

Cape Atlantic Intergroup
BUSINESS MEETING MINUTES
August 20, 2025 - Intergroup Meeting

CAPE ATLANTIC INTERGROUP OFFICE
1418 New Rd. Suite 4
Northfield, NJ 08225

Phone: (609) 641-8855

Date and Start Time:

The meeting began on Wednesday August 20, 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 Michelle S. Vice Chairperson.

IGR QUORUM - 23

IGR – (16 In Person, 4 Virtual) Total: 20

ALTERNATE IGRS – (3 In Person, 0 Virtual) Total: 3

Roll Call (Recording Secretary):

OFFICERS Positions	Names	Present
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.	No

COMMITTEE Positions	Names	Present
Archives	Dana S.	No
Budget and Finance	OPEN	
CAYPAA	Caroline S.	Yes
Hospitality	Carlo J.	Yes

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

Anniversaries: Dawn I. 12 yrs, Bob 13 yrs, Donna M. 26 yrs

Announcements from the Body:

- The Third Step Candlelight Group has a fellowship dinner at the Shore Diner in Northfield, NJ at 7pm on the first Sunday of the month. All are welcome to attend; you don't have to be a home group member.
- Need to Change Group will be having a BBQ September 16th from 5:00-8:00 at Praise Tabernacle Church, EHT.
- October 24-26 campout, flyers to come.

Reports were given as follows:

<u>Position/Name</u>	
Chairperson	<p>This past month:</p> <ul style="list-style-type: none"> -Attended the CAIG Audit. -Researched skits for upcoming Round Up. -Gathered prices for transportation to Day of Sharing. -Found contacts for all meetings being held here at office. -Had door lock repaired. -Answered various telephoned questions concerning up coming events and InterGroup issues. Thank you for allowing me to be of service, Dawn
Vice Chair	<p>I attended the CAIG audit on 7/30. Attached to the meeting minutes is a copy of the audit. It was productive and revealed that we are doing all the right things. Thx for letting me serve!</p>

Recording Secretary	<p><u>Committee and panel chairs</u> ~ <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 you have no report, please let me know that as well. <debu1262012@yahoo.com></p> <p><u>Intergroup Reps</u> ~ when you sign in <i>please</i> clearly print your name, home group and a valid email address. If you don't, you will not receive agendas or meeting minutes. Thank you.</p>
Corresponding Secretary	<p>This is my last month attending Intergroup virtually. I'm looking forward to being back in the office with you in September! Thank you, Peg S. for doing an amazing job as Treasurer! I sent out 10 "thank you" letters for donations we received since we met last month. That's all I have! Thank you for letting me serve.</p>

Treasurer

Treasurer report is as of 08/12/2025:

Starting operating balance: \$32,432.11

Total income for the past month: \$3161.35

-Group donations: \$2,415

-Group rents: \$130

-CAYPAA: \$265

-Roundup Scholarship: \$350

-Interest: \$1.35

Total Expenses for this month: \$5,078.88

-Literature: \$1,454.83 (\$1000 transfer to the literature account from operating)

-Office overhead: \$3,332.63 (increase in rent, accounting fees and utilities)

-CAYPAA: \$102.21

-Policy & Structure (audit): \$64.27

-Newsletter: \$85

-Hotlines: \$39.95

Operating Balance as of 08/12/2025: \$30,514.38

Literature balance: \$4,144.61

Prudent Reserve in CDs: \$31,925.20

Balance above prudent reserve: \$34,659.05

I have completed the NJ State Business Annual report and have attached a copy of it to my report.

I am still working on learning Google Docs and now also working on understanding the PayPal accounts as well.

