

Cape Atlantic Intergroup Minutes
CAIG STEERING MEETING MINUTES
October 8th 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 October 8, 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):

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.	Yes

Newsletter	Grace S.	No
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.	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	It was quiet month 1) Attended Day of Sharing 2) I will know definitely by 11/15 about the lease extension; ceiling tiles were changed and chair rail was approved. 3) Worked on props for skit and baskets for the Round Up raffle.
Vice Chair	Nothing to report.
Recording Secretary	Committee and panel chairs - please send me your reports as soon as possible.
Corresponding Secretary	I sent out 9 "thank you" letters for donations we received since we met last month.

Treasurer	<p>We started 10/10/25 was \$23,662.85 in the operations account. We ended on 12/08/25 with \$22,130.72 in the operations account. Income for both operations and literature accounts totaled \$5,152.17. Group donations totaled \$1,529.00 Group Rents: \$310.00 Unity Breakfast: 1,555.00 (awaiting final income report) Roundup Scholarships: \$1,200 Literature: \$557.25. Total expenses for both operations and literature accounts totaled \$7,668.52. Office overhead: \$1,442.97 Roundup: \$4,327.76 CAYPAA: \$419.61 Unity breakfast: \$419.61 (awaiting final expense report) Literature: \$879.25 I have included literature again because of wanting to be able to complete the budget & finance report, this makes that easier. I tried to get into the PayPal unity account and couldn't. I have the password, but I don't know who the phone numbers are that are listed in the account for the secondary security level. Can someone help me with that? Also, I need someone to help me with learning what needs to be done with the square space for the roundup. I'm meeting with their treasurer next Wednesday to help with that and set up the banks for sales at the roundup. Also, with regards to the PayPal funds being transferred to the bank. <i>Do I do that then wait for budget reports from both committees to complete my reports? Please advise.</i></p>
Literature Treasurer	<p>So far for 2025 we have purchased \$12,449 in literature and sold \$10,600. The tracking spreadsheet with this info has been saved in the new CAIG Shared Drive. At the Breakfast Kate sold \$174 in literature and I'm selling literature at the Roundup. I'm asking for volunteers to help. I too attended the Day of sharing and loved Dawn's Icebreaker! I was also reminded of the importance of having and using a service sponsor.</p>
Trustee	Nothing to report.

Committee Chair Reports:

<u>Position/Name</u>	
Archives	<p>Unfortunately I will be stepping down from Archives as I simply do not have the time to carry out the commitment. Thank you for letting me serve; anyone who takes the position may feel free to contact me for help getting started. I am able to provide guidance.</p>

