

Capital District Central Office
MONTHLY BUSINESS MEETING MINUTES
May 15, 2012

In attendance: Gerry W., Marcia G., Fred F., Kate C., Bob H., Gary T., Tom O., Bill W., Berny D.

Gerry W. led the Serenity Prayer and a brief discussion of Tradition 5.

Committee Reports:

- Secretary- minutes from April meeting read and approved. Marcia G. volunteered to and was voted in as secretary starting in July.
- Treasurer- Balance on hand 2/29/12- \$5,082.28 (plus prudent reserve of \$2,500.00)

Income	+397.77
Expenses	<u>-\$741.35</u>

Cash on hand 3/31/12- \$4,738.70 (plus prudent reserve of \$2,500.00)

(Submitted by Gary T. 4/30/12)

- Information/Records- Kate C. reported the following:
 - All records are up to date.
 - Gary F. and Jeff C. have been trained as daytime call-takers.
 - Kudos to Bob H. for doing the May daytime schedule; he has also volunteered to do June. We need somebody for July.
 - All Night Owls were mailed the latest copy of the Central Office/Intergroup /Answering Service guide for the U.S. and Canada from GSO, and the 2012 AI-Anon schedule. Additional copies are at CDCO.
- 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.
- Public Info- Fred F. reported that he is following up on distributing business cards at hotels in Albany area- will be needing more cards and table tents.
- Data Coordinator- Tom O' submitted a report. There were 136 calls in April; with 2 calls looking for 12th step action, 5 for AI-Anon, 3 for NA, 2 for BTG, and 1 for a Spanish-speaking meeting; the remaining calls were for general meeting info. There were 8 general office visits; and 14 visits specifically to purchase literature. The website www.aaalbanyny.org received 541 hits; 79% of those were new visits. CDCO received 22 calls from all over NY State other than CDCO coverage area; and 2 calls from Alberta and Quebec- both in Canada. Tom suggested and CDCO members will implement passing around copies of the data reports to the various meetings so that A.A. members can see what their contributions support.
- Literature- Marcia G. reported that the literature account had a balance of \$837.25 as of 4/1/12. \$1,115.15 in literature orders were placed in April (includes \$22.67 postage to return

Spanish books to the Grapevine), and \$577.86 was deposited in April, with an ending balance on 4/30/12 of \$299.96. Bob H. volunteered to and was voted in as the Literature chair starting in June.

- **Webmaster-** Bill W. reports purchasing and installing Microsoft Office 10 on the CDCO computer. 2 new cartridges were purchased for the printer/scanner/copier. He has installed a couple shortcuts on the browser; to CDTA for bus schedules, and to Google. He is updating the website to include pages for the data report, meeting minutes, and treasurer's report. He is also working on a re-design for the site. Bill offers to conduct a computer-use tutorial for any volunteers who need it.

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.
- **Sales tax-** CDCO will begin collecting sales tax in June on books purchased at CDCO, rather than paying GSO the sales tax up front. This will have no impact on people or groups purchasing literature.
- **2011 Meeting Schedules-** CDCO is continuing to distribute leftover schedules to treatment facilities in the area.
- **New York State Convention-** CDCO is staffing a literature table at the event- Gerry, Bill W. and Bob H will be among those handling this; Marcia to contact Pat L. of HMB regarding secure storage.
- **Spiritual Breakfast; Summer Picnic-** tabled for further discussion.
- **Schedule Booklet for CDCO area-** tabled for further discussion.
- **Changing Office Hours-** Discussion continued about changing Saturday hours to 12noon-4 PM due to lack of traffic, both on site and by phone, between 3pm-7pm; Gerry to check with Night Owls who would be affected by this change for their input.

Meeting closed with the Responsibility Pledge.

Next meeting is June 19th, 2012- 7 PM.

(Submitted by Fred F.)