

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

**May 14th 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 May 14, 2025 at 7:30 PM

**Open with Serenity Prayer:**

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

**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.	No
Literature Treasurer	Shirl R.	Yes
Trustee	Donna S.	Yes

<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 J.	No
H and I	Barbara M.	No
Literature	Kate D.	Yes
Newsletter	Grace S.	Yes

Office Manager	Lori B.	Yes
Phones	Jennifer H.	No
PI/CPC	Kat L.	No
Policy and Structure	Nat R.	Yes
Round Up	Paul G.	No
Technology	Nat R.	Yes
Unity	Karen N.	Yes
Website	Nat R.	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 and 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>	I will be attending the <i>Area 45 Spring Assembly</i> Sunday, May 18th in Elmer. If anyone has anything they'd like me to report or questions to ask, please let me know. It's good to be back. Thank you for holding down the fort.
<b>Vice Chair</b>	I will be attending the workshop Saturday May 17th at Intergroup and hope others will also attend.
<b>Recording Secretary</b>	Committee and panel chairs - please send me your reports as soon as possible.
<b>Corresponding Secretary</b>	Good Evening, I attended ACYP's Quarterly Eating Speaker Celebration and it was lovely. The food and the speaker were excellent, as always. I sent out 13 "thank you" letters for donations we received since we met last month. Thank you everyone for your generous donations! Lastly, I want to announce that I will be attending Intergroup virtually for the months of June, July and August. I will be back in person in September, so don't worry. I just wanted to let everyone know that you won't be seeing me in person at Intergroup over the summer. That's all I have! Thank you for letting me serve.
<b>Treasurer</b>	No report submitted.

<b>Literature Treasurer</b>	I attended the Sea Isle workshop on May 10 where the topics were the “Plain Language Big Book” and Tech. in AA. I had the privilege of being one of the 15 minute presenters. Also, I am very happy to report that we finally have a free Google for Nonprofit Workspace account. Jenn and I teamed up to get this done because it wasn’t easy. It required meeting with 2 Google sales folks for assistance. With it we get 100 TB of shared storage and we will get gmail storage for our existing capeatlanticaa.org emails. Files and emails are owned by the organization, rather than an individual so they persist when the person rotates out of the position. This helps us avoid data loss. I am currently reviewing the setup guides and will be sending out additional info over the next few weeks. Please note that this affects the panel and committee folks only. Thank you for letting me be of service.
<b>Trustee</b>	I will be at the Saturday workshop. I was also the guest speaker at Trenton Women’s 50th Anniversary Meeting and it was awesome!

### **Committee Chair Reports:**

<u><b>Position/Name</b></u>	
<b>Archives</b>	Dana will be taking over as the Archives chair.
<b>Budget and Finance</b>	<p>Here is the budget report for the first quarter of 2025. This includes income and expenses for the months of January, February, and March.</p> <p><u>Total income</u> for the quarter was \$8,546. Group/Individual donations were \$4,252. This is about \$3200 less than the average quarterly income projection of \$7500. Other income includes Interest and literature and those amounts are on course to meet projected income.</p> <p><u>Total expenses</u> were \$13,428. We had projected spending \$2000 total on electricity, air conditioning, and natural gas. This quarter we spent over \$1000 on these utilities. The cost of heating the space was over \$400 in January and February. I’m concerned about what the cost of AC will be this summer and if there will be price hikes due to economic changes. We should consider increasing this budget to at least \$3000 and I would recommend adjustments to events and committee budgets to make up the difference. If this is approved then I would work with events and committee members on this.</p> <p>Thank you for allowing me to be of service.</p>
<b>CAYPAA</b>	Business meeting held May 7 and had seven voting members. We had a very productive May business meeting!! We elected a new treasurer (Lulu) and Prayer/Unity chair (Susie). We finalized details for the June 8th zoo event and started planning the July 4th annual beach bash. Flyer will be ready for intergroup meeting next week.
<b>Hospitality</b>	Nothing to report.
<b>H and I</b>	No report submitted.
<b>Literature</b>	Nothing to report.
<b>Newsletter</b>	<p>All articles for the newsletter and/or local stories need to be submitted by the end of June. Grace is in need of a cochair to cover for her when she can not make it to the steering or business meetings. Please reach out to her if you are interested. Newsletter is over budget for the first quarter and will be asking for an increase in budget.</p> <p><a href="mailto:newsletter@capeatlanticaa.org">&lt;newsletter@capeatlanticaa.org&gt;</a></p>

