

**Cape Atlantic Intergroup**  
**BUSINESS MEETING MINUTES**  
**March 19, 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 on Wednesday, March 19th, 2025 at 7:30pm

**Open with Serenity Prayer:**

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

**IGR QUORUM - 27**

**IGR – (21 In Person, 4 Virtual) Total: 25**

**ALTERNATE IGRS – (2 In Person, 0 Virtual) Total: 2**

**Roll Call (Recording Secretary):**

<b>OFFICERS Positions</b>	<b>Names</b>	<b>Present</b>
Chairperson	Dawn I.	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.	No
CAYPAA	Caroline S.	No
Hospitality	Carlo J.	Yes

H and I	Barb M.	Yes
Literature	Kate D.	Yes
Newsletter	Grace S.	Yes
Office Manager	Lori B.	Yes
Phones	Jennifer H.	Yes
PI/CPC	Kat L.	Yes
Policy and Structure	Doug G.	Yes
Round Up	Kristen R.	Yes
Technology	Doug W.	Yes
Unity	Karen N.	Yes
Website	Nat R.	No
Workshops	Judy B.	Yes

**Anniversaries:** Brian D. 1 yr, Amber M. 5 yrs, Karen N. 15 yrs, Doug G. 29 yrs, Pat B. 43 yrs

**Agenda Items:** No agenda items.

**Reports were given as follows:**

<b><u>Position/Name</u></b>	
<b>Chairperson</b>	Lori B. and I had the pleasure of attending the annual Atlantic County Special Services Community Day Event on Wednesday, March 19 in Mays Landing. We met so many people and handed out a lot of brochures. We were also were able to network with other local organizations that can offer assistance to newcomers. I'd love to see CAIG get more involved in future events and projects like this. Thank you.
<b>Vice Chair</b>	Nothing to report.
<b>Recording Secretary</b>	Committee and panel chairs, <i>please</i> send me your Steering Meeting reports <i>before</i> the Steering Meeting and your Business Meeting reports <i>before</i> the Business Meeting. If the two reports are going to be the same, just be sure to get them to me before Steering so I have them for the minutes. Also, if you have no report, please let me know that as well. Thank you.
<b>Corresponding Secretary</b>	Good evening, I sent out 5 "thank you" letters for donations we received since we met last month. That's all I have; thank you for letting me serve.

Treasurer

Inviting volunteers to participate in an upcoming audit. Please reach out to Tina at [treasurer@capeatlanticaa.org](mailto:treasurer@capeatlanticaa.org)

CAPE ATLANTIC INTERGROUP			Updated =====>		2/12/25
3/12/25			CAIG Treasurer's Monthly I&E Statement		
OA Balance:			\$35,873.52		
	Date	Amount	Description	Comments	
Deposits:					
Literature	02/18/25	\$99.12	Square Sales	\$1,816.52 Literature	
Literature	02/20/25	\$217.40	Square Sales	\$1,208.00 Group Donation	
Literature	02/28/25	\$1,500.00	Literature	\$1.60 Interest	
Literature	02/28/25	\$0.18	Interest		
Operating	02/18/25	\$245.00	trf from Lit		
Operating	02/28/25	\$650.00	Group Donations		
Operating	2/28/25	\$313.00	Group Donations		
Operating	03/07/25	\$1.42	Interest		
Total:		\$ 3,026.12		\$ 3,026.12	
Expenses: Paid by..					
Literature	02/18/25	\$245.00	Literature	\$307.00 LITERATURE	
Literature	02/19/25	\$62.00	Literature	\$2,379.86 Office Overhead	
Operating	02/10/25	\$45.95	office supplies	\$39.95 Committee Phones	
Operating	2/18/25	\$99.00	Office-Quickbooks	145.64 Committee Hospitalit	
Operating	02/21/25	\$496.77	Office -SjGas		
Operating	02/21/25	\$49.73	Office Electric		
Operating	03/03/25	\$39.95	Hotline Phones		
Operating	03/04/25	\$1,600.00	Office Rent		
Operating	03/04/25	\$26.57	Office Verizon Wireless		
Operating	03/05/25	\$61.84	Office Supplies		
Operating	3/6/25	145.64	Hospitality		
Total:		\$2,872.45		\$2,872.45	
Account Balances:			02/12/25		
Operating Account Balance (874):				\$35,873.52	
Literature Account Balance (896):				\$5,181.51	
Prudent Reserve in CDs:				\$31,500.36	
PayPal #1 General Account:				\$108.00	
PayPal #2 Unity Balance:				\$0.00	
PayPal #3 Roundup Balance:				\$0.00	
Total				\$72,663.39	
Balance All Accounts:				\$72,663.39	
Prudent Reserve =====>				\$33,895.00	
Surplus AbovePrudent Reserve:				\$38,768.39	

