

**Cape Atlantic Intergroup Minutes**  
**CAIG STEERING MEETING MINUTES**

**February 12 2025 - 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 February 12, 2025 at 7:30 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, 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	Deb U	Yes
Corresponding Secretary	Amber M.	Yes
Treasurer	Tina R.	Yes
Literature Treasurer	Shirl R.	Yes
Trustee	Donna S.	No

<b>COMMITTEE Positions</b>	<b>Names</b>	<b>Present</b>
Archives	Adam M.	Yes
Budget and Finance	Peg S.	Yes
CAYPAA	Caroline S.	No
Hospitality	Carlo	Yes
H and I	Barbara M.	No
Literature	Kate D.	Yes
Newsletter	Grace	Yes

Office Manager	Lori B	No
Phones	Jennifer H.	Yes
PI/CPC	Kat	No
Policy and Structure	Doug G.	Yes
Round Up	Paul G.	Yes
Technology	Doug W.	Yes
Unity	Karen N.	No
Website	Nat	Yes
Workshops	Judy B.	Yes

1. **Officer Reports:** (Vice Chair) Thank you everyone for attending, when delivering reports please keep them brief. Please send your synopsis of your reports for next week's Business Meeting to Deb U. (debu1262012@yahoo.com). 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>	
<b>Chairperson</b>	Nothing to report.
<b>Vice Chair</b>	Nothing to report.
<b>Recording Secretary</b>	Committee and panel chairs - please send me your reports as soon as possible. Also, if you are not receiving emails from me, please let me know. Thank you.
<b>Corresponding Secretary</b>	Good Evening, I sent out 6 "thank you" letters for donations we received since we met last month. I also need envelopes. That's all I have. Thank you for letting me serve.

## Treasurer

CAPE ATLANTIC INTERGROUP				Updated =====>		2/12/25	
2/12/25				CAIG Treasurer's Monthly I&E Statement			
OA Balance:			\$37,183.60				
	Date	Amount	Description	Comments			
<b>Deposits:</b>							
Literature	1/10/25	\$9.93	Square Sales	\$1,249.47	Literature		
Literature	1/17/25	\$204.54	Square Sales	\$519.00	Group Donation		
Literature	1/21/25	0	\$1,010.00 Literature	\$1.89	Interest		
Literature	1/31/25		\$0.24 Interest				
Literature	2/5/25		\$25.00 Literature				
Operating	01/13/25		\$100.00 Group Donations				
Operating	01/24/25		\$284.00 Group Donations				
Operating	02/07/25		\$135.00 Group Donations				
Operating	02/07/25		\$1.65 Interest				
<b>Total:</b>			<b>\$ 1,770.36</b>	<b>\$</b>	<b>1,770.36</b>		
<b>Expenses: Paid by..</b>							
Literature	01/13/25	\$295.00	Literature Grand Printing				
Literature	01/30/25	\$387.20	Literature				
Literature	02/10/25	\$2,380.51	Literature	\$3,307.71	LITERATURE		
Operating	1/13/25	1574.24	Unity NYE	\$1,931.53	Office Overhead		
Operating	01/13/25	\$245.00	Literature	\$1,651.39	Committee Unity		
Operating	01/13/25	\$170.00	Newsletter	\$240.00	Committee Newsletter		
Operating	01/13/25	\$77.15	Unity NYE	\$39.95	Committee Phones		
Operating	01/13/25	\$70.00	Newsletter				
Operating	01/13/25	\$99.00	Office -qbooks				
Operating	01/22/25	\$152.02	Office SJ GAS				
Operating	01/22/25	\$53.08	Office - Electric				
Operating	02/03/25	\$1,600.00	Office-Rent				
Operating	02/03/25	\$39.95	HotLine-Phones				
Operating	02/04/25	\$27.43	Verizon - Wireless				
<b>Total:</b>			<b>\$7,170.58</b>	<b>\$7,170.58</b>			
<b>Account Balances: 02/12/25</b>							
Operating Account Balance (874):			\$37,183.60				
Literature Account Balance (896):			\$3,671.81				
Prudent Reserve in CDs:			\$31,409.62				
PayPal #1 General Account:			\$108.00				
PayPal #2 Unity Balance:			\$0.00				
PayPal #3 Roundup Balance:			\$0.00				
<b>Total</b>			<b>\$72,373.03</b>				
Balance All Accounts:				\$72,373.03			
Prudent Reserve =====>				\$33,895.00			
Surplus AbovePrudent Reserve:				\$38,478.03			

- 1 Working on Year End/Tax return.
- 2 Began organizing folders for google drive

## Literature Treasurer

The Literature Sales and Orders tracking spreadsheet has been updated and saved online. Total sales for 2024 was over \$13,700 and we spent down about \$1,700 in excess CAIG Prudent reserve.