CAPE ATLANTIC INTERGROUP				Treasurer	Treasurer@capeatlantic.org	Updated ==>	8/12/25
08/12/25				CAIG Treasurer's Monthly I&E Statement			
OA Balance:				\$32,432.11			
	Date	Amount	Description	Comments			
Deposits:							
Operating	07/11/25	\$80.00	Group Rents	\$2,415 Group Donations			
Operating	07/11/25	\$50.00	Group Donations	\$130 Group Rents			
Operating	07/18/25	\$265.00	Caypaa	\$265 Caypaa			
Operating	07/18/25	\$1,061.00	Group Donations	\$350 Round up			
Operating	07/18/25	\$350.00	Round up scholarships	\$1.35 Interest			
Operating	07/31/25	\$50.00	Group Rents				
Operating	07/31/25	\$1,304.00	Group Donations				
Operating	08/07/25	\$1.35	Interest				
Total:		\$	3,161.35	\$ 3,161.35			
Expenses: Paid by..							
Operating	07/18/25	\$115.00	Office Quickbooks	\$1,454.83 Literature			
Operating	07/18/25	\$99.77	Office SJG	\$3,332.62 Office Overhead			
Operating	07/22/25	\$420.00	Office Accounting	\$102.21 Caypaa			
Operating	07/25/25	\$219.87	Office AC Electric	\$64.27 Caypaa & Structure			
Operating	08/01/25	\$39.95	Hotline	\$85 Newsletter			
Operating	08/04/25	\$1,600	Office Rent	\$38.85 Hotlines			
Operative	08/04/25	\$800.00	Office Rent				
Operative	08/04/25	\$85.00	Grand Printing (Newlette				
Operative	08/04/25	\$29.98	Office Internet				
Operative	08/05/25	\$64.27	Policy and Structure (Aud				
Operative	08/05/25	\$48.00	Office Supplies				
Operative	08/08/25	\$102.21	CAYPAA 4th July				
Literature	07/08/25	\$1,000.00	Transfer to Lit				
Literature	07/16/25	\$29.83	Books				
Literature	07/16/25	\$425.00	Meeting Lists				
		\$	5,078.88	\$5,078.88			
Account Balances: 08/12/25							
Operating Account Balance (874):				\$30,514.38			
Literature Account Balance (896):				\$4,144.61			
Prudent Reserve in CDs:				\$31,925.20			
PayPal #1 General Account:				\$0.00			
PayPal #2 Unity Balance:				\$0.00			
PayPal #3 Roundup Balance:				\$0.00			
Total				\$66,584.19			
Balance All Accounts:				\$66,584.19			
Prudent Reserve =====>				\$31,925.14			
Surplus AbovePrudent Reserve:				\$34,659.05			

Literature Treasurer	I participated in the CAIG inventory on 7/30 and want to thank both Ellie and Doug G. for a well run and beneficial meeting. Web Committee: I worked with Karen and enabled Unity Breakfast ticket sales on 8/10. I'm also setting up Google Drives and emailing panel and committee chairs. I plan to hold a demo at 7pm before our NEXT monthly steering meeting on 9/20.
Trustee	Nothing to report.

Committee Chair Reports:

<u>Position/Name</u>	
Archives	I am the sole person on the committee. I will finally have time to start sorting this month so I plan to do that. I will likely stop into the Intergroup Office on Thursdays and get some organizing done. That is all I have to report.
Area 45	<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 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><i>Area 45 Fall Assembly:</i> Sunday November 16th. Registration starts at 8:30am, Assembly starts at 10 am, The Gibson House 535 E Main St, Evesham, NJ 08053</p> <p><i>Delegate's Round Table:</i> Thursday August 21st at 7:30 PM, John W., Non-Trustee Director for AAWS, to share about his service and role in A.A. World Services, Zoom ID 894 0615 3447</p> <p><i>2025 Day of Sharing:</i> Saturday October 4th 9am-12pm, St. Gregory the Great Church 4620 Nottingham Way, Hamilton Square, NJ, Topics? (Flyer attached to email)</p> <p>For a full list of Area 45 Events. Check out the link <https://area45snjaa.org/events/></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 is: E-Mail-Altdelegate@snjaa.org Phone-609-705-1284</p> <p>In Love and Service, Joe E. Area 45 Alternate Delegate</p>
Budget and Finance	Position is open.
CAYPAA	Business was meeting held 8/6/25 with 6 voting members. The crew finalized the last three events of the year - <i>Resentment Bonfire</i> , <i>Sober-Ween Spooky Event</i> , and <i>Roller Skating</i> . Resentment Bonfire is September 20th - Bartram Ave. beach from 6-9pm, flyers are available and were handed out at the business meeting. Hope to see some of you there!
Hospitality	Nothing to report.

