

Cape Atlantic Intergroup
BUSINESS MEETING MINUTES
April 15, 2026 - 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 April 15, 2026 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.

IGR QUORUM - 29

IGR – (21 In Person, 5 Virtual) Total: 26

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

Roll Call (Recording Secretary):

OFFICERS Positions	Names	Present
Chairperson	Michelle S.	Yes
Vice Chair	Jenn H.	Yes
Recording Secretary	Deb U.	Yes
Corresponding Secretary	Lori B.	Yes
Treasurer	Peg S.	Yes
Literature Treasurer	Daniel Mc.	No
Trustee	Ken T.	Yes

COMMITTEE Positions	Names	Present
Archives	Kirk M.	Yes
Budget and Finance	Joe O.	Yes
CAYPAA	Adam M.	Yes
Hospitality	Carlo J.	Yes

H and I	Jess M.	Yes
Literature	Ellen A.	No
Newsletter	Grace S.	No
Office Manager	Mary W.	Yes
Phones	Donna S.	No
PI/CPC	Kat L.	Yes
Policy and Structure	Doug G.	Yes
Round Up	Aubree	Yes
Technology	Doug W.	Yes
Unity	Kathy Mc.	Yes
Website	Shirl R.	Yes
Workshops	Judy B.	Yes

Anniversaries: Kathy Mc. 3 yrs, Phil K. 11yrs, Steve 37yrs, Judy B. 40 yrs

Announcements from the Body:

a. Check website for upcoming CAIG events

<<https://capeatlanticaa.org/events/>>

Reports were given as follows:

<u>Position/Name</u>	
Chairperson	<p>~I attended the Saturday workshop on “Spirituality is Not Religion.” It was excellent; thank you Judy!</p> <p>~I attended the Area 45 Convention March 21. It was a great conference --not too many attended from our area that I saw on that day.</p> <p>~I attended the EACYPAA Eastern Area Conference on March 26 - I shared about service with attendees prior to the speaker meeting; and also attended on Saturday March 28. Remarkable experience! I see now you, YPAA!</p> <p>~I am planning to attend the Area 45 Mini Conference on April 18.</p> <p>~I worked with Ken and Jenn to submit a letter of intent on a new property we honed in on. We continue to correspond with the landlord and hope to move forward with a lease soon.</p>
Vice Chair	<p>Hello everyone,</p> <p>First, I want to thank those who called and checked in while I was in the hospital since our last Intergroup Representatives meeting. Your thoughtfulness was greatly appreciated.</p> <p>Regarding Intergroup business: I chaired the Steering Committee meeting last week (April 8th), where the agenda for this week’s Intergroup meeting was set.</p> <p>I also want to let everyone know that I will be attending the Area 45 Mini Conference in person on Saturday, April 18th at the Atlantic County Library System in Galloway from 10:30 AM to 3:30pm. I will be driving up from Cape May, and if anyone from that area is interested in attending and would like to carpool, I am happy to coordinate.</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 do not, you will not receive agendas or meeting minutes. If you are a new IGR please, please make sure I have your email address. Also, when I mail out the minutes, please look for attachments.</p>
Corresponding Secretary	<p>Mailed out three thank you letters. Attended the workshop and had a great time!</p>

Treasurer

04/07/26		CAIG Treasurer's Monthly I&E Statement				
OA Balance:	03/10/26			\$20,093.54		
Literature Bal	03/10/26			\$5,220.00		
	Date		Amount	Description	Comments	
Deposits:					Contributions:	\$621.22
					Group Rents:	
Operating	03/11/26		\$221.22	Paypal transfer		
Operating	03/13/26		\$40.00	Rent: Sunrise BB		
Operating	03/13/26		\$50.00	Rent: Step Up Rec		
Operating	03/13/26		\$400.00	Contributions		
Operating	04/02/26		\$50.00	Rent: FOS		
Operating	04/02/26		\$40.00	Rent: Sunrise BB		
Operating	04/02/26		\$730.87	Contributions		
Operating						
Operating						
Literatrue	03/19/26		\$420.32	Square Sales	Literature sales:	\$646.56
Literatrue	03/31/26		\$0.24	Interest		
Literature	04/06/26		\$226.00	Literature sales		
Literature						
Literature						
Literature						
Total:			\$2,178.65			
Expenses: Paid by..						
Operating	03/13/26		\$49.17	Website Training	Office Rent:	\$1,666.33
Operating	03/18/26		\$115.00	Office: Quickbook	Office overhead:	\$555.47
Operating	03/25/26		\$300.00	Office: SJG	Roundup	\$1,000.00
Operating	3/30/26		\$53.90	Office: Electric	Website:	\$49.17
Operating	3/31/26		\$1,000.00	Roundup	Hotlines:	\$39.97
Operating	04/01/26		\$39.95	Hotlines	Chair expense:	\$189.28
Operating	04/02/26		\$1,666.33	Rent		
Operating	04/06/26		\$46.62	Office: Internet		
Operating	04/07/2026		\$189.28	Chair Travel expense	Total:	\$3,502.25
Literature	04/06/26		\$42.00			
			\$3,502.25			
Account Balances:						
	03/10/26					
Operating Account Balance (874):				\$18,587.51		
Literature Account Balance (896):				\$6,166.56		
Prudent Reserve in CDs:				\$32,552.46		

