

Capital District Central Office Meeting Minutes March 18, 2014

Present: Marcia G, Acting Chair; Carol P; Treasurer; Chip B, Acting Secretary; Bill A, Webmaster; Dave R, Webmaster; Kathy S, Office Manager.

The meeting opened with the Serenity Prayer. Concept III was read: To ensure effective leadership, we should endow each element of A.A – the Conference, the General Service Board and its service corporations, staffs, committees, and executives –with a traditional “Right of Decision”.

Secretary: February minutes read, reviewed and accepted.

Treasurer: Beginning balance \$ 5978.83 Donations \$ 312.07 Expenses \$ 523.70 Ending balance \$ 5767.20 (less prudent reserve \$ 2500) Available cash \$ 3267.20; Treasurer’s report accepted.

Office Manager: Kathy S has been getting to know the volunteers and studying the office procedures; office supplies have been replenished.

Night Owl Coordinator: All night owl shifts currently covered; we are fortunate to have such a fine group of reliable and helpful volunteers.

Day Scheduler: March shifts are covered.

Data Coordinator: February calls = 151; Office visitors = 34, 20 of whom came to purchase literature; 1556 website hits; 2 emails received and resolved. Bill noted that we could obtain call statistics from our Verizon account software.

Literature: Beginning balance \$ 113.22 Income \$ 561.86 Expenses \$ 5.00 Ending balance \$ 670.08; we will be ordering 75th Anniversary Editions of the Big Book in the next literature order.

Broken Bottle: Dean and Marcia are working on the next edition.

Webmaster: Bill A & Dave R presented a proposal to subscribe to a new website host (Godaddy) and re-develop the website using Wordpress™ open source software at the new host (Annual cost \$ 71.88, not including taxes.) While this process proceeds, the old site will remain in place and operational. Bill and Dave have coordinated their research with the Area 48 Webmaster to ensure compatibility with the area website. A detailed project plan will be presented next month. Dave & Bill are seeking input through a short questionnaire available to anyone who cares to complete it.

Chairperson: Marcia is preparing an article about the Central Office for the HMB newsletter; we learned during the winter that we need to find a way to get the word out to groups during ‘snow days’ when the office is closed and the volunteers are taking calls at their homes via call-forwarding; Kathy S has agreed to accept the Office Manager position; Kate C forwarded several emails with the Central Office files to Kathy; necessary changes to bank accounts will be done; attended district 14 business meeting and distributed the Broken Bottle and January data report, and obtained Group meeting changes to distribute and post.

Old Business: Services opportunities on the steering committee include Chairperson, Literature chair, and Night Owl coordinator.

It was agreed to add District Meeting reports to the monthly agenda now that we have coverage for all the business meetings of the districts we serve; there was discussion of how best to disseminate our information without incurring excessive costs, and it was agreed to refer people to the website, and bring selected documents to distribute such as the Broken Bottle each time it is published.

There was discussion about the CDCO's 'transparency'; it was proposed to post pictures of the Office on the website to give people an idea of the office set-up.

The meeting closed with the Responsibility Pledge.

Respectfully submitted,

Chip B