- 1 correcting entries reviewed
- 2 coordinate pmt & budget with round up

Literature  
Treasurer

I sent in the budget information to Peg for literature for 2025. Sales have been great and I am a little behind in entering them in Quickbooks.

Trustee

Nothing to report.

### Committee Chair Reports:

<u>Position/Name</u>	
<b>Archives</b>	The archives committee has been formed and responsibilities have been delegated. Our primary goal is to get the current archives organized chronologically. The budget request has been submitted. We would like permission to frame and hang up various posters.
<b>Area 45</b>	<p>Good evening Cape Atlantic Intergroup! My name is Joe and I am an alcoholic. I have the honor and privilege to serve as the Area 45 Alternate Delegate and liaison between South NJ's 3 Intergroups and General Service. A duty I will do with great earnest and a compassionate heart. We have an exciting couple of months ahead of us and I am going to provide both dates to watch and potential updates to come down the pike.</p> <p><b><u>2025 Virtual NERAASA:</u></b> 2/21/25-2/23/25 Total Attendees=1,018 Attendees</p> <p><b><u>Delegate's Round Table Event:</u></b> Details: Joyce C., Trustee Chair of The Grapevine Date: Wednesday March 20th, 2025 Time: 7:30 pm EST <i>Zoom ID=865 2775 9974</i> Capacity: Limited to the first 100 participants</p> <p><b><u>Area 45 Mini Conference</u></b> Online Date: Wednesday April 9, 2025 from 7:30pm-10:00PM &lt;<a href="https://aasj.org/events/2025-area-45-mini-conference-virtual/">https://aasj.org/events/2025-area-45-mini-conference-virtual/</a>&gt; In Person Date: Saturday April 12<sup>th</sup> 9A-12P at Elmer Grange, 535 Daretown Rd Elmer, NJ Additional Information can be found at <a href="http://area45snjaa.org">area45snjaa.org</a> Survey to Discuss Topics: Mini Conference Topics Survey &lt;<a href="https://docs.google.com/forms/d/e/1FAIpQLSc0oPes3tnLOagL10tnFAJ_jj6ORUR4x8Fargeh4A2YR2koog/viewform">https://docs.google.com/forms/d/e/1FAIpQLSc0oPes3tnLOagL10tnFAJ_jj6ORUR4x8Fargeh4A2YR2koog/viewform</a>&gt;</p> <p><b><u>General Service Conference:</u></b> 4/27/25-5/3/25 in Brooklyn, NY Proposed Agenda Items- English Version / Proposed Agenda Items-Spanish Version</p> <p><b><u>Area 45 Summer Assembly:</u></b> Sunday May 18<sup>th</sup>. Registration starts at 8:30, Assembly starts at 10 am, 535 Daretown Rd Elmer, NJ</p> <p><b><u>For a full list of Area 45 Events:</u></b> Check out the link below &lt;<a href="https://area45snjaa.org/events/">https://area45snjaa.org/events/</a>&gt;</p> <p>Above all, I am really looking forward to working with everyone and becoming a part of the Cape Atlantic Intergroup Family. If you have any questions or comments, always feel free to call, text, or email. My contact information <a href="mailto:E-Mail-Altdelegate@snjaa.org">E-Mail-Altdelegate@snjaa.org</a> Phone-609-705-1284 In Love and Service, Joe E. Area 45 Alternate Delegate</p>
<b>Budget and Finance</b>	<p>I have received budget numbers from Literature, Policy &amp; Structure, CAYPAA, and Archives. All others please send your budget requests to <a href="mailto:CAIGbudget@capeatlanticaa.org">CAIGbudget@capeatlanticaa.org</a>.</p> <p>If you're requesting an increase from last year, include rationale for the increase request so that I can present these to the steering committee for approval next month. If I don't receive your budget requests by 03/28/25 then I will just use last year's numbers.</p>
<b>CAYPAA</b>	Our business meeting was held 3/5 with 9 voting members. The committee finalized the date for our movie night - May 4th, and confirmed it will be Star Wars themed. Location is still TBD; flier to come. We voted on hosting a silent hike in EHT which will be held in April; flier to come. Lastly we discussed details for our Founders Day Picnic which will be held at the Cape May Zoo again either June 7th or 8th. Flier to come once details are finalized.
<b>Hospitality</b>	Nothing to report.