PayPal #1 General Account:			\$323.07	Pending transfer to Operating account
PayPal #2 Unity Balance:			\$0.00	
PayPal #3 Roundup Balance:			\$0.00	
Total			\$57,629.60	
Balance All Accounts:			\$57,629.60	
Prudent Reserve =====	=====	=====	\$32,552.46	
Surplus AbovePrudent Reserve:			\$25,077.14	

Literature
Treasurer

Monthly Financial Summary Report for Literature Sales for CAIG

Report Month: MARCH 26

Prepared By: Daniel McCullough

1. Beginning Balance

Starting Balance: \$ 5,520.00

2. Deposits (Incoming Funds)

2.1 Electronic Deposits

Total Electronic Deposits: \$ 420.32

2.2 Physical Deposits

Total Physical Deposits: \$ 226.00
CASH

2.3 Credits

Total Credits: \$ ~~226.00~~ 0.24

Total Deposits (All Types): \$ 646.32

3. Electronic Payments (Outgoing)

Total Electronic Payments: \$ -

4. Ending Balance

Ending Cash Balance: \$ 6,166.56

5. Notes & Explanations

Trustee

Nothing to report.

Committee Chair Reports:

Position/Name	
Archives	Nothing to report.

Area 45	<p>Good evening. My name is Phil and I'm an alcoholic. I currently serve as the alternate delegate for Area 45, a position that includes the privilege and responsibility to act as a liaison between the general service structure of Alcoholics Anonymous and the three intergroups in South Jersey. Please make sure your home group's General Service Representative (GSR) is aware that the second of our two area Mini Conferences is coming up this Saturday 5/18. We will be discussing matters that affect AA as a whole, specifically topics that AA's in South Jersey have indicated are of special interest to us.</p> <p>In-Person, 11a-2p, Saturday, April 18 Atlantic County Library System 306 E. Jimmie Leeds Road Galloway, NJ 08205 (Special Guest Speaker Meeting to follow at 2:15!!!) ALL members are welcome and encouraged to attend the Mini Conference, not just GSRs! The Area 45 Spring Assembly is coming up! See details below: Sunday, May 17 Area 45 Spring Assembly Elmer Grange Hall 535 Daretown Road Elmer, NJ 08318 Registration opens at 8:30; Orientation starts at 8:45; Assembly starts at 10:00 Please reach out to me with any questions or concerns. Phil K altdelegate@snjaa.org</p>
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Budget and Finance

Caig Projected Expenses 2026			
Expenses			
	Administrative Expenses:		
	Office Expenses		
		Rent	20499
		Electric/AC/SJG	2400
		Internet/Phone/Hotspot	400
		Hotline	480
		Moving Expenses	5000
	Facilities and Equipment		28779
		Postage	75
		Office Supplies	1000
		Renters Insurance	400
		Accounting Fees	450
		State/Municipal Taxes	30
		Bank Fees	200
		Quickbooks Online	1380
		Zoom	200
		Building Maintenance	0
		Miscellaneous	500
	Total Administrative Fees		4235
	Event and Literature Expenses		
		Literature Purchases	19,500
		Roundup	22,000
		Unity NYE	2200
		Unity Breakfast	9200
		Unity Picnic	1000
		Miscellaneous	100
	Total Event/Lit Expenses		54,000
	Committee Expenses		
		Technology	1000
		Archives	110
		Chairperson's Travel	100
		CAYPAA	2400
		Day of Sharing	300
		Hospitality	1000
		H&I	100
		Literature	500
		Newsletter	510

		Phone coordinator	0
		Policy/Structure	500
		PI/CPC	1000
		Website	750
		Workshop	400
	Total Committee Expenses		8670
	Total Overall Expenses		95,684

Projected In come 2026	
Contributions: Group & Individual	18,000
Unity Breakfast	8100
Unity Picnic	1000
Unity NYE	1750
Interest	30
Roundup	23000
Literature	25000
Group Rents	1,200
CAYPAA	350
Miscellaneous	0
Total Income	78,430