H and I	<p>There's been a change and we are not going to be sending speakers to Cape Recovery. We are looking to see if we could make it an actual meeting instead of an H&I. Also, I have spoken with John Brooks. In the meeting room where the H&I meetings are held, there are now phones. If there are any issues, pick up the phone and hit the number one. It goes directly to detox where somebody should always be to be able to answer the phone. The board for H&I picks has been updated.</p> <table><tr><td>September 2025</td><td></td><td></td><td></td></tr><tr><td>Sunday</td><td></td><td></td><td></td></tr><tr><td>Trudgers</td><td>Enlightened Solutions</td><td>7:00 PM</td><td></td></tr><tr><td>Young Men's South</td><td>John Brooks Coed</td><td>7:00 PM</td><td></td></tr><tr><td>Getting Sober Young</td><td>John Brooks Men</td><td>7:00 PM</td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td>Monday</td><td></td><td></td><td></td></tr><tr><td>ACYP</td><td>Boca Recovery</td><td>7:00 PM</td><td></td></tr><tr><td>Northfield Group</td><td>John Brooks Coed</td><td>7:00 PM</td><td></td></tr><tr><td>Fellowship Of The spirit</td><td>John Brooks Men</td><td>7:00 PM</td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td>Tuesday</td><td></td><td></td><td></td></tr><tr><td>Step Up to Recovery</td><td>Boca Recovery Center</td><td>7:00 PM</td><td></td></tr><tr><td>Sea Isle City Group</td><td>Enlightened Solutions</td><td>7:00 PM</td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td>Wednesday</td><td></td><td></td><td></td></tr><tr><td>Good Morning Avalon</td><td>John Brooks Detox</td><td>1:30 PM</td><td>Only 1st and 3rd</td></tr><tr><td>A New Freedom</td><td>Enlightened Solutions</td><td>7:00 PM</td><td></td></tr><tr><td>Rule 62</td><td>John Brooks Mens</td><td>7:00 PM</td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td>GMOC North</td><td>Behavioral Crossroads</td><td>10:30 AM</td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td>Thursday</td><td></td><td></td><td></td></tr><tr><td>Rule 62</td><td>Pyramid Womens</td><td>6:15 PM</td><td></td></tr><tr><td>South Jersey Newcomer</td><td>Boca Recovery Center</td><td>7:00 PM</td><td></td></tr><tr><td>Stagecoach</td><td>Enlightened Solutions</td><td>7:00 PM</td><td>Only 1st and 3rd</td></tr><tr><td>Need to Change</td><td>Pyramid Mens</td><td>7:15 PM</td><td></td></tr><tr><td>Singleness of Purpose</td><td>RCA Lighthouse</td><td>8:15 PM</td><td></td></tr><tr><td>Last House on the Block</td><td>Cooperative Care</td><td>7:30 PM</td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td>Friday</td><td></td><td></td><td></td></tr><tr><td>Ventnor Seashore</td><td>Pyramid Mens</td><td>7:15 PM</td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td>Saturday</td><td></td><td></td><td></td></tr><tr><td>Somers Point Group</td><td>RCA Lighthouse</td><td>8:15 PM</td><td></td></tr></table>				September 2025				Sunday				Trudgers	Enlightened Solutions	7:00 PM		Young Men's South	John Brooks Coed	7:00 PM		Getting Sober Young	John Brooks Men	7:00 PM						Monday				ACYP	Boca Recovery	7:00 PM		Northfield Group	John Brooks Coed	7:00 PM		Fellowship Of The spirit	John Brooks Men	7:00 PM						Tuesday				Step Up to Recovery	Boca Recovery Center	7:00 PM		Sea Isle City Group	Enlightened Solutions	7:00 PM						Wednesday				Good Morning Avalon	John Brooks Detox	1:30 PM	Only 1st and 3rd	A New Freedom	Enlightened Solutions	7:00 PM		Rule 62	John Brooks Mens	7:00 PM						GMOC North	Behavioral Crossroads	10:30 AM						Thursday				Rule 62	Pyramid Womens	6:15 PM		South Jersey Newcomer	Boca Recovery Center	7:00 PM		Stagecoach	Enlightened Solutions	7:00 PM	Only 1st and 3rd	Need to Change	Pyramid Mens	7:15 PM		Singleness of Purpose	RCA Lighthouse	8:15 PM		Last House on the Block	Cooperative Care	7:30 PM						Friday				Ventnor Seashore	Pyramid Mens	7:15 PM						Saturday				Somers Point Group	RCA Lighthouse	8:15 PM	
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Newsletter	We were denied a non profit account for Canva and I am not sure why. Also, home groups please bring and distribute copies of the newsletter to your meetings.																																																																																																																																															

