

Cape Atlantic Intergroup
BUSINESS MEETING MINUTES
September 17, 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 September 17, 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 Chairperson.

IGR QUORUM - 28

IGR – (20 In Person, 5 Virtual) Total: 25

ALTERNATE IGRS – (2 In Person, 1 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 |

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

Anniversaries: Carlo J. 1yr, Dan 5yrs, Joe O. 43

Announcements from the Body:

Dawn said flyers are available for events and to please take them. “Day of Sharing” van is available, 8 people are confirmed going leaving 7 slots open. We will meet at the CAIG office at 7:00am Oct 4th.

Reports were given as follows:

| <u>Position/Name</u> | |
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| Chairperson | <p>Here are some of the things I’ve worked on this past month.</p> <ol style="list-style-type: none"> 1) Collecting props for skit 2) Arranging for pick up of Literature for Ray / SP 3) Contacted Sigano’s (the landlord) concerning rent and the lease agreement for office. Rent was raised by \$66.66 a month. 4) Coordinated with Evelyn Insurance Co for an upgrade to cover Resentment Bonfire for CAYPAA 5) Began organizing/purging paperwork/“bible” for new chairperson 6) Only 8 in person and 5 people on zoom attended the Steering Meeting. Committee and panel chairs please try to attend. 7) Jay from ‘New Found Friends’ reached out about opening a checking account. 8) Addressed two situations where groups want to give scholarships and money to contribute for scholarships. |
| Vice Chair | <p>Grateful to be of service! I requested an archives section for 2025 steering and business meeting minutes to be added to the website. On a personal note, I am having surgery on October 15 and will therefore not be present for next month’s business meeting. Given that all goes well, I hope to be back in attendance in November for the elections.</p> |

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| 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>I received a letter "returned to sender" from the Harbor Lights Group. Please connect with me so I can give you your letter and make sure we update your address! It is almost that time, folks! My term as the Cape Atlantic Intergroup Corresponding Secretary is coming to a close after 3 years and 4 months of service! It is a 2 year commitment and a wonderful position for someone just starting out who wants to learn more about what we do here at Intergroup. The onboarding process will be very simple. I will just share the virtual copy of my letter format with you and I will be available the first couple of months if you have any questions or need support. If anyone is interested in taking this position, please contact me by email at: CorrespondingSec@capeatlanticaa.org</p> <p>I sent out 3 "thank you" letters for donations we received since we met last month.</p> |
| Treasurer | <p>-On 08/13/2025 the Operating Account Balance was \$30,514.38.</p> <p>-As of 09/09/2025 the total income for the month is \$1,601.16 Group donations: \$1130 Group Rents: \$120 Roundup scholarship: 350</p> <p>-As of 09/09/2025 the total expenses for the month are \$7,772.68. Office overhead: \$2,971.24 Unity Breakfast: \$500 Roundup: \$1500 Caypaa: \$475 Technology: \$2,260.30 Hospitality: \$66.11</p> <p>Operating Account Balance as of 09/09/25 is \$23,662.85 Literature Account Balance: \$4,824.52 Prudent Reserve in CDs: \$32,001.96 Total Balance in Bank Accounts: \$60,489.43 Surplus Above Prudent Reserve: \$28,564.23</p> <p>-I had to go to the bank to obtain a new debit card in my name so that I could get it to work on purchases and bills. I have set up the hotline bills to be paid through the new debit card.</p> <p>-Rent has not increased to \$2000, but it actually increased to \$1,666.66. Sandra Zara sent an email updating us of this. I had submitted an extra \$800 to the landlord in July when we only owed an extra \$66.66. I also set up the bank account to send \$2000 in August. At this point we have a credit on our account of \$1000.02 and the balance for October is \$666.64. I will update the October payment to reflect what we owe and then set up the next and ongoing payments for rent to be \$1,666.66.</p> <p>-I spoke with the bank about our bank account options. Because we have 2 business accounts there is no change we can make to our accounts to get rid of the \$2500 minimum on each account. The only way to get rid of that minimum is to have one personal and one business account. If we wanted to make them different types of business accounts we would have to pay \$10 a month for each account.</p> <p>-I still have to work on the unity Paypal account and create a new general purpose Paypal account for CAIG online donations.</p> <p>-I am going to try to complete the Budget and Finance report for October 2025 so we can be updated to what is going on with our finances, because I believe it's important for the steering committee and IGRs to have that information.</p> |
| Literature Treasurer | <p><u>Lit Treasurer</u>: So far for 2025 we have purchased \$11,719 in literature and sold \$10,042. The tracking spreadsheet with this info has been saved in the new CAIG Shared Drive. I held a demo on the CAIG online Workspace on 9/10/2025.</p> <p><u>Web Committee</u>: I've been working with Karen and Barbara adding tables for the Unity Breakfast as needed.</p> |
| Trustee | <p>Nothing to report.</p> |

