

## Capital District Central Office, Inc. Meeting Minutes February 9, 2016

Present: Trish M, Chair; Chip B, Secretary; Carol P, Treasurer; Tom C, Literature/Medallions Chair; Fred F, Day Scheduler; Bill A, Webmaster; Kathy S, Volunteer; Mike A, Group Representative.

The meeting opened with the Serenity Prayer. Tradition 2 was read and reviewed.

Secretary: December minutes reviewed and approved.

Treasurer: January report reviewed and approved. Opening balance = \$9318.33, donations = \$865.42, expenses = \$1531.24, ending balance = \$8902.51, less prudent reserve (\$4500), available cash = \$4399.76. The Key Bank account is closed out, and transfer of the remaining funds into CAPCOMFCU is complete. Treasurer's report accepted and approved.

Chairperson: Trish has been actively promoting services opportunities at the CDCO; coffee maker and printer purchased for the office; will attend NERAASA in Springfield, MA; Tom C and Deb P welcomed to steering Committee.

Night Owl Coordinator: Fred F scheduling Night Owls until a new Coordinator comes forward; all shifts currently covered.

Day Scheduler: Fred reported some shifts still open in March; the schedules are on the computer desktop; still seeking to add to and update our 12<sup>th</sup> Step lists.

Group Information Coordinator: All changes and new meeting information have been noted in the White Binder, sent to night owls and District and Area record-keepers; announcements are kept in the 'Current Announcements' Binder for easy reference; committee members reminded to bring such flyers, etc., as are available from District Business meetings.

Data Coordinator: 149 calls in January, with 63 office visitors, 53 of which purchased literature/medallions; the website received 2467 visitors.

Literature/Medallions: Order receipt pending and new order needed for Medallions; Trish is assisting with training and financial reporting procedures.

Broken Bottle: New editor is Deb P. New edition is out.

Webmaster: Website is fully update-to-date and operational.

District Business Meeting Reports; Attended at Districts 1, 14; 2, 17, 18 will be covered as they occur after our monthly business meeting.

### Old Business:

Cable/ISP bill set to auto-pay via debit card. As noted above; Trish will attend NERAASA; Mike C is progressing with the Tax Exempt paperwork and needs the officers' names & addresses for the application – please email information to Trish; NYS Sales Tax report is being prepared.

### New Business:

Vacant Steering Committee positions = Archivist.

Carol is stepping down as treasurer effective April 1; Declined Wi-Fi Hot Spot service from TWC; Used equipment (printer & shop vacuum) will be donated to the Schuyler Inn.

The meeting closed with the Responsibility Pledge.

Respectfully Submitted,

Chip B.