

Cape Atlantic Intergroup Minutes
CAIG STEERING MEETING MINUTES
August 13th 2025 - Intergroup Meeting

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

Phone: (609) 641-8855

Date and Starting:

The meeting began on Wednesday August 13, 2025 at 7:32 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):

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	No
Budget and Finance	OPEN	
CAYPAA	Caroline S.	Yes
Hospitality	Carlo J.	Yes
H and I	Barbara M.	No
Literature	Kate D.	No

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

<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	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!
Recording Secretary	Committee and panel chairs - please send me your reports as soon as possible.

Corresponding Secretary	<p>Good evening, 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!</p>
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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: \$38.85

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

-Literature balance is \$4,144.61

-Prudent reserve in CDs is \$31,925.20

-Balance above prudent reserve is \$34,659.00

I am still working on learning Google Docs and also working on understanding the Paypal accounts as well. Thank you for letting me be of service.

CAPE ATLANTIC INTERGROUP				Treasurer	Treasurer@capeatlantic.ca	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 Policy & 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			

Literature Treasurer	I participated in the CAIG inventory on 6/30 and want to thank both Ellie and Doug G. for a well run and beneficial meeting. Web Committee work as per Shirl: I worked with Karen and enabled Unity Breakfast ticket sales on 8/10. I am 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.
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.
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 - Resentment Bonfire, Sober-Ween Spooky Event, and Roller Skating. Resentment bonfire coming up September 20th at Bartram Ave. beach from 6-9pm. Hope to see some of you there!!
Hospitality	Nothing to report.
H and I	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. And the board for H&I picks will be updated by the business meeting next week.
Literature	Nothing to report.
Newsletter	Working on non profit account for Canva and want to encourage newsletter delivery to everyone's home group.
Office Manager	Nothing to report.
Phones	This month, we received 156 calls with one call going to voicemail! We have a few slots open: <i>Friday from 10:00am-12:00pm and 10:00pm-12:00am, Monday from 10:00pm - 12:00am (This is a backup slot)</i> . 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. In Love and Service, Jenn

PI/CPC	<p>Justin has filled all the IDRC commitments for August.</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. We will have copies next week at the CAIG meeting.</p> <p><u>Sample Agenda</u></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><u>Sample Meeting Discussion Topics</u></p> <p>1. Understanding what Public Information is---</p> <p>Education of members first - 1 question and answer a month</p> <p>In the Newsletter</p> <p>On a card for IGs to bring back to business meetings</p> <p>2. Distribution of Literature to “the public”</p> <p>a. What Literature? To who? Police station list</p> <p>3. Paid Advertising? What is our policy?</p> <p>4. Public workshops... for who and to what end?</p> <p>I’ve composed a list of Police stations in our service area (attached), 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. I think Bridging the Gap will pay for their brochures.</p> <p><u>Bridging the Gap</u> - 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. We are still working on an information card to read at H&I commitments. I’ll have more on that after our Thursday meeting.</p> <p>We also need to order "Am I an Alcoholic" brochures and meeting lists for all the libraries in Atlantic County. Justin says EHT and Mays Landing are specifically asking for both, so we might as well give them to all libraries.</p> <p>Lastly, I submitted an article to Grace for the newsletter- look out for “Guarding Anonymity Online” in the next issue.</p> <p>Please reach out via email or call or text Kat L at 609-342-4570</p> <p><PIChair@capeatlanticaa.org> with questions. Thank you for letting us serve.</p>
Policy and Structure	<p>Attached is the final report from our Intergroup audit. 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. Thank you for allowing me to serve.</p>
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 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>

Technology	<p>-All hardware has been ordered and is scheduled for pickup on 8/23. -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 -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. (Completed)</p> <p>Receipt Breakdown (Best Buy Order – Aug 13, 2025) <u>ASUS Vivobook S 14 – 14” OLED Laptop (x2)</u> Product Price: \$759.99 each Sales Tax: \$50.35 each Total: \$810.34 each Subtotal: \$1,620.68 <u>Logitech MX Keys S Combo (Keyboard + Mouse) (x1)</u> Product Price: \$149.99 Sales Tax: \$9.94 Total: \$159.93 <u>LG MyView 34” WQHD Smart Monitor (x1)</u> Product Price: \$349.99 Sales Tax: \$23.18 Total: \$373.17 <u>Incase A.R.C. Laptop Sleeve 14” – Black (x1)</u> Product Price: \$49.95 Sales Tax: \$3.31 Total: \$53.26 <u>Incase A.R.C. Laptop Sleeve 14” – Gray (x1)</u> Product Price: \$49.95 Sales Tax: \$3.31 Total: \$53.26 <u>Digital Items (Included Free)</u> -Webroot Internet Security (multiple licenses) -Microsoft Xbox Game Pass Ultimate (1 month trial) -Total: \$0.00 Grand Total: \$2,260.30 Thanks for letting me serve!</p>
Unity	<p>We have gone live with ticket sales. Shirl has it set up the same as last year. I will bring the flyers to next weeks Business Meeting. All of the groups/people that got tables last year have been called (14 in total). So far have 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.</p>
Website	<p>Position is open.</p>
Workshops	<p>Next workshop is November 1st from 10-2 about Intergroup service. We will be getting speakers from Steering committee who have had experience on several committees. Speakers can also speak on Area 45 service.</p>

Questions/Comments concerning reports:

- a. Can we contact the Registrar at Area 45 to get a list of all groups in order to send them a letter suggesting they have an IGR.

OLD BUSINESS:

- a. We would like to rent a standard van to transport people to the *Day of Sharing* event on 10/4/25 from 9-12 for \$329.13. This will be addressed at the August Business Meeting under new business.
- b. Complete Care at Holiday City has space available and would like to hold meetings there.
- c. Update of meetings being held at CAIG. Should we Increase rent for groups using the office to \$75 a month? Should we get in into a contract? Dawn will reach out to to groups and ask if they can afford to pay more.

NEW BUSINESS:

- a. Front door is sticking, Dawn will address it.
- b. Should we attach the newsletter to the Business Meeting minutes?

The Next Business Meeting is Wednesday, August 20th 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 September 10th at 7:30 PM – 1418 New Road, Northfield, NJ

Hybrid Meeting ID: 542 744 809

Motion to Close – Motion to close came from Peg S. At 8:27pm. Michelle lead the closing with the Responsibility Pledge.