

**Cape Atlantic Intergroup Minutes**  
**CAIG STEERING MEETING MINUTES**  
**July 9th 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 July 9, 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	Peg S.	Yes
Literature Treasurer	Shirl R.	Yes
Trustee	Donna S.	Yes

<b>COMMITTEE Positions</b>	<b>Names</b>	<b>Present</b>
Archives	Dana	No
Budget and Finance	OPEN	
CAYPAA	Caroline S.	No
Hospitality	Carlo J.	No
H and I	Barbara M.	No
Literature	Kate D.	No

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

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 followed:

<u>Position/Name</u>	
<b>Chairperson</b>	<p>Hello all, sorry I'm not there in person. In the last few weeks I have handled only 4 calls and 2 emails. It's been a quiet month. Mostly handling updates for Website and new commitments for H &amp; I.</p> <p>Insurance rates will be increasing, details included in new business.</p> <p><i>Day of Sharing</i> has been confirmed for Oct 4th from 9-12 at St. Gregory the Great Church, 4620 Nottingham Way, Hamilton Square, N.J. FLYER should be ready for next week. I will be back for the Business Meeting. Thank you Dawn.</p>
<b>Vice Chair</b>	Nothing to report.
<b>Recording Secretary</b>	Committee and panel chairs - please send me your reports as soon as possible.
<b>Corresponding Secretary</b>	<p>Good evening, first of all, I would like to thank Peg S. for doing an amazing job as our new Treasurer! Thank you for making my job so easy this month Peg! I sent out 8 "thank you" letters for donations we received since we met last month. That's all I have! Thank you for letting me serve.</p>

<b>Treasurer</b>	<p>I am still getting accustomed to this position, but I believe things are going ok. I want to thank Shirl for making deposits for me while I was on vacation in Montana and Wyoming. I, quite frankly, wish I was still there, it's so beautiful.</p> <p>As per the report the operations bank balance this month started out at \$32,499.57</p> <p>Income was \$5,615.70  Literature income was \$2,440.71  Group donations \$1475.50 (Excel keeps rounding up to \$1,486)  Unity Picnic was \$1,248.80  Group rents were \$350.00  Total expenses were \$6,352.48  Literature expenses were \$3,209.03  Office overhead \$1,859.35  CAYPAA \$389.25  Unity Picnic \$834.85  Newsletter \$60.00  Hotlines \$39.95  Current operations balance as of 07/9/25 is \$32,432.11  Literature balance \$3,873.99  CDs \$31,850.38</p> <p>Total funds is \$68,156.48  Total over the prudent reserve is \$34,261.48  There was a bank fee on the literature bank account because the balance went below \$2500 a few days this month. I will let Shirl address that further.</p> <p>I have to get with Doug W. on purchasing IT supplies and Grace S. on paying the Canvas payments.</p>
<b>Literature Treasurer</b>	<p>I'm happy to report that Kate and I did the bulk of the Literature inventory today (7/9/25). The quantiles of 28 out of 67 items was adjusted as the result. Last week prices on 18 of the Grapevine items were corrected.</p>
<b>Trustee</b>	Nothing to report.

**Committee Chair Reports:**

<b><u>Position/Name</u></b>	
<b>Archives</b>	Nothing to report.
<b>Budget and Finance</b>	Position is open.
<b>CAYPAA</b>	<p>Thank you everyone who came to the July 4th event!! It was incredible! Next event is Saturday July 26th. Cohosted CAYPAA and EACYPAA XXII host committee. Sober Olympics at Bartram Ave Beach. Flyer will be printed for next week. Thanks for letting me serve!</p>
<b>Hospitality</b>	Nothing to report.

