

Cape Atlantic Intergroup Minutes
CAIG STEERING MEETING MINUTES
May 20th 2026 - 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 May 13, 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):

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.	Yes
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	Yes
Office Manager	Mary W.	No
Phones	Donna S.	Yes
PI/CPC	Kat L.	No
Policy and Structure	Doug G.	Yes
Round Up	Aubree T.	No
Technology	Doug W.	Yes
Unity	Kathy Mc.	No
Website	Shirl R.	Yes
Workshops	Judy B.	No

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:

Position/Name	
Chairperson	-I attended the April 18 Mini Conference -I plan to attend the May 17 Area 45 Assembly -We need to discuss during new business ways to increase incoming funds to CAIG. Our new rent currently exceeds our monthly income so we need to take a hard look.
Vice Chair	Nothing to report.
Recording Secretary	The deadline for submitting your reports is the Saturday after the meeting by 6:00pm. However the sooner the better! Preferably before the meeting. If you have "no report", let me know that as well.
Corresponding Secretary	Sent out 4 thank you letters.

Treasurer

05/12/26		CAIG Treasurer's Monthly I&E Statement		
Date	Amount	Description	Comments	
OA Balance: 04/07/26				\$18,587.51
Literature Bal 04/07/26				\$6,166.56
Deposits:				
Operating 04/07/26	\$272.09	Contributions	Contributions:	\$2,347.08
Operating 04/07/26	\$0.84	Interest	Group Rents:	\$150.00
Operating 04/08/26	\$50.98	Contributions		
Operating 04/10/26	\$200.00	Contributions	Operating total:	\$2,498.68
Operating 04/10/26	\$50.00	Rent: Step Up to Recovery		
Operating 04/16/23	\$668.45	Contributions		
Operating 04/23/26	\$427.50	Contributions		
Operating 05/07/26	\$0.76	Interest		
Operating 05/11/26	\$48.06	Contributions		
Operating 05/11/26	\$50.00	Rent: Step Up to Recovery		
Operating 05/11/26	\$50.00	Rent: Fellowship You Crave		
Operating 05/11/26	\$680.00	Contributions		
Literatue 04/16/26	\$154.35	Square Sales	Literature sales:	\$1,120.13
Literatue 04/17/26	\$290.78	Square Sales		
Literature 04/30/26	\$0.26	Interest		
Literature 05/12/26	\$675.00	Sales		
Total:				\$3,619.07
by..				
Operating 04/13/26	\$14.50	Grand: Flyers for Dee S	Office Rent:	\$1,666.33
Operating 04/13/26	\$85.00	Grand: Newletters	Office Overhead:	\$572.96
Operating 04/16/26	\$90.70	Office: Supplies	Newsletter:	\$85.00
Operating 04/20/26	\$197.00	CAYPAA	Hotlines:	\$39.95
Operating 04/20/26	\$115.00	Office: Quickbooks	Workshops?	\$14.50
Operating 04/27/26	\$230.75	Office: SJG	CAYPAA	\$197.00
Operating 04/29/26	\$52.94	Office: ACE		
Operating 05/01/26	\$39.95	Hotlines	Operating Total:	\$2,538.79
Operating 05/04/26	\$1,666.33	Office: Rent		
Operating 05/04/26	\$46.62	Office: Internet	Literature:	\$581.00
Literature 04/10/25	\$384.00	Grand: Meeting Lists		
Literature 05/12/26	\$197.00	Inventory		
Total:				\$3,119.79
Account Balances: 05/12/26				
Operating Account Balance (874):				\$17,891.31
Literature Account Balance (896):				\$7,193.05
Prudent Reserve in CDs:				\$32,634.71
PayPal #1 General Account:				\$0.00
PayPal #2 Unity Balance:				\$0.00
PayPal #3 Roundup Balance:				\$0.00
Total				\$57,719.07
Balance All Accounts:				\$57,719.07
Prudent Reserve	=====	=====	=====	\$32,634.71
Surplus Above Prudent Reserve:				\$25,084.36

Literature Treasurer

Thank you to everyone for filling in for me last month.
 1. Beginning Balance: \$6166.00
 2. Deposits (incoming funds)
 a. Electronic Deposits: \$445.13
 b. Physical Deposits: \$226.00
 c. Credits: \$0.26
 3. Electronic Payments (outgoing) \$0
 4. Ending Balance \$6611.95

Trustee

Nothing to report.