**H and I**

Hello. thank you all for your service. Unfortunately, recently I received a notification from one of our facilities letting us know that one of our volunteers went in and spoke with a misrepresentation of AA. Because of this, I did a bit of research and found some documents that GSO has put out; a pamphlet titled “AA in Treatment Settings” which has a list of “Do’s and Don’ts” straight from GSO about going into a treatment setting. <[https://www.aa.org/sites/default/files/literature/p-27\\_en\\_0222.pdf](https://www.aa.org/sites/default/files/literature/p-27_en_0222.pdf)> Please remember that our settings and demographics changes with each place that we speak. Our message or the way we share it has to match that setting and/or demographic. Also, it has come to my attention that the three documents that we are supposed to read at each location and every commitment are not being done. This isn’t a suggestion this is a MUST! At the business meeting, I’m going to have copies of all three of these documents (the Preamble, How It Works, and the Volunteer Disclaimer) laminated for all Home Groups to take with them. If you would like additional copies, they can be found on the website at this link <<https://capeatlanticaa.org/h-i-commitments-meetings-at-hospitals-institutions/>>

<b>April 2025</b>			
<b>Sunday</b>			
Keep It Reel	Enlightened Solutions	7:00 PM	
Fellowship Of The Spirit	John Brooks Women	7:00 PM	
Stone Harbor Group	John Brooks Men	7:00 PM	
<b>Monday</b>			
Connect the Dots	Boca Recovery	7:00 PM	
GMOC North	John Brooks Women	7:00 PM	
Need to Change	John Brooks Men	7:00 PM	
<b>Tuesday</b>			
ACYP	Boca Recovery Center	7:00 PM	
Ventnor Seashore	Enlightened Solutions	7:00 PM	
<b>Wednesday</b>			
GMOC North	John Brooks Detox	1:30 PM	Only 1st and 3rd
Northfield Group	Enlightened Solutions	7:00 PM	
New Found Freedom	John Brooks Mens	7:00 PM	
<b>Thursday</b>			
Mays Landing	Pyramid Womens	6:15 PM	
Trudgers	Boca Recovery Center	7:00 PM	
South Jersey Newcomer	Enlightened Solutions	7:00 PM	Only 1st and 3rd
Stagecoach	Pyramid Mens	7:15 PM	
Step Up to Recovery	RCA Lighthouse	8:15 PM	
<b>Friday</b>			
Getting Sober Young	Pyramid Mens	7:15 AM	
<b>Saturday</b>			
Young Men's South	RCA Lighthouse	8:15 PM	

<b>Literature</b>	Nothing to report.
<b>Newsletter</b>	I am still on schedule for the next newsletter publication. Extra copies were available the meeting. No other reports.
<b>Office Manager</b>	25 new 'welcome packets' were made up.
<b>Phones</b>	<p>This month, we received 376 calls with 12 calls going to voicemail! We have <b>TWO</b> primary volunteer slots open on <b>Thursday 8:00am - 10:00am and Friday 12:00pm - 2:00pm</b>. 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>.</p> <p>Last month I reported the document that contained all the volunteer contact information was accidentally deleted. I was able to recover all the phone numbers and email addresses. The document has been restored! We are working on creating a subcommittee of volunteers willing to make weekly calls to AA members who are in nursing homes, skilled nursing facilities or who are sick or shut in. 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'm working with Judy the workshop chair to make this happen. More details to follow.</p>