Committee Chair Reports:

| <u>Position/Name</u> | |
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| Archives | No report submitted. |
| 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 8:30, Assembly starts at 10 amThe Gibson House, 535 E Main St Evesham, NJ 08053</p> <p><i>Delegate's Round Table:</i> Thursday September 18th at 7:30 PMGreg G. (Area 39, Western Missouri) and Tricia D. (Area 61, Rhode Island) as they share how their Areas structure assemblies, pre-conference, and post-conference meetings.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 Flyers Attached</p> <p><i>For a full list of Area 45 Events.</i> 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 below: E-Mail-Altdelegate@snjaa.org Phone-609-705-1284</p> |
| Budget and Finance | Position is open. |
| CAYPAA | <p>Our business meeting was on 9/3. We finalized the details for the September 20th 'Resentment Bonfire'. I need to touch base with Dawn regarding insurance for the event; hope to see some of you there! We're switching up our fall event to a 'Holiday Potluck' Saturday, November 22nd. Bring yourself and whatever you can, the more the merrier, location TBD. Please help to share the CAYPAA name wherever you can, we could use some more members. My term of chair is sadly coming to an end; anyone who may be interested in getting involved please let me know.</p> |
| Hospitality | Nothing to report. |

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| H and I | Crossroads closed for two weekends in October. | | | |
| | October 2025 | | | |
| | Sunday | | | |
| | Northfield Group | Enlightened Solutions | 7:00 PM | |
| | Young Men's South | John Brooks Coed | 7:00 PM | |
| | GMOC North | John Brooks Men | 7:00 PM | |
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| | Monday | | | |
| | Stagecoach | Boca Recovery | 7:00 PM | |
| | Road to Recovery | John Brooks Coed | 7:00 PM | |
| | South Shore Group | John Brooks Men | 7:00 PM | |
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| | Tuesday | | | |
| | Rule 62 | Boca Recovery Center | 7:00 PM | |
| | Sea Isle City Group | Enlightened Solutions | 7:00 PM | |
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| | Wednesday | | | |
| | Mays Landing Serenity | John Brooks Detox | 1:30 PM | Only 1st and 3rd |
| | Stone Harbor Group | Enlightened Solutions | 7:00 PM | |
| | Third Step Candlelight | John Brooks Mens | 7:00 PM | |
| | Junkyard | Behavioral Crossroads | 10:30 AM | For October, only the 1st, 22nd, & 29th |
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| | Thursday | | | |
| | Fellowship Of The spirit | Pyramid Womens | 6:15 PM | |
| | Primary Purpose | Boca Recovery Center | 7:00 PM | |
| | Trudgers | Enlightened Solutions | 7:00 PM | Only 1st and 3rd |
| | Need to Change | Pyramid Mens | 7:15 PM | |
| | ACYP | RCA Lighthouse | 8:15 PM | |
| | A New Vision | Cooperative Care | 7:30 PM | |
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| | Friday | | | |
| | New Found Friends | Pyramid Mens | 7:15 PM | |
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| | Saturday | | | |
| | Junkyard | RCA Lighthouse | 8:15 PM | |
| Literature | For sale...\$5 for "Big Book" (first 164 pages) and \$10 for "Plain Language Big Book". | | | |
| Newsletter | We are not able to get free Canva and they provided no detailed information as to why we were denied for non profit. Newsletter is out. | | | |
| Office Manager | Nothing to report. | | | |
| Phones | This month we received 182 calls with 8 calls going to voicemail! All of the primary phone commitment slots are taken. We have a lot of backup slots available if you would like to join the phone committee; you need to have 6 months of sobriety. 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. | | | |

