

CDCO Meeting Minutes
October 17, 2013

Present: Marcia G, Acting Chairperson; Tom O, Day Scheduler/Data Coordinator; Chip B, Acting Secretary; Carol P. Treasurer; Pat M. COR, Slingerlands Noonday Step Group.

Pat M. was welcomed as a group Central Office Representative (COR).

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

Secretary's Report: September meeting minutes were read reviewed, and accepted.

Treasurer's Report: Beginning Balance = \$5779.09, Income = \$716.00, Expenses = \$ 482.87, Ending Balance = \$ 6012.22, Prudent Reserve = \$2500, Available Cash = \$ 3512.22.

Office Manager Report: Group information updates continue to be received and disseminated; Volunteers are reminded to help keep the office neat and clean; Supplies inventory is current.

Day Scheduler Report: October and November shifts filled but for one spot; Holiday coverage discussed;.

Night Owl Report: Sunday afternoon (12 noon-7pm) shift is now filled; every other Wednesday night shift is open,

Data Coordinator Report: 163 total calls for the month; 20 visitors, 15 purchased literature; 1134 hits to the website, 57% new visitors.

Literature Report: Total Sales = \$717.39, Expenses = \$465.62, Ending Balance = \$1178.01.

Broken Bottle Report: The newest edition is ready and being distributed.

Webmaster/Archivist Report: Bill W. should be notified of any computer issues.

Acting Chairperson's Report: District 1 elections summarized; Broken Bottle distributed at District meetings.

Old Business: Service vacancies (Chairperson, Office Manager, Literature, Night Owl Coordinator, Secretary, and webmaster/Archivist) underscore the need for more volunteers at the CDCO. Paul M, continues to explore Speaker Exchange possibilities.

New Business: Verizon call-forwarding technology requires someone to enter the pass code to cancel call forwarding and brings calls back to the office phone, so Marcia, Tom, and Bob H. have the code, and Chip is the back-up for phone transfers.

There was discussion about modifying the hours the office is physically open, and changing shift times. Tom and Marcia will prepare a draft for discussion next month.

The meeting closed with the Responsibility Pledge.

Respectfully submitted,

Chip B.