

**CAPITAL DISTRICT CENTRAL OFFICE**

**MEETING MINUTES**

**February 15, 2011**

**7:00 PM**

575 Broadway, Suites 128-130

Menands, NY 12204-2804

**Attendees:**

MaryEllen B. - Chairperson	Kathy C. - Secretary	Maryanne S. - Treasurer
Kate C. - Information/Records	Bill W. - Webmaster	Marcia G. - Literature/HMB Liaison
Fred F. - Daytime Scheduler	Gerry W. - Night Owl Coordinator	

**Opening:** The reading and discussion of the *1st Concept: The first responsibility and the ultimate authority for A.A. World Services should always reside in the collective conscience of our whole Fellowship.*

**Issues:** Insurance: What kind of insurance could we get renters or condo owners insurance, liability insurance and who it can protect.

Workshop on March 12: Fred will put together the flyer and email them. Discussion on what will be presented at the workshop. Topics include: The services we offer and what we do, benefits of being in service, the Website, about our finances. MaryEllen, Marcia, MaryAnn, Jerry W., Bill W. and Kathy C. will do presentations on the topics.

501 (c)(3) application: A Committee will be assembled in April to go through the 501(c)(3) application. At the March meeting a specific time and date for April's meeting will be decided.

Meeting books: The 2011 meeting schedule books are here. The old 2010 books will be given to jails and detoxes. The price for the new books was decided on by what we paid for the books and the shipping charges. The new books will be \$.35 a piece or 3 for \$1.00. People who stop by and need a meeting book and volunteers will still be able to get one book each.

Printer: discussion of a new printer is put on hold.

**Secretary:** The amended minutes were approved.

**Treasurer:** December's usable balance was \$11.89. After our prudent reserve, January's balance was "...about \$300".

**Webmaster:** Bill reported that we should consider putting more content, such as HMB and District's events online. He needs a new Literature price update. Bill will put the flyer for the upcoming workshop on the website and that the 2011 Meeting books are now on sale. Because of the problems with the current operating system running on the computer we will replace it with Widows 2003 or Window 7.

**Night Owl Manager:** Gerry reports all is going well.

**Daytime Scheduler:** Fred said that he desperately needs vacancies filled for both and February and March. He needs more people to volunteer.

**Public Information:** Fred will be going to a health fair.

**Data Coordinator:** Tom emailed us October, November, and December's report. For this report there were a total of 556 calls. The website received 1,267 hits and 74% were new visits. He will be back for next month's meeting.

**Broken Bottle:** Get well soon Dori.

**Literature:** Marcia has put in a new order. Literature's balance as of 2/15/11 is \$144.14

**Archivist:** Lonnie was absent.

**HMB Liaison:** No report.

**Information/Records:** No verbal report was given, but there was a January report passed out. Kate reports that all records are up to date. The new woman's meeting in Troy that started up January 21 will not be in the 2011 meeting book. The January HMB newsletter has come out. A sign has been put on the right side of the desk stating that the meeting books are \$.35 each or 3 for \$1.00.

**Chairperson:** The HMB 2011 Convention, November 4-6 will be held at the Holiday Inn Hotel and Conference Center in Fishkill.

***Next CDCO Business Meeting is March 15 at 7:00 PM***

Respectfully submitted, Kathy C.