

## CDCO Meeting Minutes August 20, 2013

Present: Marcia G, Acting Chairperson; Tom O, Day Scheduler/Data Coordinator; Chip B, Acting Secretary; Bill W, Webmaster/Archivist; Dave R., service Volunteer; Joe M. Visitor

The meeting opened with the Serenity Prayer. The Eighth Tradition was read and reviewed, as were 'ground rules' for the meeting.

Acting Secretary Report: July meeting minutes reviewed, discussed, and accepted as submitted.

Treasurer Report: Beginning Balance = \$ 4776.48; Donations (\$ 1658, including \$500 Memorial Contribution in honor of Clark A); Expenses \$ 669.55; Ending Balance = \$ 5764.93, less Prudent Reserve = \$ 2500; Available Cash = \$ 3264.93

Office Manager (Vacant Position); Report by Marcia G, Acting Office Manager: Office Manager position is vacant due to retirement; Marcia reviewed the challenges of keeping our records up-to-date, staying abreast of meeting changes, locations, days & times. Marcia will contact the DCM's of participating Districts asking them to keep us informed of such changes.

Day Scheduler: Tom noted 2 open slots for August yet to be filled, and 1 open slot in September. Two former volunteers have returned to services, filling several open slots, and another new volunteer has been trained and will begin this month.

Night Owl (Vacant Position); Report by Marcia G Acting Night Owl Coordinator: An isolated problem rolling over the phones caused consternation but service was not interrupted; A new Night Owl shift is required Sundays 12 noon to 7pm, due to closing the office on Sunday; Two new Night Owls have been recruited & trained; all Night Owl slots are currently filled.

Data Coordinator report: Total calls July 2013 = 160; 66 of these from District I territory. Website hits total not available due to counter problems. Attendees were asked to pass out copies of the Report of Phone Calls Received at meetings they attend to increase awareness of CDCO services.

Literature report: Total Sales for the month = \$422; a new order will be submitted in August to maintain adequate inventory levels.

Broken Bottle: Summer 2013 Edition issued; Attendees were asked to pass out copies at meetings. Our email list all received an electronic copy of the newsletter (district, HMB, area and CDCO service volunteers plus others who have signed up to receive information from the CDCO).

Webmaster/Archivist Report: Migration research project proceeding; documents uploaded to website.

Acting Chairperson Report: No response as yet to letter sent to District 4 DCM asking for financial support to cover the cost of telephone listings in their territory; District 14 meeting attended & Data Coordinator report & Broken Bottle distributed; District I meeting also attended, where the group conscience was to allow CDCO materials to be distributed starting in September, subject to the approval of the DCM and District Secretary.

Acting Chairperson cited the efforts of the former Office Manager in ensuring a smooth transition subsequent to her retirement, and noted the challenges of keeping up-to-date with and communicating Group & District contact changes, meeting changes, and ensuring that Night Owl Handbooks and the onsite CDCO Informational Notebook are kept current and accurate,

Old Business:

District I members expressed an interest in seeing 12 months of CDCO financial information and were referred to the CDCO website where all such information is posted for anyone to review.

Speaker Exchange: Paul M has suggested that this be done through the Districts rather than the groups for the most efficient communication; discussion was tabled as Paul was unable to attend the meeting tonight.

Office carpet installation is on hold by the landlord at this time.

New Business:

Service Vacancies were briefly discussed and tabled due to few attendees at tonight's meeting.

The meeting closed with the Responsibility Pledge.

Respectfully Submitted,

Chip B.