

Cape Atlantic Intergroup Minutes
CAIG STEERING MEETING MINUTES
September 10th 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 September 10, 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.	No
H and I	Barbara M.	No
Literature	Kate D.	No

Newsletter	Grace S.	No
Office Manager	Lori B.	Yes
Phones	Jennifer H.	No
PI/CPC	Kat L.	No
Policy and Structure	Doug G.	No
Round Up	Paul G.	Yes
Technology	Doug W.	Yes
Unity	Karen N.	No
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	Here are some of the things I've worked on this past month. 1) Collecting props for skit 2) Arranging for pick up of Literature for Ray / SP 3) Contacted Sigano's office concerning rent and lease agreement 4) Coordinated with Evelyn Insurance Co for upgrade to cover Resentment Bonfire for CAYPAA 5) Began organizing/purging paperwork/"bible" for new chairperson
Vice Chair	Grateful to be of service! I requested an archives section for 2025 steering and business mtg minutes 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.
Recording Secretary	Committee and panel chairs - please send me your reports as soon as possible.

Corresponding Secretary	<p>I received a letter “returned to sender” from the Harbor Lights Group. If someone from that home group is present, please connect with me at the break so that 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 3yrs and 4mos 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 some files with you and I will be available the first couple of months if you have any questions or need support. If anyone is interested please contact me by email at: CorrespondingSec@capeatlanticaa.org 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. -As of 09/09/2025 the total income for the month is \$1,601.16 <i>Group donations:</i> \$1130 <i>Group Rents:</i> \$120 <i>Roundup scholarship:</i> \$350 -AS of 09/09/2025 the total expenses for the month are \$7,772.68. <i>Office overhead:</i> \$2,971.24 <i>Unity Breakfast:</i> \$500 <i>Roundup:</i> \$1500 <i>CAYPAA:</i> \$475 <i>Technology:</i> \$2,260.30 <i>Hospitality:</i> \$66.11 -Operating Account Balance as of 09/09/25 is \$23,662.85 <i>Literature Account Balance:</i> \$4,824.52 <i>Prudent Reserve in CDs:</i> \$32,001.96 <i>Total Balance in Bank Accounts:</i> \$60,489.43 -Surplus Above Prudent Reserve: \$28,564.29</p> <p>Tina apparently had been putting the literature income and expenses on this report. I have not been doing that. Does the steering committee want me to resume doing that for my reports? 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 had 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 would like to get Excel and Word on the office laptop so that I don't have to use google sheets which I checked out and it gave me a headache.</p> <p>I would like to organize the treasurer and other business files in the office and suck at organization. Is there someone who can help me with this one evening or day. I am available Tuesdays and Thursday evenings because my wife is in college courses at that time.</p> <p>I still have to work on the Unity Paypal account and create a new general purpose Paypal account for CAIG online donations. 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	<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. <u>Web Committee:</u> I've been working with Karen and Barbara adding tables for the Unity Breakfast as needed. I am holding a demo on the CAIG online Workspace at 7pm on 9/10/2025.
Trustee	Nothing to report.

Committee Chair Reports:

<u>Position/Name</u>	
Archives	No report submitted.
Budget and Finance	Position is open.
CAYPAA	We finalized the details for the September 20th Resentment Bonfire. Hope to see some of you there! Switching up our fall event to a Holiday Potluck, bring yourself and whatever you can. The more the merrier. Location TBD. Saturday November 22nd. Keep you posted on more details!! Please help to share the CAYPAA name wherever you can, we could use some more members, and my term of chair is sadly coming to an end. Anyone who may be interested in getting involved, please let me know.
Hospitality	W
H and I	No report but a reminder that the ‘Speaker Jam for Fellowship of the Spirit is this Saturday 9/13 from 10:30-5:00. Sept 24 - GMOC North doesn’t need to go to Crossroads
Literature	No report submitted.
Newsletter	Nothing to report, newsletter is out.
Office Manager	Nothing to report.
Phones	No report submitted.
PI/CPC	Justin has filled all the IDRC commitments for September. 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. Justin and I will be ordering 2000 “This is AA” pamphlets and 1000 meeting lists from the Literature Chair, Kate D. at the meeting next week. I will put together packets for the October meeting and volunteers can take them to pre-determined 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 (pending Roundup committee approval). We will try to recruit volunteers for the committee at the Roundup. Please reach out via email or call or text Kat L at 609-342-4570 <PIChair@capeatlanticaa.org> with questions.
Policy and Structure	Nothing to report.

Round Up	<p>-We are all systems go for the Round Up. 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! https://www.capeatlanticaa.org/roundup/</p>
Technology	All computers and hardware have been installed. Currently running final set up and making sure those who need access have it.
Unity	As of yesterday we had 172 people signed up for the breakfast. I know there will be last minute people! Ticket sales close on Sunday.
Website	Position is open.
Workshops	Next workshop Saturday November 1st from 10-2 about AA service. A speaker panel is lined up and light refreshments will be served.

Questions/Comments concerning reports:

- a. It was brought up that people have been announcing at meetings that the CAIG office is moving which is not true at this time.
- b. CAYPAA - you don't have to be young to participate in CAYPAA

OLD BUSINESS:

- a. Rent for groups using the CAIG office for meetings will be \$75 a month and will not require a contract. The treasurer will be keeping track of the groups payments.

NEW BUSINESS:

- a. Day of Sharing is October 4, 2025. CAIG will have a van to transport the first 15 people interested. A flyer and sign up sheet will be available at the next business meeting.
- b. CAIG elections will be November 19, 2025 at 7:30.
- c. Dawn went over the Roundup skit.

d. CAIG office rent went up \$66 a month. Dawn will be speaking to Mr. Sigano about renewing our lease. We will know more by the business meeting.

The Next Business Meeting is Wednesday, September 17th 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 October 8th at 7:30 PM – 1418 New Road, Northfield, NJ

Hybrid Meeting ID: 542 744 809

Motion to Close – Motion to close came from Micelle at 8:23pm followed by closing with the Responsibility Pledge.