## Capital District Central Office Meeting Minutes August 18, 2015

Present: Trish, Acting Chair; Chip B, Acting Secretary; Carol P, Treasurer; Bill A, Webmaster; Tom O, Data Coordinator/Group Information Coordinator; Kathy S, Literature/Medallions Chair; Fred F, Volunteer;

The meeting opened with the Serenity Prayer. Traditions 7 and 8 were read and reviewed.

Secretary: There was no meeting in July. June minutes reviewed and approved; District 1 Monthly Business Meetings update provided.

Treasurer: June and July reports reviewed and approved. June opening balance = \$6627.05, donations = \$890.15, expenses = \$483.84, ending balance = \$7000.36 less prudent reserve (\$4500), available cash = \$2533.36. July opening balance = \$7033.36, donations = \$1226.50, expenses = \$585.81, ending balance = \$7674.05, less prudent reserve (\$4500), available cash = \$3174.05.

Acting Chairperson: Trish reported she is learning the Central Office procedures and networking with other AA entities. The office is running smoothly thanks to the volunteers.

Night Owl Coordinator: Three new recruits have been trained and the month of August is covered.

Day Scheduler: The month of August is almost filled though there are still openings, especially Saturdays.

Group Information Coordinator: All present were reminded to report meeting change information to Tom and the office as soon as we hear about it, so accurate information can be given out to our callers. The White Binder is kept up-to-date, and five changes were noted in July.

Data Coordinator: 153 calls in June, with 54 office visitors, 45 of which purchased literature; the website received 1544 hits. 158 calls in July, with 58 office visitors, 48 of which purchased literature; the website received 1535 hits.

Literature/Medallions: Income = \$1090.84,expenses = \$93.44, ending balance = \$1880.81; new orders were submitted to replenish literature and medallion inventories.

Broken Bottle: No report, Editor needed.

Webmaster: Site is running well; Bill asked for documents to be forwarded to him for uploading to the website.

## **Old Business:**

Vacant positions include Archivist, Newsletter Editor, Day and Night Scheduler. Please announce these at meetings you attend.

## **New Business:**

The office will be closed Labor Day and phone coverage will be done remotely.

Two properties have been identified for a possible relocation of the Central office, Schuyler Inn/ Father young would not object to our relocating. Our intentions to relocate will be communicated to the Districts by Trish and announced at the District Business Meetings we attend. Feedback from groups will be sought through the GSR's.

The meeting closed with the Responsibility Pledge.