

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

The meeting was called to order and opened with the serenity Prayer; Tradition Three was reviewed.

Present: Chip B, Acting Secretary; Tom O., Day Scheduler/Data Coordinator; Carol P., Treasurer; Marcia G., Acting chairperson; Kate C., Office Manager/Acting Night Owl Coordinator

Minutes of the February meeting were reviewed and accepted.

Treasurer' Report: Beginning Balance = \$ 4856.50.18 Income = \$210.00 Expenses = \$599.68 Ending Balance= \$ 4466.82 Prudent Reserve= \$2500. Available Cash = \$1966.82. Report reviewed and accepted.

Office Manager Report: Five new 12 Steppers added to Resource lists (from Districts 1 & 2). Filled open Night Owl slots and recruited two new Night Owls to fill openings. Continued training with the Treasurer. Updated resources records and sent to Night Owls. Attended NERAASA Conference in Lancaster, PA.

Day Scheduler/Data Coordinator Report: 181 calls received during February (as with last month, higher than usual and believed to be related to the down-time at the Area 48 website). The vast majority of calls (131 of 181) came from the Albany-Toy Schenectady-Cohoes geographic area. Thirty-two came from other NYS areas (not within the capital district region) or out-of-state. Nineteen office visits; 13 for literature purchases. Three email inquiries responded to and resolved.

Night Owl Coordinator report: The unexpected resignation of the Night Owl Coordinator necessitated the Office Manager picking up the responsibility. As noted, two new Night Owls were recruited and trained; the Night Owl schedule was filled for March and most of April. A vacancy exists for the Night Owl Coordinator position, and recruitment was discussed without satisfactory resolution at this time.

Literature report: Beginning Balance = \$337.00 Income = \$1050.69 Expenses = \$383.90 Ending Balance = \$1003.79. February gross sales = \$497.00.

Broken Bottle Newsletter Report (by acting Chairperson): the newest edition of the Broken Bottle is finalized to be published and circulated through email and printed copy distribution.

Webmaster/Archivist: No report.

Acting chairperson Report: Attended the NERAASA conference and served as Moderator of the Registrar's roundtable on Friday and Saturday nights; Attended District 1 March meeting; has been invited to write a brief article about the CDCO for the HMB Newsletter; Attended District 4 meeting and was asked to provide a detailed account of CDCO expectations for Night Owls so the GSR's can report back to the groups in District 4 – Marcia and Chip will prepare the document for them.

Old Business: Service vacancies (Chairperson, Secretary, Night Owl Coordinator) were reviewed in light of the plan for an election of Officers later this spring; the relocation of our office space is on hold pending decisions by the landlord; the CDCO Bylaws are being reviewed to be sure they are up-to-date and accurate.

New Business: Tabled due to the absence of several Committee members.

Respectfully Submitted,

Chip B.  
Acting Secretary