Office Manager	Nothing to report.
Phones	This month, we received 274 calls with one call going to voicemail! We have a few slots open: Friday from 10:00am-12:00pm and 10:00pm-12:00am , Monday from 10:00pm - 12:00am (This is a backup slot). If you would like to volunteer, you just have to have 6 months of sobriety. Please call or text me at: 609.224.4411. 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.
PI/CPC	<p>Justin has filled all the IDRC commitments for August and September.</p> <p>-PI/CPC tried to gauge interest in starting a formal committee by holding an informational zoom session in June with no attendance. I would like to try it again this month with a little more notice and outreach. Carolyn has already posted the attached flyer online and I will also do an email blast to people who have expressed interest in the past.</p> <p>Sample Agenda</p> <p>-PI vs CPC</p> <p>-How CPC works with H&I</p> <p>-Reading from the workbooks</p> <p>-Drafting our committee goals</p> <p>Sample Meeting Discussion Topics</p> <ol style="list-style-type: none"> 1. Understanding what Public Information is— Education of members first - 1 question and answer a month in the Newsletter. On a card for IGs to bring back to business meetings 2. Distribution of Literature to “the public” a. What Literature? To who? Police station list 3. Paid Advertising? What is our policy? 4. Public workshops... for who and to what end? <p>I've composed a list of Police stations in our service area. I would like to order 50 brochures of “This is AA” for each station (2200), along with 25 meeting lists and 50 Bridging the Gap Flyers and deliver them to each station in person. I'll need volunteers- hopefully to come from the committee interest, but maybe we can get them from the groups after the August or September CAIG Board meeting or even from a table at the Roundup. Cost for the pamphlets will be about \$550 and I'm not sure what the meeting list cost is. Bridging the Gap will send brochures.</p> <p>Bridging the Gap - I've been working on calling all CAIG volunteers to confirm interest in their commitment to continuing volunteering for Bridging the Gap - so far so good. I continue to serve on that committee for Area 45. Information cards to read at H&I commitments were handed out at the Business Meeting. I'll have more on that after our Thursday meeting.</p> <p>Lastly, I submitted an article to Grace for the newsletter- look out for “Guarding Anonymity Online” in the next issue or whenever she can fit it in.</p> <p>Please reach out via email or call or text Kat L at 609-342-4570 <PIChair@capeatlanticaa.org> with questions. Thank you for letting us serve.</p>
Policy and Structure	I'd like to thank Ellie L., Peg, Dawn, Michelle, Shirl and Tina R.(virtually) for attending and participating. Especially want to thank Ellie for taking the lead and summarizing the report. We found the audit to be informative and productive. Attached to the email is the final report from our Intergroup audit. Thank you for allowing me to serve.
Round Up	<p>The push is on to get people to register for the 2025 Round Up.</p> <p>We are full steam ahead and everything on all committees is being finalized.</p> <p>Our group intends on meeting two more times, once in September 8th at Resorts so everyone can get a feel for the venue and our last meeting will be in October.</p> <p>The event schedule is finalized and will be published in September.</p> <p>We would like to speak to the Unity Chair to discuss having a table set up at the Unity Breakfast to register people.</p>

