience of the Roundup, the feedback that I received it was successful.

Registration		INCOME	EXPENSES	PROFIT
Registration attendees	248	\$8,385.00		
Scholarship Donations	9	\$315.00		
General Donations		\$141.00		
Baskets		\$1,921.00		
50/50		\$641.00		
	<i>Printing exp</i>		\$595.00	
	<i>Registration exp</i>		\$633.96	
	<i>Hospitality</i>		\$202.83	
	<i>Entertainment</i>		\$754.33	
	<i>Program</i>		\$3,092.22	
	<i>Committee Expenses</i>		\$554.30	
	<i>Committee Rooms</i>		\$1,512.00	
	<i>Hotel fees</i>		\$3,560.00	
	<i>Coffee</i>		\$5,099.10	
	<i>CC FEES</i>		\$402.80	
		\$11,403.00	\$16,406.54	(5,003.54)
Banquets		INCOME	EXPENSES	PROFIT
Banquets	64	\$4,800.00		
Saturday Breakfast	63	\$1,575.00		
Sunday Breakfast	55	\$1,375.00		
	<i>Dinner expense</i>		\$4,456.62	
	<i>Sat Break Exp</i>		\$1,409.88	
	<i>Sun Break Exp</i>		\$1,182.48	
		\$7,750.00	\$7,048.98	701.02
Merchandise		INCOME	EXPENSES	PROFIT
Merchandise Sales		\$3,048.13		
	<i>Merchandise cost</i>		\$2,599.78	
		\$3,048.13	\$2,599.78	448.35
		\$22,201.13	\$26,055.30	(3,854.17)
			\$26,055.30	
<b>Technology</b>	<b>POSITION IS OPEN.</b>			
Unity	We had a very good turn out for the NYE party The extra food (ham and beans) went to a couple of recovery houses I need to get the final numbers and as soon as I have them I will let you know			
<b>Website</b>	CAROLYN: The website has a committee of two people who will continue to keep the site information up to date while keeping the position of Website Chairperson open for the next member interested in the position. Both of the website committee members are able to update meetings, add events and business meeting items to the website. In December, the committee created new emails for the incoming steering panel and committee chairs. A pop-up add was used to make a quick notice about the storms and flooding possibly closing meetings like ACYP. Anyone interested in learning about the web chair position can email the Intergroup Chairperson for more information.			

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

- Marcine is volunteering to be the Workshops Chair.
- Megan V. (Recording Secretary) please send your reports in advance, especially when delivering numbers it would be greatly appreciated.
- When is the first Roundup Meeting? Is it going to be on Zoom? Yes, and the first Wednesday of every month just on Zoom,
- Literature list of prices. It was suggested to get in touch with previous Literature Chair.
- The office maintenance and cleanliness came up. The Office Manager will oversee this and each person/group using the office is responsible for cleaning up after themselves.

**OLD BUSINESS** –**Day of Sharing Takeaways** - Tabled

**Copier** – Lucia and Michelle will be working together to identify the pros and cons of buying or leasing of a copier for the office.

**Daytime Rehab Commitments** – Available individuals – Barb will be developing a flyer to be circulated on the website and to groups.

**Cape Atlantic Intergroup Inventory** – Doug will be taking the lead and forming an Ad Hoc committee.

**NEW BUSINESS** –

**CAYPAA** – Requesting a Budget increase for the coming year. [TABLED until all Chairs bring in reconciled 2023 Budgets and Proposals for 2024 seamless]

**Transition Meeting** – Old and New Committee Chairs – a meeting **Saturday, January 20 at 2 pm.**

**Next CAIG Meetings** –

**The Next Business Meeting is Wednesday, January 17<sup>th</sup> at 7:30 PM at 1418 New Road, Northfield, NJ**

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**

**Steering Committee Meeting:**

**Wednesday, February 14<sup>th</sup> at 7:30 PM – 1418 New Road, Northfield, NJ**

Hybrid Meeting ID 542 744 809

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