

Capital District Central Office
Meeting Minutes June 17, 2014

Present: Marcia G, Acting Chair; Chip B, Acting Secretary; Bill A, Assistant Webmaster; Carol P, Treasurer; Tom O, Data Coordinator; Nancy B, Day Scheduler; Vanessa L and Kathy S. Service Volunteers; John R, C.O.R.

The meeting opened with the Serenity Prayer. Concept VI was read and reviewed: "...our General Service Conference has the principal responsibility for the maintenance of our world services and it traditionally has the final decision respecting large matters of general policy and finance. But the Conference also recognizes that the chief initiative and the active responsibility in most of these matters should be exercised primarily by the Trustee members of the Conference when they act among themselves as the General Service Board of A.A."

Secretary – May minutes reviewed and accepted as submitted. Secretary attended District I monthly meeting and distributed monthly statistics summary prepared by the Data Coordinator (thanks Tom!) as well as the current edition of the Broken Bottle.

Treasurer – Beginning Balance = \$ 6341.06, Contributions = \$ 445.16, Expenses = \$ 542.94, Ending Balance = \$ 6243.28 less Prudent Reserve \$ 2500 = Available Cash = \$ 3743.28. The telephone bill appears to be creeping up, and Carol will look into this before the next meeting.

Chairperson/Office Manager – May was a quiet month; attended District 14 monthly meeting and distributed handouts, obtained meeting changes information; also attended the HMB Area Assembly, where there was discussion about re-establishing the Area's Literature Chair position; one responsibility of this position would be to make Conference-approved literature available at Area functions; during discussion, it was noted that the CDCO provides literature for sale to groups and individuals; ultimately, the motion to re-establish the Area Literature Chair did not pass, as the spirit of unity in AA showed in the cooperation between the Area and the CDCO. Office volunteers were reminded to submit receipts for reimbursement if they purchase any supplies for the office, in line with the 7th Tradition of self-support.

Night Owl Coordinator -- All shifts are covered at this time; Night owls were recognized for their willingness to switch shifts as needed in order to assure coverage.

Day Scheduler – Nancy reported that all shifts are currently covered through June, with 2 open shifts in July; The Office will be closed on June 21 in order to allow everyone to attend the Volunteer party at Marcia's house.

Data Coordinator – Tom reported a total of 161 calls in May, with 16 office visitors, 8 of whom came to purchase literature; the website received 1577 hits.

Literature – Beginning balance = \$ 690.08, Income = \$ 843.59, Expenses = \$ 684.34, Ending Balance = \$ 849.33.

Broken Bottle – The Summer edition nearly complete.

Webmaster – Progress continues in developing the new website while continuing to maintain the current site. The literature page was distributed to show how updates can be accomplished, and feedback was elicited for suggesting updates. Surveys have not been received despite requests for suggestions for the new website. Steering Committee members were asked to look at the website and suggest updates they would like to see. Bill attended the District 2 meeting and distributed handouts and website surveys.

New Business – It was agreed that the monthly CDCO meeting would not convene in July.

The meeting closed with the Responsibility Pledge.

Respectfully, Submitted,

Chip B.