

Capital District Central Office  
Meeting Minutes March 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; Tom O, Data Coordinator/Group Information Coordinator; Trish M, Volunteer; Marcia P, Visitor.

The meeting opened with the Serenity Prayer. Tradition 3 was read and reviewed.

Secretary: February meeting minutes reviewed and approved; December 2014 meeting minutes reviewed and approved; Attended District 1 Meeting, distributed Data Report for February, had group request paper copies of reports, and asked GSR's to announce our desire to update our 12<sup>th</sup> Step list by inviting prospects to call the office directly.

Treasurer: Opening Balance = \$ 8194.44; Income \$990.35; Expenses \$420.10; Ending Balance \$8764.69, less prudent reserve \$2500.00, Available cash \$6264.69. There was agreement to raise the prudent reserve to cover six (6) months of projected expenses; starting next month, Prudent Reserve will be increased to \$4500.00.

Acting Chairperson: Office running smoothly thanks to efforts of the volunteers; District 8 answering service corrected from giving out our number for meeting information in that territory; Policy concerning volunteers giving rides to callers was reviewed and Script clarified to affirm the discretion of the volunteer him or herself; Meeting schedule books are all gone; Attended District 14 meeting and distributed 12<sup>th</sup> Step list for updating, along with Data Report for February.

Acting Night Owl Coordinator: New night owl Trish welcomed; all shifts basically covered with the need for a few more good volunteers to step forward.

Day Scheduler: All shifts are basically covered, though there are times when the Day Scheduler has to take a shift due to cancellations; April is just about filled.

Group Information Coordinator: Meeting changes and updates are incorporated into our resource files periodically and 'Specialty' Meetings are current; Event announcements are posted on the table.

Data Coordinator: 158 calls received in February 2015; 64 office visits were recorded, 53 of which were for literature/medallion purchases; 1307 website hits.

Literature/Medallions: \$1800.85 in literature and medallion sales.

Broken Bottle: In process for printing/distributing; story solicitations are needed.

Webmaster: Documents are posted on the website; Email accounts are operational; will add a page titled 'Groups Needing Support'.

Old Business: Acting Chair confirmed rumors of rotation now being required, as she is relocating to Rochester and leaving us; Discussion regarding the pamphlet for the Capital District area only continued with several ideas to be researched.

New Business: A collection of Grapevines dating back four decades has been donated in memory/honor of Alma R; Prudent reserve raised to \$4500.00; Sales taxes were paid for the year; Donation of \$100.00 to be given to GSO for this quarter.

The meeting closed with the Responsibility Pledge.

Respectfully Submitted,  
Chip B.