PI/CPC	<p>Thank you for allowing Justin and me to serve as co-chairs for the CAIG PI/PCP committee.</p> <p>When I took on this role I was unaware of all that this committee was responsible for so I had to look it up. Tonight I wanted to quickly share the role of this committee with the group as it is more broad than IDRC and Bridging the Gap. PI/PCP stands for: Public Information/Cooperation with the Professional Community. Duties include:</p> <ul style="list-style-type: none"> <li>• Creates an understanding of A.A. in the community in adherence to the A.A. Guideline on Public Information. and the A.A. Guidelines Cooperation with the Professional Community GSO puts out literature for us to follow in regards to this to ensure we are not breaking the often misunderstood 11th Tradition: Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and film while also fulfilling Tradition 5. Each group has but one primary purpose — to carry its message to the alcoholic who still suffers &lt; <a href="https://www.aa.org/cooperation-professional-community-cpc-workbook">https://www.aa.org/cooperation-professional-community-cpc-workbook</a>&gt; &lt;<a href="https://onlineliterature.aa.org/C.P.C.-Kit">https://onlineliterature.aa.org/C.P.C.-Kit</a>&gt; &lt; <a href="https://www.aa.org/public-information-workbook">https://www.aa.org/public-information-workbook</a>&gt;</li> <li>• Responsible for recruiting volunteers to participate in community events</li> <li>• IDRC: Facilitate speakers and provide pamphlets to Intoxicated Driver Resource Center.</li> <li>• Distribute literature to businesses and organizations such as police stations, conventions, school boards, etc.</li> <li>• Create &amp; distribute public service announcements for newspaper &amp; radio</li> </ul> <p><b>Administrative Duties</b></p> <ul style="list-style-type: none"> <li>• Attend Steering Committee and CAIG Business Meetings</li> <li>• Write &amp; present reports for Steering Committee and CAIG Business Meetings</li> <li>• Review prior budget allocated for the committee and submit annual budget request.</li> <li>• Manage the budgeted funds allocated to this committee.</li> </ul> <p><b>New business:</b></p> <p>If anyone would like to sign up to sit at outreach tables at area events or be willing to bring literature to outside establishments, I am sending around a sign up sheet or send email to <a href="mailto:pichair@capeatlanticaa.org">pichair@capeatlanticaa.org</a>. There is NO meeting requirement. I will be working on a list of area events that we as a group can participate in and another list of organizations that we could bring AA literature to. Justin has filled all commitments for IDRC for February and March. Please feel free to reach out to Justin if you would like to speak in April. I attended the Area 45 Bridging the Gap committee meeting on March 14. New materials are available for Bridging the Gap on the area 45 website &lt; <a href="https://area45snjaa.org/area-45-bridging-the-gap-request-for-contact/">https://area45snjaa.org/area-45-bridging-the-gap-request-for-contact/</a>&gt; Additionally, Bridging the Gap would like to present a workshop to CAIG. Kat L will speak to workshop committee to connect them with Area 45 if appropriate.</p> <p>Draft Purpose Statement for committee: The PI/CPC (Public Information/Cooperation with the Professional Community) Committee's purpose is to distribute information within our service area about A.A. to the public by means of pamphlets, radio and T.V. public service announcements, and meeting lists. Such information is distributed by committee volunteers to information kiosks, police departments, probation offices, public libraries, public health clinics, hospitals, alcoholic treatment centers and the like. Contacts with the professional community can include the availability of an A.A. member to speak at staff meetings or class presentations. Thank you for letting me serve.</p>
Policy and Structure	<p>I submitted my committee budget request for 2025 for consideration. Thank you for letting me serve.</p>

