

Capital District Central Office  
Meeting Minutes September 15, 2015

Present: Trish M, 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; Nancy Volunteer; Mike C, Volunteer.

The meeting opened with the Serenity Prayer. Tradition 9 was read and reviewed.

Secretary: August minutes reviewed and approved; District 1 Monthly Business Meeting update provided.

Treasurer: August report reviewed and approved. Opening balance = \$7674.05, donations = \$225.00, expenses = \$437.02, ending balance = \$7462.03, less prudent reserve (\$4500), available cash = \$2962.03.

Acting Chairperson: The office is running smoothly thanks to the volunteers. Alternate locations have been assessed (see Old Business).

Night Owl Coordinator: The month of October is covered.

Day Scheduler: Four open shifts: every other Thursday 3p-7p, and every other Saturday 11a-3p. Please announce at meetings you attend.

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 four changes were noted in August.

Data Coordinator: 124 calls in August, with 54 office visitors, 47 of which purchased literature; the website received 1545 hits.

Literature/Medallions: Income = \$958.72, expenses = \$1911.20, ending balance = \$869.96; Medallion price will increase by \$0.25 (twenty-five cents) to recoup supplier increases effective 10/1/15.

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

Approved price increases from medallions to \$0.75 and \$1.25.  
Approved \$100.00 quarterly contribution to GSO.

Approved initiating the process to incorporate (as an LLC), and re-locate to 11 Computer Drive West in Albany. Subsequently, the lease will be signed, and moving plans scheduled.

The meeting closed with the Responsibility Pledge.

Respectfully Submitted,  
Chip B