

**Capital District Central Office  
Meeting Minutes  
February 19, 2013**

Present:

Chip B. Acting Secretary; Tom O. Day Scheduler/Data Coordinator; Carol P. Treasurer; Kate C. Office Manager; Marcia G, Acting Chairperson; Clark A. Inter-group Emeritus; Alan M. Night Owl Coordinator; Mike M. Service Volunteer

The meeting opened with the Serenity Prayer; the Second Tradition was read and reviewed; ground rules for discussion were reviewed.

Acting Secretary's Report: Minutes of the previous meeting were read and approved as corrected. Old Business – "...still seeking Coordinator..." changed to "...still seeking Chairperson..."

Treasurer's Report: Beginning Balance = \$5246.18; Expenses = \$733.53; Income = \$1069.85; Ending Balance = \$ 55881.67, less Prudent Reserve (\$2500) = Available Cash \$3081.67. The Report was reviewed and accepted.

Office Manager's Report: Covered January scheduling for absent Day Scheduler; Continued Treasurer training; Added seven (7) new 12th Step Volunteers from groups in Districts 1 and 2; Developed March Night Owl Schedule and distributed copies; Prepared Beginner Group meetings list for resources files; maintained up-to-date meeting lists; Attended District 2 and District 17 monthly meetings.

Day Scheduler's Report: Day schedules for February & March are complete, including back-ups, and have been posted and distributed.

Data Coordinator's Report: CDCO received more calls than usual last month, which may be related to the down-time of the HMB Area website. 215 calls were received; as is typical, most of the calls originated from District 1's geographic area. There were 31 drop-in visitors and 21 of those purchased literature. Four email inquiries were answered.

Literature Report: Sales of \$472.15, Expenses/Purchases of \$358.81, ending balance of \$337.00.

Night Owl Coordinator's Report: Overlapping interests resulted in two night owl schedules for March, so the schedule is still being finalized. Saturday night into Sunday morning coverage is problematic due to outside commitments of the current volunteers.

Webmaster, Archivist, Newsletter Editor Reports: Absent.

Old Business: There are currently open positions for CDCO leadership as Chairperson and Secretary; those present were asked to spread the word about these opportunities (see also, New Business). Mike M. noted that there are people out there willing to do service. Due to a multitude of technical issues, the groups in the Amsterdam/Johnstown/Gloversville area (District 4) will not be using the CDCO telephone answering service for their 12 Step calls, as previously agreed. There was discussion about the process for accepting applicants for our services and the guidelines provided in our operating procedures.

New Business: Tom O. provided copies of the CDCO Bylaws with suggestions for revisions for all to review for the next meeting. It was agreed to hold the Election of Officers as required in the Bylaws during the spring of 2013, and to update the qualifications and expectations of the elected members of the Steering Committee. Discussion of the projected budget shortfall was deferred. The Acting Chairperson and the Office Manager will be attending the NERAASA 2013 conference.

The meeting closed with the Responsibility Pledge.

Respectfully Submitted,

Chip B.  
Acting Secretary