

## **Capital District Central Office Meeting Minutes February 18, 2014**

Present: Marcia G, Acting Chair; Carol P; Treasurer; Chip B, Acting Secretary; Bill A, Webmaster; Dave R, Webmaster; Mike, Service Volunteer; Andrea, Service Volunteer; Sean, Service Volunteer.

The meeting opened with the Serenity Prayer; Concept II reviewed -- The General Service Conference of AA has become, for nearly every practical purpose, the active voice and the effective conscience for our whole Society in its world affairs.

Secretary: January meeting minutes reviewed and accepted.

Treasurer: Beginning Balance= \$ 5984.07; Donations = \$ 703.62; Expenses = \$ 708.86; Ending Balance = \$ 5978.83 less prudent Reserve [\$2500], Available Cash = \$ 3478.83.

Office Manager: Office running smoothly; Volunteers continue to help maintain office systems and cleanliness; Kate C. purchased and stowed office supplies; Candidate for the Office manager position interviewed and offer of position will be extended.

Night Owl: Previously-noted shift vacancies have been filled; A new volunteer (Paul S) has taken the Sunday noon-7pm shift; Night owls continue to ensure that a live voice answers the phone 24/7.

Day Scheduler: February shifts all filled; March complete except for two Tuesday and all Thursday day shifts;

Data Coordinator: January calls = 167; Office visitors = 31, 17 of whom came to purchase literature; 1766 website hits; 1 email received and resolved.

Literature: Beginning Balance = \$ 954.58; Income = \$ 756.97; Expenses = \$ 1598.33; ending Balance = \$ 113.22.

Broken Bottle: Next edition in process.

Webmaster: Bill A and Dave R presented updates about the website and are preparing a plan to migrate the site and repair its functional limitations (these are 'invisible' to users but essential for our purposes); CDCO documents were uploaded to the site; a plan for website improvements will be prepared and presented next month.

Chairperson: Met with Webmasters to discuss the CDCO website and office computer systems; met with Kathy S. to discuss service opportunities, and she expressed an interest in the Office Manager position – interview with the Steering Committee members was completed; answered email inquiries.

Old Business: CDCO steering committee vacancies were once again discussed and volunteers are being sought to fill these positions.

New Business: Dave R & Bill A are exploring web-hosting provider options.

Respectfully Submitted,

Chip B.  
Acting Secretary