

Capital District Central Office
MEETING MINUTES
September 20, 2011

In attendance: MaryEllen B., Marcia G., Maryanne S., Kate C., Barb L., Berny D., Bill W., Gerry W., and Tom O'.

Mary Ellen B., Chairperson, opened the meeting with the Serenity Prayer and a brief discussion of Concept IX

Issues from the Chairperson

- MaryEllen noted that the positions for Secretary, Editor for *The Broken Bottle*, Archivist (Bill W. is filling in temporarily), Information /Records (as of 10/21/11) are now vacant or will be vacant soon. The Chairperson for the Office, and Literature person will be open as of 12/31/31 (rotation). Gerry W. expressed interest in the Chairperson's position but said he would have to give up his job as Night Owl Coordinator.
- We do not need a monetary inventory of office possessions because we will not be getting insurance,
- A question had been raised about whether we should have "AA" on our office sign in the window. Kate called Groupservices at GSO and was told that "Alcoholics Anonymous" is copyrighted and trade marked, but that "AA" is not. We will, therefore, leave our sign as is.

We ordered too many meeting schedules this past year (650 left over). It was decided to order 800 this year (instead of 1500). Gerry W. made a motion that we stamp a notice on the cover of the schedules that an addendum is available. The motion was approved with the wording: "For meeting updates go to (our website)." It was also decided that we would charge 4 for \$1.00 for the schedules. The motion was approved. Bill W. will provide the addendum with the latest corrections and meeting changes.

The July and August Minutes were approved as corrected. It was decided to remove several names from the master list of e-mails for persons who are no longer active in the CDCO

Treasurer: Maryanne S. indicated that as of August 31, 2011, we had cash on hand of \$2,980.65, with a prudent reserve of \$1,800.00

Information/Records: Kate C. related that some meetings in District 1 are being checked to determine if they are still active. Kate also created new binders showing meeting information for the night owls. She asked someone to take over her task of answering the office manager's e-mails. Tom O' volunteered to do that as of 10/21/11 when Kate leaves her commitments at the CDCO.

Day Scheduler's report: Fred F. was absent. He sent attendees the September and October day schedules electronically prior to the monthly meeting.

Night Owl Coordinator: Gerry W. indicated that the night shift was going well despite one instance when the volunteer was not immediately available to give his overnight report to the day shift person. He sent out a flyer to DCMs, etc., requesting help to get volunteers as night owls. As a result, he got one definite commitment and two who will soon be available. He said that he has no open slots for volunteers at present.

Archives: Bill W. (acting), received a copy of each monthly or quarterly data report (of calls received, etc.) from the time of the first report in 2006. He will enter them into archives.

Public Information: No report.

The Broken Bottle: No report.

Data Coordinator: Tom O' reported that the average daily calls are down from the usual average of about 5 per day to about 4.2 for August. He suggested that it might be due to the increased use of the office website to get meeting information.

Literature: Marcia G. reported that the balance in the literature account was \$797.75 as of 9/20/11.

Chairperson: MaryEllen read some recent announcements she had received in the mail, including one for the Christmas and New Year's Alkathons. She then closed the meeting with the Responsibility Pledge.