<b>H and I</b>	It has come to my attention that there is a question of the co-ed John Brooks meeting. I called them and I'm waiting on a return call for clarification on the co-ed meeting. There is a male and a coed unit for the clients. But are the meetings male and coed? Or male and female?
<b>Literature</b>	Nothing to report.
<b>Newsletter</b>	July/August newsletter is out. Co-chair Bianca was present and we are always looking for stories and help with the joke corner. Also, I'm working with Shirl on getting a non profit free Canva account which will take about a week for Canva to review. I offered help to Peg on how to store invoices on Google Drive in the meantime. I will be getting clarification from Peg on whether we are still mailing checks to Grand Printing for the newsletter.
<b>Office Manager</b>	Purchased an electric stapler for the office. Thank you for letting me serve.
<b>Phones</b>	No report submitted.
<b>PI/CPC</b>	Nothing to report.
<b>Policy and Structure</b>	Preparing for our upcoming Intergroup audit July 30 at 6:30pm at the office. Literature has already done a preliminary inventory. Ellie L. will be present along with Peg, Shirl and myself. Other panel members will be present along with another IGR. More details at the business meeting. Thank you for allowing me to serve.
<b>Round Up</b>	All is running smoothly for the roundup. We met at Resorts last week and we are extremely excited about this years Round Up. The event space is plentiful. We are having an entire ball room for "fellowship". All the vendors and tables will be set in this room as well as coffee, sofas to relax on and games. Resorts will be providing us with access to all digital signage; we will provide them with the necessary information. The Gratitude Dinner committee is meeting this week to finalize this event. We are also finalizing the schedule of events. All outreach will begin in two weeks after our monthly meeting. We moved the date to the 14th so those that had plans for the 4th could attend.
<b>Technology</b>	Purchasing laptops and other equipment for intergroup. Wires have been handled.
<b>Unity</b>	We would like a subsidy for the Unity Breakfast so as not to raise the price of tickets.
<b>Website</b>	Position is open.
<b>Workshops</b>	Date for the September workshop is pending; there was a misprint on the flyer.

**Questions/Comments concerning reports:**

- a. Do we have a printer?

**OLD BUSINESS:**

- a. *Increasing rent for groups who use the CAIG office:* Questions about how much rent groups actually pay (is \$50 a month? Are all groups paying rent?) This needs to be investigated further.

- b. *Have staff members been present at H&Is*: This is addressed in Barb's report.
- c. *CAIG event flyer hard copies to hand out to groups*: Discussion to have them printed from Grand Printing. Who would be responsible for doing that? Should this be included in the procedure audit?
- d. *AC and heating filters*: Pat C. is planning on replacing them.
- e. *Rental Lease*: Our lease expires in June 2026. Dawn is waiting to hear from the landlord to see if our lease will be renewed. The rent increased approximately \$350. Dawn plans on getting clarification.

**NEW BUSINESS:**

- a. TD charged us a monthly fee of \$15 since our balance went below \$2500. This was because of an order that was made by mistake: 9 cases of DR. A \$1,230 credit is pending. Peg suggested a transfer amount of \$1,000 and Doug mentioned having a Prudent Reserve of \$3,500. A motion was made to transfer the \$1,000 and for the account balance be monitored and if it drops below \$3,500 that a subsequent \$1,000 transfer be made. The motion was passed. This does not have to go before the body.
- b. Subsidy for *Unity Breakfast*. How it works - take what you want to reduce per head based on last years attendance of 300 people. To reduce donation to \$35, the committee will ask for a subsidy of \$3000. This is only used if needed and if we fall short.
- c. It was proposed to rent a van to transport people to the *Day of Sharing* event on 10/4/25 from 9-12. Dawn will research prices.
- d. Cooperative Care in Rio Grande would like meeting have a meeting on Thursdays at 7:30pm. Cape Recovery in Rio Grande would like meeting have a meeting on Fridays at 6:30pm.
- e. Complete Care at Holiday City has space available and would like to hold meetings there.
- f. State of NJ sent a letter on 5/2/25 stating an annual report is due by August 31, 2025.
- g. Dawn received an email saying our insurance policy is expiring. Peg said we received a letter in April stating that said it was expiring on July 20, 2025. The policy covers all CAIG events that are held at our office. *How much is our insurance going up?*
- h. Treasurer and Corresponding Secretary need stamps. Lori will get them each a roll of stamps.

**The Next Business Meeting is Wednesday, July 16th 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**

**The next Steering Meeting is Wednesday August 13th at 7:30 PM – 1418 New Road, Northfield, NJ**

**Hybrid Meeting ID: 542 744 809**

**Motion to Close** – Motion to close came from Michelle S. at 8:52pm. Michelle lead the closing with the Responsibility Pledge.