

**Capital District Central Office**  
**MONTHLY BUSINESS MEETING MINUTES**  
**February 21, 2012**

**In attendance:** Gerry W., Clark A., Fred F., Kate C., Barb L.; Tom O.

Gerry W. led the Serenity Prayer and a brief discussion of Tradition 2.

**Committee Reports:**

- Secretary- minutes from January meeting read and approved.
- Treasurer- Balance on hand 12/31/11- \$5,532.26 (plus prudent reserve of \$1,800.00)

Income	+\$714.63
Expenses	<u>-\$608.64</u>

Cash on hand 12/31/11- \$5,569.21 (plus prudent reserve of \$1,800.00)

(Submitted by Kate C. 1/18/11) There was discussion about changing banks.

- Information/Records- Kate C. reported the following:
  - All records are up to date.
  - Kate is currently doing the day schedule; a new person is needed for April; Tom O. volunteered. Five new people have been trained; Bob O., Carol P., Laphonzo M., Matt S. and Nancy B. More are needed!
  - DCMs in Ulster County have been sent the GSO *Guidelines for Central Offices*; the September 2007 article in *Box 459*- “Intergroups/Central Offices: A.A.’s Front Line”, & links to 2 pamphlets from GSO- “Self Support: Where Money and Spirituality Mix” and “Circles of Love and Service”, as well as a timeline showing when the five components of A.A. started.
  - Language of the Heart and Emotional Sobriety have been ordered from the Grapevine.
- Night Owl Coordinator- Gerry W. is continuing as coordinator for the time being; asks that we be on the lookout for any interested volunteers willing to take this job. There are two openings in the current schedule; with people filling in as needed.
- Public Info- Fred F. reported that we would be supplying CDCO business cards at the Hotel Albany for NERAASA. He will also check on the supplies on Washington Avenue and Wolf Road hotels.
- Data Coordinator- Tom O’ reported there were 152 calls in January; with 13 calls looking for 12<sup>th</sup> step action. There were 16 general office visits; and 6 visits specifically to purchase literature. The website [www.aaalbanyny.org](http://www.aaalbanyny.org) received 443 hits; 74% of those were new visits. CDCO received calls from all over NYS; plus one from California.
- Literature- Kate C. reported that the literature account had a balance of \$197.92 as of 1/31/12. \$1,222.88 literature order was placed on 1/17/12. Bob H. has volunteered to order literature in Marcia G.’s absence; Kate will train him.

- Webmaster- Bill W. absent

### **Issues for Discussion**

- **Vacant positions-** Gerry asked all to ask at their various groups for anyone interested in volunteering for the newsletter, functions, day or Night Owl scheduler.
- **High Falls mtg- 3/14/12-** Gerry will meet with people from the Kingston cluster to discuss various aspects of rolling over their phone services to CDCO.
- **NERAASA-** CDCO will pay for the Chair's and the office manager's registration.
- **2011 Meeting Schedules-** CDCO is distributing leftover schedules to treatment facilities in the area.
- **HMB newsletter article-** Gerry will draft a piece for review.
- **Logging phone calls-** Tom O. asked that all volunteers clearly state the resolution of each call logged in; what was the result of the call. Also suggest that volunteers ask people where they got the CDCO number from (to help with PI efforts).

Meeting closed with the Responsibility Pledge

Next meeting March 20<sup>th</sup>, 2012- 7 PM

Submitted by Fred F.