

Capital District Central Office, Inc. Meeting Minutes December 15, 2015

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

The meeting opened with the Serenity Prayer. Tradition 12 was read and reviewed.

Secretary: November minutes reviewed and approved.

Treasurer: November report reviewed and approved. Opening balance = \$6502.00, donations = \$948.00, expenses = \$1277.13, ending balance = \$8840.58, 07, less prudent reserve (\$4500), available cash = \$4338.58.

Chair: Approximately 50 visitors at Open House; office is running smoothly.

Night Owl: Coordinator needed; slots are currently filled.

Day Scheduler: Five new volunteers trained; (\$ daytime volunteers and 1 night owl) all shifts covered in December; One open January slot; Fred F to take over 1/1/16.

Group Information Coordinator: Nine (9) updates to the meeting schedule binder; there is a new binder on the front table containing meeting and events announcements; please inform Tom if you hear about meeting changes; and bring back announcements from District Business Meetings; so the volunteers can have access to the flyers; Four new meetings listed, one in Spanish; changes shared with District and Area record-keepers; remind people at meetings to contact the CDCO website about meeting changes, etc.

Data Coordinator: 140 calls in November, with 58 office visitors, 39 of which purchased literature/medallions; the website received 2352 hits.

Literature/Medallions: Income = \$1178.00, expenses = \$255.25, ending balance = \$1664.72; account to be transferred from Key Bank once it is reconciled; Re-institute a "Change Box" with petty cash to give purchasers exact change for their literature purchases.

Broken Bottle: Possible editor in the wings – per Trish.

Webmaster: Website is up-to-date with accurate CDCO, Inc. information and reports; previous Stat-Tracker analytics counted 'sessions', not visits; new analytics counts 'visits'; researching a credit-card swipe service so that we could accept credit cards for literature purchases.

District Meeting Reports: Attended at 1, 2, 14 -- not at 17, 18.

Old Business: Elections – postponed until February-March; ACH rent payment system starts in January; outside signage installed and paid; meeting schedule books ordered.

New Business: Agreed to move the Monthly Business Meeting to the Second Tuesday of the month @ 630pm; Agreed to fund a portion of the expenses for NERASSA attendance for CDCO, Inc. representative.

The meeting closed with the Responsibility Pledge.

Respectfully Submitted, Chip B