

**Capital District Central Office  
Meeting Minutes  
May 21, 2013**

Present: Marcia G, Acting Chairperson; Carol P, Treasurer; Tom O, Day Scheduler/Data Coordinator; Kate C, Office Manager/ Acting Night Owl Coordinator; Chip B, Acting Secretary; Bob H, Literature Chair; Bill W, Webmaster/Archivist; Bill C, member of District 18; Maria E, DCM District 18; Barb L, CDCO Volunteer; Clark A, CDCO volunteer/Emeritus

The meeting opened with the Serenity Prayer. The Fifth Tradition was read and reviewed. Ground rules for the meeting were reviewed.

Acting Secretary Report: April meeting minutes accepted as submitted.

Treasurer's Report: Accounts are being reconciled so the report will be sent under separate cover.

Day Scheduler's Report: All day slots are filled. Remote coverage is arranged for the Memorial Day Holiday when the office is closed.

Officer Manager's Report: Reported donations received and quarterly projections; assisted Treasurer due to Treasurer's personal commitments; prepared Literature Committee monthly report; attended District 17 monthly meeting with Clark A. District 17 representatives agreed to discuss CDCO contributions from their member groups at the next monthly meeting.

Night Owl Coordinator's Report: A new Night Owl completed training; all slots are currently filled, and back-ups are available if needed.

Data Coordinator's Report: 165 calls answered during the month – 103 from the 5 member districts, and 31 from other NYS locations. Of the 26 visitors to the office, 23 purchased literature. There were 1800 hits on the website; 56% were new visitors.

Literature Committee Report: Beginning Balance \$ 622.24; Income \$ 925.23 Expenses \$ 807.98 Ending Balance \$ 729.49. The logistics of transporting loads of delivered literature/boxes from the Schuyler Inn main office to the CDCO office were discussed.

Broken Bottle: The Spring edition was distributed by email and hard copies were taken to district (except District 1 because of the timing of their monthly meeting) and group meetings.

Webmaster/Archivist (Bill W): reported on the testing for the migration of the CDCO website to a new domain host -- one with a proprietary non-Google-based email system for security purposes; updated CDCO office computer operating system software. Archives – No changes since last month's report.

Acting Chairperson's Report: attended District 1 and District 14 monthly meetings; mailed a letter to the district DCM's (certified mail, return receipt requested, to confirm the accuracy of the emailing address). The letter and attached statistical reports cited the less-than-expected financial participation by the groups served by the CDCO, and asked the DCM's to join us in fostering communication between the GSO service structure and the CDCO. The letter to District 1 was returned unopened.

Bill C and Maria from District 18 reported they did not appreciate receiving a certified mail letter from the CDCO asking them to 'do our bidding'; they suggested using the Broken Bottle to publicize CDCO, communicate with groups, coming to district meetings and provide information, invite the DCM's to come to the CDCO and learn about its daily operations, and bringing handouts and information sheets to district meetings and placing them on the literature table.

**Old Business:**

Discussed getting the word out about the CDCO leadership service opportunities; as the CDCO hotline number appears in the telephone directory in the area served by District 4, Acting Chairperson Marcia is sending the DCM a letter explaining that the directory could not rescind our listing and asking for support to cover the CDCO's additional telephone operating expenses.

**New Business:**

Discussed holding election in June; put By-Laws revision efforts on hold pending elections; discussed the letter sent to district DCM's, reviewed the service statistics, and discussed ways to improve CDCO visibility with the groups and to motivate groups to contribute to the CDCO. Maria stated she would like to know more about how many groups actually

contribute, how often and how much. It was noted that this issue is part of a larger problem throughout AA; that service positions go begging for volunteers, many groups rarely hold business meetings, and are lax to fulfill their financial obligations to the General Service Office and other AA service entities.

GSO has instituted a \$500.00 order literature order minimum in order to receive free shipping. As the balance in the Literature account fluctuates unpredictably and we buy literature in anticipation of future revenue, it was agreed to transfer \$500 from the general fund to the Literature fund to enable literature purchases. The purchase of a small hand cart for transporting literature orders was discussed and approved.

The meeting closed with the Responsibility Pledge.

Respectfully Submitted,

Chip B