

Capital District Central Office  
Meeting Minutes May 2015

Present: Marcia G, Acting Chair; Chip B, Acting Secretary; Bill A, Webmaster; Carol P, Treasurer; Nancy B, Day Scheduler; Kathy S, Literature/Medallions Chair; Trish M, volunteer, Linda Y, Volunteer; Mike Volunteer; Tony, Volunteer; Kathy Volunteer.

The meeting opened with the Serenity Prayer. Tradition 4 was read and reviewed.

There was no meeting in April.

Secretary: No minutes prepared for March; these will be provided at next month's meeting.

Treasurer: Treasurer: March Opening Balance = \$ 8764.69; Income \$604.00: Expenses \$3465.03 (includes \$2000.00 Transfer to Prudent Reserve); Ending Balance \$5903.66, less prudent reserve \$4500.00, Available cash \$1403.66. April Opening Balance = \$ 5903.66; Income \$691.35: Expenses \$558.90; Ending Balance \$6036.11, less prudent reserve \$4500.00, Available cash \$1531.11. Sales Tax paid \$811.

Acting Chairperson: Covered for Kathy S. while she recuperates from surgery; covered for Carol P. during her absence; Both literature and Medallion supplies have been replenished; Attended two District 14 meetings and one District 18 meeting, distributing Date Reports and copies of the Spring 2015 Broken Bottle; Attended District 14 Workshop and presented on the topic on Tradition Six; Received inquiry from District 9 concerning their joining the Central Office (See New Business).

Night Owl Coordinator: Several new Night Owls welcomed, though shifts still remain that need coverage, especially Sunday afternoons and Wednesday nights.

Day Scheduler: Nancy regrettably resigned her position with our best wishes; most Day Shifts are covered, though a new Day Scheduler is needed (See New Business).

Group Information Coordinator: Six Meeting Schedule Updates placed in the binders; Area, District and Group announcements placed on table; All CDCO Volunteers attending District meetings are asked to obtain copies of Meeting change and group announcements.

Data Coordinator: 174 calls received in March 2015; 85 office visits were recorded, 64 of which were for literature/medallion purchases; 1627 website hits. 151 calls received in April 2015; 56 office visits were recorded, 47 of which were for literature/medallion purchases; 1325 website hits.

Literature/Medallions: No report.

Broken Bottle; dean has resigned as Editor; new Editor needed.

Webmaster: Documents and Event Announcements can be posted on the Website; Bill takes photos of event announcements with his phone and then uploads them.

Old Business: Ebby Thatcher Memorial will not be held this year; Agreed to list the Grapevine Collection Donor as Alma R.; Pamphlet-style Capital District Meetings brochure still under discussion; Acting Chair rotation noted and replacements discussed.

New Business: District 9 (Utica area) inquired about joining the CDCO, but was declined due to distance and lack of information about their services and resources; Position vacancies include Chairperson, Night Owl Coordinator, and Newsletter Editor; Tony agreed to become Acting Day Scheduler (thanks, Tony!).

Respectfully Submitted,

Chip B.