The Quickbooks Literature accounting information has been reconciled for 2024. Tina helped me to resolve 12 Quickbook loose ends from 2021, 2022 and 2023. The only loose end left is a credit for \$100 from April, 2021 for the Saturday Night Live Group in Villas. If anyone knows who the right point of contact is please let me know. Webchair assistance: I provided accounts to the Website Sandbox for the new Webchair, Nat; Tech Doug; Debbie in Florida; and Elizabeth the Roundup Website chairperson. Thanks for allowing me to be of service to others.

## Trustee

Nothing to report.

**Committee Chair Reports:**

<u>Position/Name</u>																																								
Archives	No report submitted.																																							
Area 45	No report submitted.																																							
Budget and Finance	<p>After careful review of the 2024 projected vs actual expenses, the following areas spent more than they were budgeted by significant amounts:</p> <table><tr><td>Facilities/Equip:</td><td>AC Electric/SJ Gas</td><td>\$1934.05</td></tr><tr><td>Admin Fees:</td><td>nothing significant</td><td></td></tr><tr><td>Literature/Events:</td><td>Literature purchases</td><td>\$3575</td></tr><tr><td></td><td>Roundup</td><td>\$5105</td></tr><tr><td></td><td>Unity Breakfast</td><td>\$2951.42</td></tr><tr><td></td><td>Day of Sharing</td><td>\$1037</td></tr><tr><td>Committee Expenses</td><td>Website</td><td>\$297.99</td></tr></table> <p>These overages appear to be just the result of unrealistic initial projections and should be taken into account when projecting the 2025 budget.</p> <p>Areas of underspending by significant amounts:</p> <table><tr><td>Facilities/Equip</td><td>Internet/phone/hotspot</td><td>-845.46</td></tr><tr><td>Admin Fees</td><td>Bank fees</td><td>-393.32</td></tr><tr><td></td><td>Quickbooks</td><td>-398.01</td></tr><tr><td></td><td>Building maintenance</td><td>-222.78</td></tr><tr><td>Literature/Events</td><td>Bus to GSO</td><td>-2602.51</td></tr><tr><td></td><td>Unity Picnic</td><td>-1259.69</td></tr></table> <p>We may consider adjusting the expenses down on the 2025 projected budget.</p> <p>Items not included in original projected budget:</p> <p>Office Technology: \$1330.86</p> <p>GSO Donation: \$200.00</p> <p>Refund Good Morning Avalon: \$500</p> <p>Overall expenses were \$97933.03 which is over the project expenses by \$5507.03</p> <p>Income for 2024:</p> <p>Greater than anticipated areas of income:</p> <p>Donations: \$3093</p> <p>Unity Breakfast: \$3932.51</p> <p>Literature: 2003.06</p> <p>Overall income was \$83,753.88 and is \$2091 over projected income.</p> <p>However, total expenses were greater than income by \$14,179.15.</p> <p>The surplus above prudent preserve at the end of the year is \$43,716.10. So the greater expenses can still be covered by the surplus if the intergroup wants to continue this.</p> <p>I intend to have the projected budget for the year 2025 by the March 2025 intergroup meeting. I request members of the steering panel, committee chairs, and office managers send me their projected budgets for 2025 within the next 2 week at <a href="mailto:CAIGbudget@capeatlanticaa.org">CAIGbudget@capeatlanticaa.org</a>.</p> <p>If you have any questions or concerns, please contact me at <a href="mailto:CAIGbudget@capeatlanticaa.org">CAIGbudget@capeatlanticaa.org</a>.</p> <p>Thank you for allowing me to be of service.</p>	Facilities/Equip:	AC Electric/SJ Gas	\$1934.05	Admin Fees:	nothing significant		Literature/Events:	Literature purchases	\$3575		Roundup	\$5105		Unity Breakfast	\$2951.42		Day of Sharing	\$1037	Committee Expenses	Website	\$297.99	Facilities/Equip	Internet/phone/hotspot	-845.46	Admin Fees	Bank fees	-393.32		Quickbooks	-398.01		Building maintenance	-222.78	Literature/Events	Bus to GSO	-2602.51		Unity Picnic	-1259.69
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<b>CAYPAA</b>	Our business meeting was held on 2/5. We discussed our first event of this year - a movie night. We are looking into renting a theater for a good price or we will host in a large room with a projector. More details to follow. Thanks for letting me serve,
<b>Hospitality</b>	Nothing to report.
<b>H and I</b>	Hello! Unfortunately, I will not be able to attend. I am home and healing well from surgery. Christian will be doing H&I pics next week at the business meeting. For now, please remember that if for some reason you are turned away at a facility for whatever reason, especially for a medical reason like a Covid and RSV outbreak, please let me know ASAP so I can reach out to the facility, and the groups that are supposed to go to that facility so that their time is not wasted if that facility is still on quarantine. You can email H&I email on the Cape Atlantic website or text me at (609) 335-5773. Thanks and hope everybody is well.
