

**Capital District Central Office
Meeting Minutes
April 16, 2013**

Present: Marcia G, Acting Chairperson; Carol P, Treasurer; Tom O, Day Scheduler/Data Coordinator; Kate C, Office Manager/ Acting Night Owl Coordinator; Bill W, Webmaster/Archivist Clark A, Service Volunteer/Emeritus

The meeting opened with the Serenity Prayer.

Acting Secretary Report: March meeting minutes accepted as submitted.

Treasurer's Report: Presented and discussed; rescinded for revisions. Subsequently re-submitted under separate cover.

Office Manager/Night Owl Report: New meeting flyers prepared and distributed; updated records; prepared and submitted NYS sales tax payment (Literature); covered open night owl slots for the month; prepared and distributed May night owl schedule. Night owl vacancies exist for Thursday and Saturday nights; recruits needed.

Data Coordinator/Day Scheduler: Correction to report of visits is "32" Other NYS; Total calls = 155; District 1 = 46; 2 = 25; 14 = 30; 17 = 3; 18 = 4. Office visits = 26 (21 to purchase literature). The website received 1769 hits, of which 62% were new visitors. A motion was submitted and approved to distribute the monthly statistics report with the meeting minutes. All slots filled for May daytime telephone coverage.

Webmaster/Archivist: Updated security controls on the office computer; updated software; documents posted to online archives; exploring feasibility of migrating the website to a different web host; verified accuracy of the website hit counter.

Literature Report: March sales = \$765.00; NYS sales tax quarterly payment made (\$139.52); Beginning Balance = \$ 796.20; Ending Balance = \$ 622.24

Acting chairperson's Report: Broken Bottle edited and distributed; article written by Acting Chairperson appeared in the HMB newsletter.

Old Business:

Officer Vacancies (Chairperson; Secretary). Plans for election of officers will be completed at the May meeting.

District 4: As our telephone number appears in the telephone book in that region, we will be fielding calls from the district 4 service area. A draft letter to the DCM was reviewed and discussed - Marcia will complete editing and send.

New Business:

By-Laws revision: Tom O has made suggestions for revising and updating the By-Laws; reviewed for discussion at next month's meeting.

A proposal to Districts for a CDCO report at the monthly meetings was made and approved. It was also suggested that the monthly CDCO call statistics reports be distributed at group meetings; this was approved.

Financial record-keeping is being transitioned to a spreadsheet format; this should be in place by next month.

The meeting concluded with the Responsibility Pledge.

Respectfully Submitted,

Chip B.
Acting Secretary