

Capital District Central Office
Meeting Minutes June 16, 2015

Present: Marcia G, Acting Chair; Chip B, Acting Secretary; Bill A, Webmaster; Tom O, Data Coordinator/Group Information Coordinator; Nancy B, Volunteer; Kathy S, Literature/Medallions Chair; Tony R, Day Scheduler; Fred Volunteer; Kathy C, Volunteer; Pat L, Area 48 Delegate.

The meeting opened with the Serenity Prayer. Tradition 6 was read and reviewed.

Secretary: Minutes reviewed and approved; District 1 Monthly Business Meeting report provided.

Treasurer: (Report provided by Marcia due to Carol's absence): May Opening Balance = \$ 6036.11; Income \$ 1008.15; Expenses \$417.21; Ending Balance \$ 6627.05, less prudent reserve \$4500.00, Available cash \$ 2127.05. Report accepted and approved.

Acting Chairperson: Responded to District 9 inquiry about becoming joining the CDCO; Updated volunteer lists; replaced CDCO telephone due to static and wear & tear (retained old phone for emergency back-up); posted announcement on CDCO website regarding donated Grapevine collection covering several decades and acknowledging the donor.

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

NOTE: Due to her impending move Marcia officially resigned her positions as Acting Chairperson and Night Owl Coordinator. The group thanked her for her years of service and contributions to the success of the CDCO.

Day Scheduler: Tony reported most Day Shifts are covered, though Thursdays and Saturdays are open slots at this time.

Group Information Coordinator: Three Meeting Schedule Updates were 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: 139 calls received in May 2015; 54 office visits were recorded, 48 of which were for literature/medallion purchases; 1544 website hits.

Literature/Medallions: \$ 1158 Literature sales, \$ 75 Medallion sales. Two literature orders placed to replenish inventory.

Broken Bottle; New Editor needed for the Broken Bottle newsletter

Webmaster: Website is running smoothly on the new host services with no reported problems.

Old Business:

Capital District Meetings List – A note describing the concept of a brochure for the Capital District meetings will be sent to Pat L.

An offer was made to District 9 to provide them with technical assistance and support for them to set up a central office model in their area, as CDCO is unable to include them in our services due to geographic constraints.

New Business:

With Marcia's departure, Trish M and Tom O will provide leadership for the CDCO, with Fred F prepared to step in as Chair in 01/16.

Tom O is updating the CDCO bylaws.

Respectfully Submitted,

Chip B

Acting Secretary