

**Capital District Central Office**  
**MONTHLY BUSINESS MEETING MINUTES**  
**January 17, 2012**

**In attendance:** Gerry W., Marcia G., Maryanne S., Clark A., Bill W., Fred F., Paul M., Pat L., Kate C., and Barb L. Kirk J., Todd M., and Tommy G. visited from District 17.

Gerry W. led the Serenity Prayer and a brief discussion of Tradition 1.

**Committee Reports:**

- Secretary- minutes from December meeting read and approved.
- Treasurer- Cash on hand 11/30/11- \$3,775.85 (plus prudent reserve of \$1,800.00)

Income	+\$933.29
Expenses	<u>-\$296.67</u>

Cash on hand 12/31/11- \$4,412.47 (plus prudent reserve of \$1,800.00)

(Submitted by Maryanne S. 1/18/11) There was discussion about posting the re-imbursement form on the website so that people buying supplies for the office could be paid back more timely.

- Information/Records- Kate C. reported the following:
  - District 17 will have the CDCO number listed in the Columbia County white pages, and a **bolded** listing in the Columbia County Plus yellow pages. CDCO will pay for these listings.
  - All new DCM & various District committee chair numbers have been placed in the black binder; Night Owls have been sent the new info.
  - District 17 is working on providing volunteer names for their 12<sup>th</sup> Step and E-Z Rider lists.
  - Kate is currently doing the day schedule; a new person is needed for March; can start doing that schedule on 2/1. Four new people have been trained; more are needed!
  - The data coordinator requests that all calls logged by volunteers include the district being inquired about (or other geographical area if district is not known)- note the info in the margin on the left side of the log. The data coordinator needs this info for the reports.
- Night Owl Coordinator- Gerry W. indicated that he has no open slots for volunteers at present. We are looking for anyone interested to take over this position.
- Archives- Bill W. (acting), is now placing the data and treasurer reports on the computer archives (password-protected.)
- Public Information- no report.

- *The Broken Bottle*- No report; editor needed.
- Data Coordinator- Tom O' absent; yet reported there were 142 calls in December; with 10 calls looking for 12<sup>th</sup> step action. 19 calls inquired about the Alkathons held last month for Christmas and New Year's in District 1. There were 8 general office visits; and 11 visits specifically to purchase literature. The website [www.aalbanyny.org](http://www.aalbanyny.org) received 519 hits; 73% of those were new visits. CDCO received calls from all over NYS; plus one from Hartford, CT.
- Literature- Marcia G. reported that the literature account had a balance of \$197.92 as of 1/17/12. \$1,222.88 literature order was placed on 1/16/12. Discussion ensued about CDCO maintaining a literature table at the NYS Convention in July.
- Webmaster- Bill W. now has email addresses for CDCO officers and committee heads concocted; passed out the passwords to those individuals in attendance. Bill will be re-vamping the website over the next year. Bill let our guests know that he is available to conduct computer tutorials for any new office volunteers. Bill is currently researching new hosts to preserve member information anonymity. There was discussion about posting group contributions on the website.
- HMB Liaison- no report.

### Issues for Discussion

- **District 15**- Gerry mentioned that they may want to turn their phone over to CDCO; discussion ensued about CDCO ability to handle larger geographical area- consensus that the internet is a big help in finding out about meetings, directions, etc.
- **Vacant positions**- Functions chair is currently vacant; general discussion about need for one. Bill will be posting on the website CDCO is looking for volunteers for this position, as well as newsletter editor and day scheduler; also for volunteers in general. Discussion about doing the newsletter quarterly.
- **Volunteers in General**- Paul M. suggested that office call-takers invite other A.A. members to visit them and check out CDCO; may generate some more volunteers. Bill volunteered to talk to ECYPAA people about service opportunities at CDCO.
- **NERAASA**- Pat L. requested that CDCO participate in the Intergroup roundtable at NERAASA. Gerry will follow up on this item.
- **District 17**- General discussion about District 17 turning over the phone to CDCO; CDCO will pay for the District 17 listings; it was suggested that District 17 mention to its participating groups that CDCO is supported by group contributions.
- **2012 Meeting Schedules**- CDCO has obtained 800 2012 meeting books; available for groups for 35 cents apiece or 3 for a buck; individuals visiting the office can get one at no charge. When they're gone; they're gone! Leftover 2011 schedules will be distributed to treatment and correctional facilities in the general area. Bill W. will post the 2011 and 2012 schedule addendums on the website.
- **HMB newsletter article**- Pat L. asked that CDCO contribute an article for the newsletter. Marcia G. will draft a piece for review.

Meeting closed with the Responsibility Pledge

Next meeting February 21<sup>st</sup>, 2012- 7 PM

Submitted by Fred F.