

**Capital District Central Office
Meeting Minutes
January 15, 2013**

Meeting opened with the Serenity Prayer; Tradition 1 read and reviewed; 'Ground Rules' reviewed.

Present:

Marcia G, Acting Coordinator
Carol P, Treasurer
Bob H, Literature Chair
Bill W, Webmaster/Archivist
Alan M, Night owl Coordinator
Kate C, Office Manager
Chip B, Acting Secretary
Barb L, Service Volunteer
Clark A, Service Volunteer
George B, Service Volunteer

December meeting minutes reviewed; attendance list amended; minutes approved.

Treasurer's Report: Beginning Balance = \$5447.25; Expenses = \$659.07; Income = \$428.00; Ending Balance = \$5246.18; Available Cash = \$2746.18. Annual Report provided showed contributions to support Central office operations are received from approximately one-fourth (27%) of the Groups served by the CDCO. The financial Annual Report will be summarized and placed on the website. Treasurer's report approved.

Office Manager Report: Group changes have been updated and posted; Day Scheduler was out and Office Manager did scheduling for January 2013; all slots filled. Treasurer was oriented to office procedures/equipment. Report accepted.

Night Owl Report: New people recruited to participate; seeks to provide orientation and training and rotate new people into the schedule; district 14 submitted an updated 12 Steppers list. Report accepted.

Data Coordinator's Report: 135 Calls received; 11 office visitors; Annual Statistics report submitted – CDCO handles an average of about 5 calls/day; Almost 60% of all calls received come from the Albany region. Report accepted.

Literature Report: Sales of \$549.24, expenses (purchases) of \$1309.20 to replenish inventory; monthly sales tax of \$171.38. Total annual literature sales in 2012 = \$7468.62.

Webmaster Report: Currently seeking a new domain host to overcome limitations of the current provider – will report findings next month; will coordinate with Marcia & Clark for documents to be archived on the web site. Report accepted.

Old Business:

CDCO still seeking Chairperson and Secretary; Central Office move will occur when Schuyler Inn's reorganization occurs in 2013; Office furniture and equipment will be needed when the office relocates; Schuyler staff will help us to physically move; Office printer and copier utilization was reviewed.

New Business:

Budget for 2013; presently, projections show a likely shortfall between income and expenses of over \$ 1000; this does not include expenses of the groups from district 4 nor the office equipment & furniture needs; an annual fiscal summary will be posted on the CDCO website.

GSO guidelines for listing groups were distributed, and Area 48 has decided to list all groups with GSR's, regardless of GSO status, in their materials, so CDCO will do the same.

Respectfully Submitted,

Chip B