Budget and Finance	<p>Budget Report for 3rd Quarter 2025:</p> <p><u>Income:</u> Projected income was \$96,047.00 Actually income through the 3rd quarter was \$33,182.28. That is roughly 35% of projected income. Donations Groups and individuals is down this year. We have received, to date, about 40% was what was projected to be received. We are still awaiting the final numbers for the Unity Breakfast Income (I wasn't able to get into the PayPal account) and of course the Roundup income. Last year both the breakfast and the roundup were in the black, so here's hoping for a repeat this year. Literature income is already 23% over the projected income. Group rents are about \$1505 as of the 3rd quarter and this was an unanticipated income .</p> <p><u>Expenses:</u> Projected expenses for the year 2025 were \$112,895.00. Actually income as of the 3rd quarter was \$47,026.68. This is roughly 42% of projected expenses for the year. We don't have the full expenses for the Unity Breakfast or the Roundup. Both of which previously totaled over \$40,000 of expenses last year. Rent has increased to \$20,000/year as of 06/2025. I don't know if there will be another increase in our least next year. <i>Can anyone answer that for me?</i> Other areas over budget due to rate increases include the following: Utilities Postage Accounting Fee Quickbooks Zoom Newsletter (due to Canva) Many of the committees look like they may come in under budget (YEAH!): CAYPAA , Hospitality, H&I, LiteraturePolicy/Structure, PI/CPC, Website, Workshops We have used a large portion of Surplus over the past year. Our surplus in 01/2025 was \$44,197.35. Our surplus as of 10/08/2025 is \$26,761.96. I believe it would be wise to consider determining what is a good balance above our prudent reserve to maintain and then work towards creating a budget for next year that indicates how much more of this we would want to spend down prior to tightening the budget to decrease overspending (if that's the correct word to use). Obviously, that cannot be done till we have all the information from the unity breakfast and roundup.</p>
CAYPAA	<p>Business meeting held 10/1. The committee discussed our dessert potluck which will be held November 15th in Ocean City. Flyers will be prepared for next week. Getting roller skating on the books for December. My term as chair is sadly coming to an end soon! If you or anyone is interested in joining CAYPAA or holding a service position, please reach out!! Please also help spread the word. Outreach flyers will be printed for next week.</p>
Hospitality	<p>Nothing to report.</p>
H and I	<p>Nothing to report.</p>
Literature	<p>Nothing to report.</p>
Newsletter	<p>We have free Canva and we working on newsletter. I could of e-mailed my oversight</p>
Office Manager	<p>Nothing to report.</p>
Phones	<p>This month, we received 190 calls with 1 call 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. If you would like to volunteer you just have 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.</p>
PI/CPC	<p>Nothing to report.</p>

Policy and Structure	I had the privilege of attending the Day of Sharing on October 4. I believe we had 11 from CAIG in attendance; a good showing.! Good fellowship on the way up and back and good info at the event.
Round Up	Doors open at 3pm. Asking everyone to be there by 2pm on Friday for set up. <ul style="list-style-type: none"> ● We had about 60 scholarships available; as of now there are about 10 to still give out. If anyone comes to the convention and can't pay and didn't pre register for a scholarship, we are not going to deny them. Mike said there was only a couple last year. We WANT walk ins! ● We are at about 120 registrations. Elizabeth will be doing email blasts every other day until day before. Online registration will be closed Thursday at noon. \$35 online until then. \$40 at the door. ● We have two definite squares. One for merch, one for literature. We need 1-2 for registration. Does Intergroup have 2 more for us? Andrew will get in touch with Peg/Tina to figure out banks/squares/etc etc. Mike is donating his iPad for the weekend to be another "square". ● We still have to get speaker gifts. Mike will keep a \$50 budget for speaker.(Rob from young people will get with Mike for Nas gift.) ● Gratitude dinner- cut out of Dr. Bob and Bill with polaroid camera. After dinner is done we'll bring out the cut outs and put it in fellowship room for everyone to take pics. <p>OUTREACH!!! Text everyone in AA you know, now is crunch time!!!!</p>
Technology	Will be working on a short list of directions on how to access zoom for computer users which will be laminated and taped to community computer.
Unity	Nothing to report.
Website	Position is open.
Workshops	Next workshop on service in AA is Saturday, November 1 from 10 -2 at CIAG office. There will be four speakers; Dawn is speaking first. Refreshments will be provided.

Questions/Comments concerning reports:

- Why isn't the RoundUp Committee using their budget to reimburse themselves?
- Do we need to buy folders for the newcomer packets.
- Please try to find people to fill your committee or panel position if your term is over.
- Are we in need of an a prudent reserve review?
- The safe is not working.
- Flyers will be available to hand out at the Roundup.
- Online registration os open for EACYPAA XXII Convention

OLD BUSINESS:

- CAIG elections are November 19th at 7:30. Please reach out to people and encourage them to volunteer. We hope member who can stay on will do so.

NEW BUSINESS:

- No new business.

The Next Business Meeting is Wednesday, October 15th 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 November 12th at 7:30 PM – 1418 New Road, Northfield, NJ
Hybrid Meeting ID: 542 744 809

Motion to Close – Motion to close came from Doug G. at 8:30pm followed by closing with the Responsibility Pledge.