<b>Literature</b>	Nothing to report.
<b>Newsletter</b>	March/April Newsletter is published and I will bring copies to the Business Meeting. The May/June work has begun.
<b>Office Manager</b>	Purchased a vacuum cleaner for less than \$65.00.
<b>Phones</b>	<p>This month, we received 122 calls with 4 calls going to voicemail! We have one primary volunteer slot open on Mondays from 12:00am - 8:00am. This is an overnight shift. If you or someone you know is interested in answering the phone during that time please let me know. Also, keep in mind we're always looking for more members to take backup slots or join the 12th step list. If you have any questions or would like to join, feel free to call or text me at 609.224.4411 or email: <a href="mailto:PhoneChair@CapeAtlanticAA.org">PhoneChair@CapeAtlanticAA.org</a>. Unfortunately, last month, the document containing all volunteer info including names, phone number and address was accidentally deleted. However, I was able to recover all volunteer phone numbers from the answering service based on the day and time of their shifts. Additionally, I had over 90% of the volunteer names saved in my contacts along with many of their email addresses. I still need to contact approximately 10 volunteers to retrieve their email addresses so I can fully update the document.</p> <p>Update from our January 18, 2025 committee meeting. We discussed several key topics including an increase in phone calls from individuals in nursing homes or older adults who are unable to get out due to weather conditions or discomfort with driving at night. To address this, we have decided to create a subcommittee of volunteers who are willing to make weekly phone calls to individuals who are in nursing homes, skilled nursing facilities or those who are sick, shut in or hospitalized. We are currently looking for volunteers who can commit to making at least one call per week to provide support and connection to these individuals. Lastly, we discussed the possibility of hosting a workshop to highlight the different volunteer opportunities available. I plan to coordinate with the Workshop Chair to organize this event. I'll provide further updates as plans develop and welcome any input or participation from volunteers who would like to contribute to these initiatives.</p>
<b>PI/CPC</b>	No report submitted.
<b>Policy and Structure</b>	Nothing to report.
<b>Round Up</b>	The round up committee held its first meeting on Monday February 3, 2025 at the intergroup office. All committee chairs have been filled, and job descriptions were passed out. The committee was presented with the three venues we visited: Hard Rock Hotel, The Golden Nugget and Resorts. After reviewing the proposals and discussion, a vote was taken, and Resorts was the winner. The committee also chose the dates of October 17,18,19. The next step is to bring the proposal and final contract to the Intergroup Business Meeting for review. We are currently working with Resorts on the final contract which should be available for the February 19 <sup>th</sup> meeting. This will include detailed information on the event space, meeting rooms and menus. The contract will need to be signed, and a \$1000 deposit will be required to secure the event space. This amount will be applied to our master account.
<b>Technology</b>	Nothing to report.

<b>Unity</b>	No report submitted.
<b>Website</b>	Nothing to report. For now keep Deb L. In the communications.
<b>Workshops</b>	In need of help with the committee.

### **Questions/Comments concerning Reports –**

1. Dawn will check to make sure there are no conflicts with Area 45 events and the Roundup which is scheduled for October 17-19, 2025.
2. Policy & Structure would like a copy of last year's budget report.
3. Budget & Finance will put together a reconciliation of what committees spent versus their profits.
4. Newsletter asked about using a different vendor.

### **OLD BUSINESS**

- a. "Group Treasure's Workshop was tabled.
- b. Gmail accounts- Jenn H. Is working on this. We were rejected as a non profit; she will reach out to find out why.
- c. Wifi/Router seems to be working.

### **NEW BUSINESS**

No new business

**The Next Business Meeting is Wednesday, February 19th 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 ID: 832 9623 3517**

### **Steering Committee Meeting:**

**Wednesday, March 11th at 7:30 PM – 1418 New Road, Northfield, NJ**

**Hybrid Meeting ID: 542 744 809**

**Motion to Close** – Motion to close came from Doug at 8:10pm, followed by a second, Dawn lead the closing with the Responsibility Pledge.