Committee Chair Reports:

<u>Position/Name</u>	
Archives	No report submitted.
Budget & Finance	Nothing to report.
CAYPAA	CAYPAA is excited to announce our Cape May Zoo event! The event is to be held on Saturday, June 7th, at 12pm. We have rented Pavilion 4. There will be fun, food, and fellowship followed by a speaker at 2:30pm. Please come and bring family and friends!
Hospitality	Nothing to report.
H and I	<p>For anyone attending virtually that would like an H&I commitment for the month of June, please refer to the chat to put in your bids. I have included a copy of the dates and times of facilities for reference.</p> <p>If there is a homegroup that did not receive a commitment for the month of May and would like one for June, please raise your hand and I will ensure that you have something for the upcoming month. (Write down who needs a commitment)</p> <p>There seems to be a disconnect at John Brooks. Homegroups are being told at the door that the commitment starts at 6pm. I spoke to my contact at the facility and confirmed nothing has changed. The time at John Brooks remains to be 7pm (Wednesday detox being the only exception), we are looking to resolve this as soon as possible.</p> <p>With that being said, I would like to have a point of contact for each homegroup. I have a sheet up front where you can provide a name and phone number with the group you're representing. It's a way for me to directly reach out in the event of any changes or if any issue may arise. If you are attending virtually, please utilize the chat to provide that information. Again, my phone number is 609-510-9752 and my email is hichair@capeatlanticaa.org, feel free to reach out if you need anything. It is pertinent that you reach out to either myself or anyone in your fellowship if you're having difficulty filling a commitment.</p> <p>If you have any questions, please hold them until everyone has finished their report or after the meeting.</p>
Literature	<p>15 hard cover Big books sold to Andrew S. from office</p> <p>12 abridged version Big Book</p> <p>Area 45 chair paid from event was told by Michelle S.</p> <p>Waiting area 45 order payment</p>
Newsletter	Newsletter is out for May/ June. Article regarding Intergroup information and contributions.
Office Manager	Nothing to report.
Phones	184 calls received and 4 texts all answered. All slots are full but we're looking for backups are needed.
PI/CPC	Nothing to report.
Policy and Structure	Nothing to report.

Round Up	This weeks meeting was postponed due to core committee members being unable to make the meeting. We are “ahead of schedule” by a month. Flyers with main speakers names with website is finalized and QR codes are laminated and both will be distributed at intergroup for reps to take back. Meal prices being finalized, first walk through scheduled with officers. How does we feel about receiving steering NFC cards to help w outreach? (The black cards that I showed at intergroup last month.)
Technology	No report but need more info on move and what will be needed to move equipment for next month.
Unity	Everything is on track for picnic on June 13.
Website	I attended the Silent Stroll. The weather was iffy but it held off and it was great fun! We had 8 requests come in on the website since the last business meeting. Please continue to email webchair@capeatlanticaa.org any flyers or announcements to put on the website.
Workshops	Nothing to report.
Ad Hoc/Office Space	The Relocation committee has engaged the services of an attorney to review the proposed lease. The attorney along with our real estate agent met, and marked up the document, and sent it back to the landlord. We are currently waiting for a reply. In the meantime, our real estate agent is still looking for properties listed recently.

Questions/Comments concerning reports:

1. Literature Treasurer: be mindful of the inventory.
2. Do not share address of potential new office.
3. Issue of commitments not being filled will be added to the agenda.
4. Q: Can we have a shortlist of people to call from home groups? A: Yes, but people are not letting Jess know they are not being filled.
5. Q: Should we keep the list of people not going to commitments amongst steering meeting? A: ?
Q: Should people who don't go to their commitments not be able to take future commitments? A: ?
6. Q: Does the \$12,000 post-move take into account any additional income we might incur?
A: The projected \$12,000 post-move amount is based on the level of contributions we have consistently received over the past several months and does not currently factor in any potential additional income that may be incurred after the move.
7. Q: Can we add phone number column to sign in sheet? A: Yes

OLD BUSINESS:

- a. None

NEW BUSINESS:

- a. Increase treasury balance
 - *Provide education to IGRs about the 7th tradition and supporting the intergroup
 - ~IGRs to ask request contributing to the intergroup
 - ~IGRs to inform groups they can change their percentage of contributions
 - *CAIG Fundraiser
 - *Letter to Groups re: 7th Tradition
 - *Chair and Vice Chair to visit groups
 - *Event Flyers: To add: Suggested / Optional Contribution

~CAYPAA
~Unity
*Review Duties of IGR

The Next Business Meeting is Wednesday, May 20th 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 June 10th at 7:30 PM – 1418 New Road, Northfield, NJ

Hybrid Meeting ID: 542 744 809

Motion to Close – Motion to close at 8:41pm came from Doug G. followed by closing with the Responsibility Pledge.