

**Capital District Central Office
Meeting Minutes
November 20, 2012**

Meeting opened with the Serenity Prayer.

Present:

Marcia G	Acting Chair
Bob H	Literature Chair
Bill W	Webmaster/Archivist
Alan M	Night Owl Coordinator
Dean H	Newsletter Editor
John C	District 14 Representative
Chip B	Acting Secretary
Barb L	Service Volunteer
Clark A	Service Volunteer
Debbie W	District 4 DCM

October minutes accepted as submitted, and subsequently revised to clarify the description of Literature Committee's cash flow during the month.

Treasurer Report:

Beginning Balance	\$ 5,969.22
Income:	\$ 657.33
Expenses:	\$ 989.71
Ending Balance:	\$ 5,636.62
Prudent Reserve	\$ 2,500.00
Available:	\$ 3,136.62

Office Manager Report:

Discussed HMB Meeting Schedule Book order; agreed to order an additional 500 (Bill W will submit the order).

Day Scheduler Report:

Schedule is filled through December 2012.

Night Owl Report:

Schedule is filled through December 2012.

Discussed updating the 12th Step Volunteers lists; Rose has volunteered to make the calls to verify existing information and update as needed. It was noted that our meeting schedules do not have a handicap-accessible symbol; agreed to add a symbol in our meeting listings to easily identify accessible meetings.

Data Coordinator Report:

Marcia G agreed to tabulate the statistics, as the Data Coordinator is indisposed.

Literature Report:

Literature purchases to refill inventory this month included Grapevine books as well as AA World Service products. There was a brief discussion about offering Hazelton literature in the future. No decision was reached as more research is needed.

Newsletter Editor Report:

Next issue will be published 12/11/12, including a list of Groups that donated as well as CDCO service statistics. Motion approved to publish quarterly lists of groups that have contributed as well as an annual list of all groups in the districts we serve.

Webmaster/Archivist Report:

CDCO Officer email addresses and accounts have been established on the CDCO website; it was agreed to use these accounts for CDCO communications.

The website continues to be updated with information and improved features for analysis.

Old Business:

Officer vacancies: there was discussion of the importance of rotation through Service positions, and the need to obtain a new Office Manager in January 2013 (this is the CDCO's only paid position). Following discussion about the office Manager salary (currently \$50/week), Marcia agreed to coordinate the recruiting process, clarify the duties and update the job description.

Communication with districts: CDCO representatives continue to attend the monthly District meetings to answer questions and show support.

CDCO Contribution to GSO: Tabled

New Business:

Area 48 Quality Assurance Survey of Answering Services:

Area 48 has recently completed a survey of the "Hotlines" listed in the Area 48 Meeting Schedule Book; the findings will be posted on the Area 48 website.

Office Relocation: Due to our landlord modifying their current use of the space at the Schuyler Inn, our space will be relocated to the back, facing outward. There was discussion about furniture and space allocation needs, although the time frame for the move is still uncertain.

Coverage for Thanksgiving and Christmas Day: Alan will coordinate coverage for these days, with Marcia, Clark, Bob and Chip expressing willingness to help.

District 4: Debbie W., DCM for District 4 (Fulton and Montgomery counties), presented a proposal to allow District 4 to join the CDCO; she has completed all the logistical arrangements, and compiled lists of 12 Step Service volunteers, meeting locations and directions. Following discussion, it was agreed that the CDCO would welcome the 37 Groups in District 4 into the CDCO service area. The transition will take place in early 2013.

The meeting adjourned at 9:05pm with the Responsibility Pledge.

Respectfully submitted,

Chip B