<b>Office Manager</b>	Nothing to report.
<b>Phones</b>	<p>Hi everyone, I'm an alcoholic, and my name is Jenn. This month, we received 220 calls with 7 calls going to voicemail! All of the primary slots are currently filled. 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: PhoneChair@CapeAtlanticAA.org.</p> <p>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/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.</p>
<b>PI/CPC</b>	Nothing to report.
<b>Policy and Structure</b>	Hopefully we will be conducting an intergroup audit in June or July. Anyone interested in participating, please see Doug G. Thank you for allowing me to serve.
<b>Round Up</b>	<p>The roundup committee met on Monday, May 5th. The Website is operational; you can now go online to register, purchase meals and book a room. &lt;<a href="https://www.capeatlanticaa.org/roundup/">https://www.capeatlanticaa.org/roundup/</a>&gt; If corrections are needed or mistakes are discovered, please email me directly at &lt;<a href="mailto:plgaweb@gmail.com">plgaweb@gmail.com</a>&gt; so we can address the issues. We did have a speaker cancel on us for Saturday night, however Mike C. is filling this time slot. The logo is finished and was approved by the committee. We have created a subcommittee to put together the schedule of events. Flyers are in the works to be passed out to home groups. We are working on a "buy a table program" where home groups can buy a table for the Saturday night dinner (similar to the Unity Breakfast). Beginning this month Elizabeth will be doing email blasts to inform those that have attended past roundups about the 2025 event.</p>
<b>Technology</b>	Finalizing selections for computers and hardware for the upgrade. Making sure it fits all necessary parameters for the internet providers. This should all be done within the week - by the next meeting. The microphone was broken by accident by the Roundup Committee. The external mic is \$200 to replace. We need to determine how we are handling this. Thank you for letting me serve.
<b>Unity</b>	<p>The <i>Annual AA Family Picnic in the Park</i> will be on June 14 from 11-3 Manahawkin at A Paul King County Park. Flyers are available at CAIG and committees are being put together this week - <b>clean up volunteers especially needed!</b> There will be entertainment, 50/50, games and a guest speaker. Entrance by donation.</p> <p><i>The Unity Breakfast</i> will be held at Greate Bay Country Club September 21 and prices have gone up, but that is to be expected. I will look into other places but think all venue costs have increased. There will be a speaker. Not sure if we will need a subsidy.</p>
<b>Website</b>	Nat is stepping down, but will continue to stay on until the position is filled. Please let us know if you are interested.
<b>Workshops</b>	Workshop Committee is having a <i>Sponsorship Techniques Workshop</i> this Saturday May 17 from 9:30-1:00 at the CAIG office. Help is needed with set up and breakdown. There are 3 people from the Steering Committee scheduled to speak, plus one other person. Your attendance and help is needed and appreciated. Snacks will be provided.

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

- a. Did the Unity Breakfast use any subsidy last year? The answer is no, the event made money.
- b. Grace from Newsletter asked when she will know if the \$500 budget increase request will be approved. It needs to go to the body for a vote at the next Business Meeting.

### **OLD BUSINESS**

- a. Gmail accounts are completed, see details in the Literature Treasurer report.
- b. Lock for the door - the door has repeatedly been left unlocked after groups use the office. Dawn will look into various lock options including digital locks and spring locks.
- c. Bus trip to GSO in May has been postponed. GSO cannot accommodate 30 people.
- e. No updates on the bus trip to Akron for 'Founder's Day' June 6-8, 2025
- f. Dawn has a call in to the landlord to see if he will be renewing our lease. If the lease is not renewed, we will put together an Ad Hoc committee to move forward.
- g. CAIG audit.
- h. Should staff members be present during H&I visits?

### **NEW BUSINESS**

- a. When the chairperson is not in person at meetings (but attending zoom), the vice chair will lead the meeting.

**The Next Business Meeting is Wednesday, May 21st 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:**

**The next Steering Meeting is Wednesday June 11th at 7:30 PM – 1418 New Road, Northfield, NJ**

**Hybrid Meeting ID: 542 744 809**

**Motion to Close** – Motion to close came from Dawn at 8:15pm. Michelle lead the closing with the Responsibility Pledge.