

CDCO Meeting Minutes
September 17, 2013

Present: Marcia G, Acting Chairperson; Tom O, Day Scheduler/Data Coordinator; Chip B, Acting Secretary; Carol P. Treasurer; Kathy S. Central Office Representative, Latham High Nooners Group

Kathy S. was welcomed as a Group Central Office Representative.

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

Acting Secretary Report: August meeting minutes reviewed, discussed, and accepted as corrected.

Treasurer's Report: Beginning Balance= \$ 5746.93; Donations= \$ 724.44; Expenses= \$ 710.28; Ending Balance= \$ 5779.09, less Prudent Reserve= \$ 2500, Available Cash= \$ 3279.09.

Office Manager (Marcia G., Acting): Kate C. is continuing to get information about Group changes, and forwards them to the Office Manager; Otherwise, the Office is running smoothly.

Day Scheduler (Tom): September and October day shifts are completely filled; Welcome to new volunteer Michelle.

Night Owl Coordinator (Marcia, Acting): Night Owl schedule complete with no problems; Welcome to another new Night Owl, now trained; More volunteers needed for the Sunday 12-7pm shift, so rotations can be implemented.

Data Coordinator (Tom): 169 total calls for the month; 21 visitors, 13 of which came and purchased literature; 18,254 hits to the CDCO Website; 39% were new visitors.

Literature (Marcia, Acting): Total sales for the month= \$ 686.46; Expenses= \$ 698.30; Ending Balance= \$ 717.39 a new order was placed; inventory is being updated to evaluate titles being sold.

Broken Bottle: Working on next edition.

Webmaster/Archivist: Marcia announced that Bill W. is stepping aside as Webmaster/Archivist after several years of loyal and effective service; A new volunteer is needed to fulfill these responsibilities – spread the word.

Chairperson: Attended District meetings and distributed literature (Broken Bottle, CDCO Flyer, July Treasurer's Report and August Data Coordinator's reports); Attended Area 48 HMB Election Assembly, where the Third Legacy procedure prevailed; No response to letter to District 4 DCM, so a follow-up will be sent.

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Old Business:

The service vacancies (Chairperson, Office Manager, Literature, Night Owl Coordinator, Secretary, and now Webmaster/Archivist underscore the need for more volunteers; Paul M continues to explore Speaker Exchange potential.

New Business:

Donation to GSO – It was agreed after discussion that the CDCO would contribute \$ 100 per quarter as funds permit to the General Service Office as an expression of gratitude for the services they give us when we call or write.

TV for Office – It was agreed to authorize Tom O. to explore obtaining a new television for the office as the current one does not accommodate the signal of the provider; Providing a working television for the volunteers who staff the office is a worthwhile expense: \$ 200 was allocated for this purpose.

The meeting closed with the Responsibility Pledge.

Respectfully, Submitted,

Chip B.