

CAPITAL DISTRICT CENTRAL OFFICE

MEETING MINUTES

April 20, 2010 7:00PM

575 Broadway, Suites 128-130

Menands, NY 12204-2804

Attendees:

MaryEllen B.- Chairperson
Marcia G. – Literature
Mike Mc.- Volunteer
Sally H. - Volunteer

Kathy C. - Secretary
Fred F.- Daytime scheduler / P.I.
Jim Mc. - Volunteer

Kate C.- Office Manager/Night Owl
Beryn D.- Webmaster
Lonnie P.- Volunteer

Opening: MaryEllen opened the meeting reading Tradition Four.

Open Issue: Committee members and volunteers continue to visit meetings in District 1 and continue to try to encourage more people to volunteer to do 12 step work through the CDCO answering phones, giving rides to newcomers and visitors to the area, etc. They will give information that will help members and their groups understand the services that the CDCO provides and its need for more donations and volunteers to successfully fulfill the CDCO's mission. The committee voted and passed the decision to file for a 501(c)(3) Whether or not the CDCO will have a picnic has been tabled until June.

Secretary: The minutes from March's meeting were approved.

Treasurer: We are looking for a new Treasurer. MaryEllen sent a thank you note to Steve R. thanking him for his service. MaryEllen and Kate made the necessary changes at the bank. Kate and MaryEllen are on the signature cards with the bank. New business checks with the ability to have duplicates of each check have been ordered. We have a new lock box. Cash and checks that come in and that are not mail will be placed in the box, in labeled envelopes. The new ledger that has been purchased will record the money that comes in and where the money is spent.

Webmaster: Beryn reported that all was going well. In March we had 349 visits to the website.

Daytime Scheduler: Needs more volunteers to help.

Office Manager/Night Owl: Kate reports that, "Everything has been running smoothly in the office", and that, "The Night Owls have been doing a great job". Incoming mail goes into the wire basket on the desk. Mail for specific persons goes into wire rack in far back of room. No one is to open mail that comes into the office except for MaryEllen and Kate.

Public Information: Vote was taken and approved for Fred to go ahead and buy the business cards and table tents to be distributed in hotels and motels in all of the districts that we serve. College of St. Rose, in response to Campus binge drinking put on student radio interviews which were campus wide and accessible only through a password. It went well. Fred will be sending a thank you e-mail to Dr. Neilson for inviting the three young persons in AA who participated. Fred attended the NY Mental Health Counselors Association Convention at the Marriott. He handed out 30 postage paid cards for people to get the monthly newsletter *About AA* from GSO, which is geared to the professional. Fred also attended the NYS Office of the State Comptroller Employees Health Fair and all went well.

Data Coordinator: Total number of calls that came in for January, February, and March were 580.

News Editor/Broken Bottle: Maryanne S. was absent. A story used in the last newsletter violated the 6th Tradition. A disclaimer will be written in the next issue, and future issues will be proofed.

Literature: Marcia reported all was going well. Marcia, MaryEllen and Kate are all on the signature cards at the bank for Literature.

Chairperson: MaryEllen reported that the Intergroup Luncheon in San Antonio was \$30. Some people at the committee meeting have plans to attend. There is a 25th Annual Intergroup Seminar in St. Louis, September 24-26, 2010.

New Business: Spirituality breakfast and increase rent will both be discussed at the next committee meeting.

Closing: We closed with the Responsibility Pledge.

Next Business Meeting is May 18, 2010 at 7:00PM

In loving service, Kathy C.