CAYPAA	CAYPAA has cancelled our Spring Sing event and will be hosting the Silent Stroll in its place. The event will be held at 12pm on Saturday, April 25th in the EHT Nature Reserve. Activities include a silent walk, yoga, and lawn games. Snacks and drinks will be provided. Please spread the word and thank you for letting me serve! June 7 is the Cape May Zoo event, details TBA.
Hospitality	Nothing to report.
H and I	<p>It has come to my attention that commitments have been left unfilled; the facilities have reached out. I just want to reiterate that if you have any issue getting a commitment filled, please feel free to reach out to me directly so that we can ensure that it is covered. My phone number is 609-510-9752 or email <HIChair@capeatlanticaa.org></p> <p>I would also like a person of contact for each home group if possible. That way the line of communication is open both ways in the event that there is a cancellation on the facility's end. I will have a sheet up front for anyone who is open to providing their contact info. Please include the home group that you represent as well.</p> <p>I have gotten together with Kat and we are working towards getting commitments at "institutions" in our area, if that's possible. No big moves have been made regarding this. Please stay tuned for more regarding this next month.</p> <p>If you are attending virtually, I have posted a list of the commitments available for the month of May. You can put your bid in the zoom chat.</p> <p>If you have any questions or concerns, please wait until all reports are done. We can address them at the end or after the meeting.</p> <p>Home groups that did not get commitments are New Freedom and Trudgers.</p>
Literature	<ul style="list-style-type: none"> -Sold and delivered 10 "As Bill Sees It" large print books to Brigantine Group. -Sold 6 large print "Big bBook" abridged version to EACY PAA co-chair Susie. -Sold books to Area 45 Convention co-chair, waiting for payment. -Pamphlets to be distributed to GMOC South.
Newsletter	Nothing to report.
Office Manager	Nothing to report.
Phones	The phone service received 162 calls, 3 calls went to voicemail. All calls were returned. There are ALOT of back up slots available. If you would like to join the phone committee please contact Donna at: PhoneChair@CapeAtlanticAA.org
PI/CPC	PICPC is happy to report that Justine has agreed to come on board PI/CPC as the Bridging the Gap representative and will be attending the BTG Area 45 meetings monthly. Justine attended the past meeting and reports that the QR code on the flyer is broken at this time. If you want to sign up for BTG, please go directly to the website to sign up. Additionally, Justine reported that BTG is working on a plan to recruit more new members sign up through H&I commitments, but more details will be reported back as they become available. Justin reports that there is no new information regarding IDRC commitments at this time. Kat reports that she will be coming into the office sometime before the next Intergroup meeting to restock the Police and Library packets. Anyone who takes packets please mark off where they are taking them on the sheet on top of the PICPC cabinet in the back. Thank you for letting us serve.
Policy and Structure	Nothing to report.

Round Up	<p>Logo was selected for <i>Trust the Process</i> roundup on November 13-15, 2026 at Resorts. By May or June we will have meal packages live on website. Saturday nights gratitude gala dinner food selections were made. Badges will go back to not being pre -printed. It is more fun to write the name you would like and decorate your badge. We will be adding more workshops. Al-Anon will have 4 workshops for 45 minutes each to ease the transition between sessions, plus a 45 minute guided yoga meditation.</p> <p>AA workshops include old timers panel, the experience of a newcomer, and the history of AA in Cape and Atlantic County. We are still exploring and deciding on remaining workshops. Our main speakers are chosen: 3 from Philly including our young people speaker, 1 from Baltimore and 1 flying in from California. We have listened to their previous tapes and they are unbelievable and I'm so excited for all of you to hear them too.</p> <p>Next month flyers will be handed out as well as laminated QR codes to be kept at your home group for easy access.</p> <p>Peg and Andrew have worked together to secure a PayPal credit card that Andrew will be in charge of for us. This will reduce the heavy quantity of work with large reimbursements considering the amount of expenses we do have to make. Officers and committee members have NFC cards. 5 people have signed up since Monday.</p>
Technology	Nothing to report.
Unity	Secured a speaker for unity picnic on June 13, 2026. Had a meeting with the co-chair to set in writing all volunteers and logistics for supplies needed for event. If you have any questions email < UnityChair@capeatlanticaa.org >
Website	<p>I attended both the Area 45 Convention and the ECYPAA Convention. Both were great! We had 8 requests come in on the website since the last business meeting.</p> <p>Please continue to email webchair@capeatlanticaa.org any flyers or announcements to put on the website. On our website we are currently using three different form builder products and I'm working on consolidating them to a single product.</p>
Workshops	The workshop this past Saturday went well; speakers were excellent. Thank you to Intergroup members who showed up and helped.
Office Location Ad-Hoc Committee Report	The Committee has chosen to make an offer on a location. The landlord had asked for information about CAIG, and that information has been forwarded to our realtor to give to them. The letter of intent has been sent, and our realtor is waiting for negotiations to happen shortly. I will be attending the Area 45 Virtual Mini Conference tonight.

Questions & Concerns Regarding Specific Reports:

-Suggestion to list groups that do not get H&I commitments in the minutes.

Agenda Items:

None

OLD BUSINESS

a. New office location

NEW BUSINESS

a. Budget was approved: 25 yes, 0 no, 1 abstain

Motion to Close – Motion to close 8:48pm followed by a second. Michelle S. lead the closing with the Responsibility Pledge.

Steering Committee Meeting:

Wednesday, May 13th at 7:30 PM – 1418 New Road, Northfield, NJ

Hybrid Meeting ID: 542 744 809 **Steering Meetings are not limited to Officers or Committee Members – ALL are welcome to attend!**

The Next Business Meeting:

Wednesday, May 20th at 7:30 PM at 1418 New Road, Northfield, NJ

Hybrid Meeting ID: 832 9623 3517

For those who are unable to attend in person, CAIG Business Meetings are hybrid.