

CAPITAL DISTRICT CENTRAL OFFICE  
MONTHLY BUSINESS MEETING MINUTES  
July 17, 2012

**In attendance:** Marcia G., Gerry W., Kate C., Bob H., Bill W., Gary T., Carol P.

Marcia opened the meeting with the Serenity Prayer and a brief discussion of Tradition 7: "Every A.A. Group ought to be fully self-supporting, declining outside contributions."

Marcia reported that we still have some open positions, most notably Chairperson. We also still need a Day Scheduler and a Newsletter Editor.

**Committee Reports**

- **Secretary:** the minutes from the June 19th meeting were read and approved.
- **Treasurer:** Gary T., Treasurer, prepared the Treasurer's report  
Balance on hand as of 5/31/12: \$6,946.33 (includes \$2,500 prudent reserve)  
Income: + 609.15  
Expenses: - 618.22  
Balance as of June 30, 2012: \$6,937.26 (includes \$2,500 prudent reserve)  
Available Cash: \$4,437.26

The Treasurer's report was approved.

- **Day Scheduler:** Bob H., Kate C. and Tom O'T. have been graciously filling in as Day Scheduler. All shifts for July and August are filled. We need a Day Scheduler or at the very least someone to do the schedule for September. Bob H. will staff the office on Labor Day, and Marcia G. will cover the Saturday of Labor Day weekend. We also discussed "ownership" of slots and what happens when someone who has a regular shift goes away for a period of time and returns expecting to work his/her shift again. We decided that these volunteers should find their own replacements to ensure they can keep their regular shifts upon their return.

**Office Manager:** Kate reported there is a new Spanish-speaking meeting in Saratoga that meets from May to October.

Kate is putting together information about Young Peoples' meetings and activities, and has send requests to the local DCM's for names of young people in their Districts. that Bob H. did a great job with the daytime schedule.

- **Literature Report:** Bob H. gave the report.  
The ending balance as of 6/30/12 was \$749.43.  
We discussed the Literature account and the need to safeguard against having insufficient funds when placing orders with AAWS. We agreed to transfer \$300.00 from the CDCO treasury to the Literature account as a "reserve" fund, just in case.
- **Data Coordinator:** Tom O'T. was absent but left copies of his report for everyone. As always, District 1 had the most calls, accounting for almost half of the calls that came in for the five Districts covered by the CDCO.
- **Public Information:** Fred F. was absent.
- **Night Owl Coordinator:** Gerry W. reported that all slots are filled

- **Webmaster:** Bill W. reported that he's been doing updates to the Website.

### **Issues for Discussion:**

- Upcoming New York State Convention: Everything is all set for us to sell literature at the Convention. Bill W. is lending us a cash register; Gerry W. will pay for the registrations for all who will be selling literature, and he also will bring CDCO flyers
- Gerry and Marcia reported on their visit to District 4 (Amsterdam). The District will vote next month on whether or not they wish to join the CDCO. There were a couple of people at the meeting who said they would volunteer as daytime staff, but it appeared that the District's main interest was our phone service and its coverage. We decided it would be a good idea to invite representatives from District 4 to our meeting, and ask them to bring a list of volunteers for our Twelve-step list. Someone also mentioned that District 4 has a large number of Spanish-speaking groups.
- Gerry W. announced that he is writing an article for the HMB Newsletter.
- Because we continue to have problems with Verizon and rolling over the phone, Kate will look into other phone services. She will also check on the possibility of using a cell phone instead of a land line for the CDCO phone, as this would enable us to forward calls rather than rolling over the phone. June 1<sup>st</sup> marks the beginning of keeping track of sales tax on Literature.

The meeting was closed at about 9:00 pm with the Responsibility Pledge.

Respectfully submitted,

Marcia Goldblatt