

Capital District Central Office
Meeting Minutes
JANUARY 21, 2014

Present: Marcia G, Acting Chair; Carol P, Treasurer; Chip B, Acting Secretary; Tom O, Day Scheduler/Data Coordinator; Dave R, Webmaster; Bill A, Webmaster; Cathy S, COR; Pat L, Area 48 Delegate.

The meeting opened with the Serenity Prayer; Concept I reviewed –The final responsibility and the ultimate authority for A.A. world services should always reside in the collective conscience of our whole fellowship.

Secretary: Minutes of the 11/19/13 meeting were reviewed, discussed and accepted. No meeting in December due to inclement weather.

Treasurer: December report Beginning Balance = \$6109.42, Donations = \$316.95, Expenses = \$442.30, Ending Balance = \$5984.07 less Prudent Reserve (\$2500), Available Cash = \$3484.07.

Office Manager: Kate c continues to provide information updates; maintenance has visited to repair plumbing problems; office is running smoothly.

Day Scheduler: Shifts filled for December & January, February pending completion – volunteers are doing a great job.

Night Owl: Alternate Thursday & Saturday shifts are open as the usual volunteers are away; Sunday noon to Monday morning coverage is being effectively shared; Night Owls are doing a great job.

Data Coordinator: November calls = 186; December calls = 181; Annual Statistics were distributed; The CDCO answered 2073 calls during 2013, an average of approximately 6 calls per day.

Literature: November beginning balance = \$ 1230.012, income = \$ 890.68, expenses = \$ 1363.54, ending balance = \$ 757.26. December beginning balance = \$ 757.26, income = \$ 202.30, expenses = \$ 5, ending balance = \$ 954.58. Cathy S inquired about the responsibilities of the Literature Chair.

Broken Bottle: Winter 2013 edition being finalized for distribution; this edition include a listing of all the groups and their contributions for the year, as well as annual statistics and an annual financial summary.

Webmaster: Dave R & Bill A will be sharing the responsibilities of the Webmaster duties. Welcome and thank you to both!

Chairperson: Met w/ Area 48 Grapevine Coordinator and arranged a procedure for ordering Grapevine literature for the CDCO to sell at cost to groups; Met with Dave R to discuss the office's computer and website needs; Bill W's service as Webmaster & Archivist was gratefully acknowledged.

District Liaisons: Chip B will cover District 1; Tom O will cover District 2; Marcia G will cover District 14; Carol P. will cover District 17; Dave R will cover District 18;

Service Vacancies: We are still seeking Chairperson, Office Manager, Secretary, Night Owl Coordinator, and Archivist.

HMB Meeting Schedule Books are available at 35 cents per book until our supply is gone.

Acting Chairperson Marcia reiterated her methods for keeping people informed as necessary between meetings by using email and phone calls; there was discussion about the pending move of the Website to a different hosting service and the desire for email address capability for the steering committee members – Dave R & Bill A will be developing a plan for migrating the website as they assume their new Webmaster roles.

Respectfully Submitted,
Chip B