

Capital District Central Office
MEETING MINUTES
December 18, 2012

Meeting opened with the serenity prayer
Tradition 12 read

Present: Chip B, Acting Secretary; Marcia G, Acting Chair; Kate C, Office Manager; Carol P, Treasurer; Bob H, Literature; Tom O'T, Day Scheduler/Data Coordinator; Dean H, Newsletter Editor; Bill W, Webmaster/Archivist; Alan M, Night Owl Coordinator; Andrea A, Service Volunteer; Clark A, Service Volunteer; Gerry W, Service Volunteer; Barb L, Service Volunteer; John C, Service Volunteer; Mike McB, Service Volunteer; Debbie W, Service Volunteer/District 4 DCM

November minutes reviewed. Discussed, accepted as submitted.

Treasurer's Report (Kate C): Beginning Balance= \$ 5636.62; Expenses =1\$225.70; Income = \$1041.34 Ending Balance = \$5452.25.

Carol P has agreed to take over the Treasurer's role; she was warmly welcomed and is learning her duties.

Office Manager Report (Kate C):

The CDCO office will be relocating within the grounds of the Schuyler Inn during January 2013; the exact location is yet to be stated; we will be along the back side. Districts 2, 14 and 18 have prepared Service Manuals for their use.

Day Scheduler Report (Kate C for Tom O'T): All shifts scheduled and covered; Holiday coverage (12/25/12 and 1/1/13) was discussed as the CDCO will not be open on those days; Volunteers to cover the phones on those holidays will be coordinated by Alan M.

Night Owl Coordinator (Alan M):

All slots currently filled; Coordinator is seeking to represent all Districts on the Night Owl team; planning to update the 12th Step lists in early 2013; there was some discussion about the lack of information about meetings in treatment facilities and how much we need to do to get such information.

Alan will continue his research.

Data Coordinator Report (Kate C for Tom O'T):

Service volume 156 telephone calls, 18 office visits for literature purchases, 2 general office visits. Almost one-half of all calls received come from the territory covered by District 1; 25 calls came from other NYS or out-of state locations.

Literature Report (Bob H):

Literature sales exceeded \$1700 in November; inventory was replenished.

Newsletter (Dean H):

Broken Bottle was published to the internet and printed for distribution at District meetings.

Webmaster (Bill W):

Email accounts are operational through the CDCO website for all officer and acting officers; Account creation function on the CDCO website has been disabled to improve our website security; Meeting schedule search tools have been enhanced on the websites, including links to the CDTA site where one can 'map' an address for bus line service; templates are being updated to allow for standardizing CDCO reports online.

Old Business:

CDCO office move- Furniture acquisition needs were discussed; donations of needed equipment will be sought, especially for storage of materials (lock-able file cabinets).

CDCO office space will be offered for the location for training of District officers in the use of the Area website and related computer issues.

New business:

Budget shortfall; CDO is currently operating at a deficit on a monthly basis; for the first 11 months of the year, expenses totaled \$9400.69, an average of \$854.61 per month. Our phone bill will be increasing with the addition of District 4 and associated phone number listings. Debbie W and Marcia G will research the costs of listings in the various phone directories that cover the territories served by the CDCO. Options for fund-raising were tabled.

Group Contact Lists: The option of creating our own group contact lists was discussed, as we are having difficulty getting such information from the Districts. Options for obtaining group contact information were reviewed; no decision was reached as more research appears necessary before proceeding.

The question of including groups from our Districts that are not registered with GSO was discussed; at this time we agreed to include groups in our listings that are not officially registered with the GSO.

The meeting closed with the Responsibility Pledge.

Respectfully Submitted,

Chip B