Technology	<p>-All hardware has been ordered and was picked up on 8/19, installation is happening now.</p> <p>-Internet service has been updated and our data plan increased. We had been exceeding our old plan, which caused the service dropouts. Bill increase to \$40.00</p> <p>-Hardware order has been sent to Peg for purchase; we are waiting on confirmation that the order has been completed so we can move forward with installing the new laptops and devices.</p> <p>(Completed)</p> <p>Receipt Breakdown (Best Buy Order – Aug 13, 2025)</p> <p>ASUS Vivobook S 14 – 14” OLED Laptop (x2)</p> <p>Product Price: \$759.99 each</p> <p>Sales Tax: \$50.35 each</p> <p>Total: \$810.34 each</p> <p>Subtotal: \$1,620.68</p> <p>Logitech MX Keys S Combo (Keyboard + Mouse) (x1)</p> <p>Product Price: \$149.99</p> <p>Sales Tax: \$9.94</p> <p>Total: \$159.93</p> <p>LG MyView 34” WQHD Smart Monitor (x1)</p> <p>Product Price: \$349.99</p> <p>Sales Tax: \$23.18</p> <p>Total: \$373.17</p> <p>Incase A.R.C. Laptop Sleeve 14” – Black (x1)</p> <p>Product Price: \$49.95</p> <p>Sales Tax: \$3.31</p> <p>Total: \$53.26</p> <p>Incase A.R.C. Laptop Sleeve 14” – Gray (x1)</p> <p>Product Price: \$49.95</p> <p>Sales Tax: \$3.31</p> <p>Total: \$53.26</p> <p>Digital Items (Included Free)</p> <p>-Webroot Internet Security (multiple licenses)</p> <p>-Microsoft Xbox Game Pass Ultimate (1 month trial)</p> <p>-Total: \$0.00</p> <p>Grand Total: \$2,260.30... which was under budget!</p>
Unity	<p>We have gone live with ticket sales. Shirl has it set up the same as last year. Flyers were brought to the Business Meeting and distributed. All of the groups/people that got tables last year have been called (14 in total). So far four have committed. Some groups are “letting me know” and some are a “no”. We have Annie O. from Trenton speaking and tickets will be \$37. Twenty tickets were sold as of last week (9 individual and 1 table) and 16 groups have committed. Please spread the word. If anyone is willing to help with the 50/50 please let Karen know.</p>
Website	<p>Positon is open.</p>
Workshops	<p>Next workshop is Saturday November 1st at the Intergroup Office from 10am-2pm about service experiences in AA.</p>

Questions & Concerns Regarding Specific Reports:

- a. Elections will take place November 19th at 7:30pm. Please think about getting involved in Intergroup (flyer attaches to the email)
- b. Bridging the Gap cards are available to read at H&I commitments.

Agenda Items:

None

OLD BUSINESS

- a. Open positions at Intergroup are Web Chair and Budget & Finance.

NEW BUSINESS

- a. A motion was made to rent a standard van to transport people (up to 15) to the *Day of Sharing* event on 10/4/25 from 9:00-12:00... \$400 to pay for the van rental and gas; the motion passed. Dawn is looking into two options for drivers. Carolyn will update the flyer and it will be a first come first serve for spots.

Steering Committee Meeting:

Wednesday, September 10th at 7:30 PM – 1418 New Road, Northfield, NJ

Hybrid Meeting ID: 542 744 809

The Next Business Meeting:

Wednesday, September 17th 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 8:38pm, followed by a second. Michelle S. lead the closing with the Responsibility Pledge.