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| PI/CPC | <p>Justin has filled all the IDRC commitments for September.</p> <p>No one came to my zoom information session for PI/CPC interest. Thank you to Carolyn for keeping the meeting open for 15 minutes to see if anyone showed up. I do have a list of volunteers that are willing to hand out brochures to police stations and libraries. If you would like to help with this, please reach out to me at PIChair@capeatlanticaa.org.</p> <p>I have emailed Kate D, Literature Chair, about ordering 2000 “This is AA” pamphlets and 1000 meeting lists. I will put together packets for the October meeting and volunteers can take them to predetermined locations. I am working on a letter to go with each packet. We would like packets to be in every station and library by the end of the year. I continue to serve on Bridging the Gap. We will have a PI/CPC/ Bridging the Gap table at the Roundup. Please come check us out! Please reach out via email or call or text Kat L at 609-342-4570 <PIChair@capeatlanticaa.org> with questions.</p> |
| Policy and Structure | <p>Looking forward to attending the Day of Sharing October 4th!</p> <p>Thank you for by letting me serve.</p> |
| Round Up | <p>-We are all systems go for the Round Up. We will be working on our outreach to make sure all groups have information. Our committee met at Resorts with Anthony Smith on Monday, September 8. Anthony provided us with a tour of the facility, and we reviewed the set up for all groups, meeting rooms and speakers. The committee has worked hard to add to the excitement that was built at last year's Round Up and upgrade areas we felt needed help.</p> <p>-The event schedule is complete and has been emailed out. Elizabeth has posted it to the website and it was sent out in a separate email to past attendees.</p> <p>-This year we have a very large space set up for fellowship. There will be sofas, music, snacks and coffee throughout the day. This room will also be home to the vendors, baskets and games. Think giant Jenga and corn hole!</p> <p>-Saturday will be the day that most will attend. Our Gratitude Gala (dinner) committee has worked extremely hard on setting up a dinner to remember. (Get your picture taken with Bill W. and Dr. Bob!)</p> <p>-We will be setting up a table at the unity breakfast.</p> <p>-Roy from Area 45 usually does archives, but he is unable to attend this year. We will need someone from the archives committee to fill this void.</p> <p>-I also need to thank my team; they really made my job easy. I am blessed to have such a great group to work with. The hard work is complete and it's show time!</p> <p>All we need now is YOU! Getting people registered is key, register today!</p> <p>-40 scholarships are available. APPLY ONLINE <https://www.capeatlanticaa.org/roundup/></p> |
| Technology | <p>All computers and hardware have been installed. I'm currently running final set up and making sure those who need access have it.</p> |
| Unity | <p>We have 182 people signed up for the breakfast. Ticket sales are closed.</p> |
| Website | <p>Position is open.</p> |
| Workshops | <p>Next workshop Saturday November 1st from 10-2 about AA service. A speaker panel is lined up and light refreshments will be served.</p> |

Questions & Concerns Regarding Specific Reports:

- Is Roundup registration working online? *Yes*
- As of now we are not be asked to vacate our office location. Our lease is valid through June 2026.
- Delegate's Round Table* will be held at the CAIG office and on zoom September 18th.

Agenda Items:

None

OLD BUSINESS

- a. *Day of Sharing* event on 10/4/25 from 9:00-12:00. CAIG is renting a van to transport up to 15 people.
- b. CAIG elections will be November 19, 2025 at 7:30. Dawn reviewed which positions are elected and which are appointed. Committee positions may also form committees to help them.
- c. Open positions at Intergroup are Web Chair and Budget & Finance.

NEW BUSINESS

- a. Sign up for “Day of Sharing” bus ride with Dawn via email at chairperson@capeatlanticaa.org
- b. Skit for the Roundup is “You’re an Alcoholic Charlie Brown!” We are looking for people to participate.

Steering Committee Meeting:

Wednesday, October 8th at 7:30 PM – 1418 New Road, Northfield, NJ

Hybrid Meeting ID: 542 744 809

The Next Business Meeting:

Wednesday, October 15th 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.