

Capital District Central Office
Meeting Minutes February 17 2015

Present: Marcia G, Acting Chair; Chip B, Acting Secretary; Bill A, Webmaster; Carol P, Treasurer; Nancy B, Day Scheduler; Kathy S, Literature Chair

The meeting opened with the Serenity Prayer. Tradition 2 was read and reviewed.

Secretary: January meeting minutes reviewed and approved; December 2014 meeting minutes reviewed and approved; No District 1 Monthly Meeting in February due to inclement weather.

Treasurer: Beginning Balance: \$7700.14; Income \$956.57; Expenses \$462.27; Ending Balance \$8194.44, less prudent reserve \$2599! Available cash \$5694.44. There was discussion about raising the prudent reserve to cover six (6) months of projected expenses; tabled for decision next month,

Acting Chairperson: Office running smoothly; 2015 Schedule Books arrived after a delay in processing and shipping; much of our supply has already been sold.

Acting Night Owl Coordinator: Night Owl needed every other Saturday- Sunday 4pm-12 noon.

Group Information Coordinator: no report.

Data Coordinator: 158 calls received in January 2015; 50 office visits were recorded, 39 of which were for literature purchases; 1413 website hits.

Literature/Medallions: \$858 in literature sales; \$229 in Medallion sales.

Broken Bottle: Newest edition is out, and includes annual statistics, financial summary and Group donations.

Webmaster: New site operational; CDCO documents uploaded to the website' a page will be established listing Groups in need of support.

Old Business: Acting Chair again noted the need for service rotation; meeting schedule book distribution reviewed.

New Business: Agreed that the Acting Chair's monthly report will not be posted on the website as it is summarized in the Minutes that are posted on the website; There is a need to update the District 12th step lists to assure currency and accuracy; producing a meeting list only covering the Capital District was discussed and tabled for next month.

The meeting closed with the Responsibility Pledge.

Respectfully, Submitted,
Chip B
Acting Secretary