<b>Round Up</b>	<p>The Round Up Committee held its second meeting on Monday, March 3 at the intergroup office. The committee was asked to generate theme ideas for the 2025 round up. Out of the 25 suggestions, a vote was held and the winner was declared. The theme for the 2025 Round Up is... "Never Had It So Good". Work continues with the contract with Resorts. The contract was shared with Dawn and Michelle - both had concerns which were answered. The contract was revised to address the concerns and approved by Dawn and Michelle. On March 11 Michelle signed the contract with Resorts and I will be dropping it off Wednesday. Kristen R discussed with the group our 'vision' for this year's round up. Many great ideas are being generated by the group. Mike C. has begun contacting potential speakers, with the emphasis on having a female speaker this year. Mike is also working closely with our entertainment chair Megan. We are meeting with representatives from Resorts on Wednesday March 12 to review menu options.</p> <p><i>Update:</i> Kristen and I met with Eva Campbell from Resorts Food and Beverage. We finalized the menu for two dinners and two breakfasts. Coffee placement and times were discussed. The amount of \$3000 was given to them as a budget for coffee. They will let me know if we are getting close to that number as the weekend progresses. Food prices have escalated since 2024, but Eva is working with us and offered some creative menu ideas to help keep the numbers as low as possible. Our vision / intention is to have a Saturday registration and dinner package. Saturday's dinner will be table service and will be themed "Gratitude Dinner". We want to make it interactive, where everyone is given a note card and asked to write one thing they are grateful for since becoming sober and have a reader recite them.</p>
<b>Technology</b>	Nothing to report.
<b>Unity</b>	The date for the Unity Picnic will be June 14th, 2025 from 11:00-3:00 at A. Paul King Park in Manahawkin, NJ. There will be a speaker and entertainment. Flyer coming soon.
<b>Website</b>	Nothing to report.
<b>Workshops</b>	As requested, we will be doing a workshop with the hotline committee and other committees presenting what they do and service opportunities within the intergroup structure. Planning on doing a workshop on service opportunities for intergroup. Also looking for speakers from intergroup committees and suggestions about future workshops and speakers. The CIAG workshop email is not connected to Judy's email. Nat is looking into it.

### **Questions & Concerns Regarding Specific Reports:**

- a. H&I - H&I (hospitals & institutions) is different than IDRC (Intoxicated Driver Resource Center).  
- Links to H&I forms are included in the report and on the website. IGRs can also pass on the forms to their groups when going on commitments.
- b. Area 45 - Joe reviewed events going on in Area 45. They are also in his report with links.
- c. District 16/17 - They are in need of GSRs (General Service Representatives). Meetings are the 1st Thursday of the month at 6:30pm at the CAIG office. You can also attend via zoom- Meeting ID: 820 2387 6972  
Passcode: 672409



## **OLD BUSINESS**

- a. Advertising on score card is on hold.
- b. The Area 45 Accessibilities Committee is still looking for people to join their committee. Please join in the planning and brainstorming meeting about accessibilities needs in Area 45. A virtual meeting is held every 4th Thursday of the month at 7:00pm *Zoom Meeting ID 853 5251 2630 Passcode 626374* Email [accessibilities@snjaa.org](mailto:accessibilities@snjaa.org) or call 609-498-5458 for more info. <https://area45snjaa.org/flyer-gallery/>
- c. Dawn is waiting to finalize the date for a bus trip to GSO on May 25, 2025.
- d. Founder's Day is June 6-8, 2025 in Akron, OH. More information provided in link < <https://foundersday.org/> >
- e. Doug, the Technology Chair needs a copy of an old internet bill to move forward with plans for Wifi.

## **NEW BUSINESS**

- a. The body voted on and approved a \$4000 subsidy for the Roundup event. This subsidy is to be held in reserve and will be utilized only if the Roundup has a deficit at the end of the event. The subsidy will allow the committee to lower registration costs for all who attend.
- b. The Area 45 mini conference and the next Steering Meeting are both on April 9, 2025. It's ok if committee members want to attend the conference.

### **Steering Committee Meeting:**

**Wednesday, April 9th at 7:30 PM – 1418 New Road, Northfield, NJ**

**Hybrid Meeting ID: 542 744 809**

### **The Next Business Meeting:**

**Wednesday, April 16h at 7:30 PM at 1418 New Road, Northfield, NJ**

**Hybrid Meeting ID: 832 9623 3517**

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.

**Motion to Close** – Motion to close 9:00pm, followed by a second. Dawn I. lead the closing with the Responsibility Pledge.