

**Cape Atlantic Intergroup Minutes**  
**CAIG STEERING MEETING MINUTES**  
**April 8th 2026 - Intergroup Meeting**

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

Phone: (609) 641-8855

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**Date and Starting:**

The meeting began on Wednesday April 8, 2026 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 Jenn, Vice Chairperson.

**Roll Call (Recording Secretary):**

<b>OFFICERS Positions</b>	<b>Names</b>	<b>Present</b>
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.	Yes
Trustee	Ken T.	Yes

<b>COMMITTEE Positions</b>	<b>Names</b>	<b>Present</b>
Archives	Kirk M.	No
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	Yes
Office Manager	Mary W.	No
Phones	Donna S.	No
PI/CPC	Kat L.	No
Policy and Structure	Doug G.	Yes
Round Up	Aubree T.	No
Technology	Doug W.	No
Unity	Kathy Mc.	No
Website	Shirl R.	Yes
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>	
<b>Chairperson</b>	<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 EACYPA Eastern Area Conference on March 26 - when I shared about service prior during the speaker meeting; and 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 on submitting a letter of intent on a property we honed in on - that letter and a video of the property were shared via email last week.</p> <p>~I secured the current insurance policy and saved it on the Google Drive.</p>
<b>Vice Chair</b>	<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 Reps 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>

<b>Recording Secretary</b>	All committee and panel chairs, please send me your Steering Meeting reports ASAP! Preferably the Tuesday before the meeting. If you have “no report”, let me know that as well.
<b>Corresponding Secretary</b>	Mailed out three thank you letters.
<b>Treasurer</b>	<p>Operating balance on 03/10/26 was \$20,093.54 and balance on 04/07/26 is \$18,587.51  Literature balance on 03/10/26 was \$5,220.00 and balance on 04/07/26 is \$6,166.56  Total Operating Income Total for the Month: \$1,817.89  Group Contributions: \$1,352.09  Group Rents: \$180.00  Literature Sales Income: \$464.32  Total Operating expenses for the month: \$3,556.80  Office Rent: \$1,666.33  Office Overhead: \$555.47 (includes utilities and supplies)  Roundup: \$1000 (Hotel downpayment)  Website: \$49.17 (food for Google docs training) hospitality charge???  Hotlines: 39.95  Chair travel expense: \$189.28  Literature expenses: \$42.00  Expenses outpaced our income by \$1323.60. \$1000 of that was for the roundup which, we hope, will pay for itself in the long run.  I have received the PayPal debit card for the roundup and am giving that to Aubrey to give to Paul, the roundup treasurer. I will then coordinate with Paul transferring funds into the PayPal account for their use.  The CD for account ending 0677 is due for renewal by 04/24/26. I hope to get that updated prior to the business meeting next week. I HOPE!!!  Currently we have \$25,077.14 over our prudent reserve. This is down from \$25,534.76.  This amount would still allow CAIG at it’s current average level of expenses to last between 6-7 months if there aren’t any other unexpected costs.  If there are any questions or concerns, please feel free to contact me at <a href="mailto:treasurer@capeatlantic.org">treasurer@capeatlantic.org</a>.</p>

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: \$ ~~276.32~~ 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:

<u>Position/Name</u>	
Archives	Nothing to report.
Budget & Finance	A very rough draft budget was presented and we are going to meet to discuss further.

<b>CAYPAA</b>	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 will 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!
<b>Hospitality</b>	Nothing to report.
<b>H and I</b>	<p>For 2026, I've proposed a \$100 budget for H&amp;I. This should cover any office supplies or unexpected costs that may arise over the course of the year.</p> <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. 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>
<b>Literature</b>	<ul style="list-style-type: none"> <li>-Sold and delivered 10 "As Bill Sees It" large print books to Brigantine Group.</li> <li>-Sold 6 large print "Big bBook" abridged version to EACYPAA co-chair Susie.</li> <li>-Sold books to Area 45 Convention co-chair, waiting for payment.</li> <li>-Pamphlets to be distributed to GMOC South.</li> </ul>
<b>Newsletter</b>	Nothing to report.
<b>Office Manager</b>	Nothing to report.
<b>Phones</b>	Nothing to report.
<b>PI/CPC</b>	Nothing to report.
<b>Policy and Structure</b>	Nothing to report.
<b>Round Up</b>	A logo was voted on and chosen. We sold some merch and got the word out at EACYPAA; shirts for \$5 and made \$60 which will be good for hospitality. We are going to have a debit card thanks to Peg and Andrew. Michelle and Jenn sent deposit to Resorts and signed the contract.
<b>Technology</b>	Nothing to report.
<b>Unity</b>	Confirmed speaker for the Unity Picnic on June 13, 2026.
<b>Website</b>	<p>I attended both the Area 45 Convention and the ECYPAA Convention. Both were great!</p> <p>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>
<b>Workshops</b>	Workshop: "Prayer and Meditation is not a Religion" April 11, 10:00-2:00 at CAIG office.
<b>Ad Hoc/Office Space</b>	The Committee has chosen to make an offer at 707 White Horse Pike in Absecon. 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/Comments concerning reports:**

1. Q: There were many questions regarding the new location A: No elevator, Yes office can lock, Yes there is handicapped parking and plenty of parking space, Yes wifi. Location needs painting, ceiling tiles, cleaning and new light fixtures. Outdoors also needs attention. Unsure if it is a smoke free property. Space will used only for Intergroup, Round Up and District meetings.

**OLD BUSINESS:**

- a. Budgets: Jenn and Michelle will be meeting with Joe to review.
- b. Prudent reserve review still tabled.
- c. No updates to jail commitments regarding H&I or PI/CPC.

**NEW BUSINESS:**

- a. The prudent reserve can be used after the operating account has been depleted... we can't take from the prudent reserve for moving expenses.
- b. Treasurer to include in her report appeal to IGRs to ask home groups for more contributions.

**The Next Business Meeting is Wednesday, April 13th 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 May 10th at 7:30 PM – 1418 New Road, Northfield, NJ**

**Hybrid Meeting ID: 542 744 809**

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