

Capital District Central Office, Inc. Meeting Minutes April 12, 2016

Present: Trish M, Chair; Chip B, Secretary; Mike M, Treasurer; Fred F, Day Scheduler;/Night Owl Coordinator Bill A, Webmaster; Dustin B, Literature Chair (incoming); Phil, Night Owl Volunteer/GOR; Calvin M, GOR.

The meeting opened with the Serenity Prayer. Tradition 4 was read and reviewed.

Secretary: March minutes reviewed and approved.

Treasurer: Beginning Balance \$8411.78, Donations \$1555.00, Transfer from Literature Account (Literature, Medallions, Rent) \$1174.50, Bank Dividend, \$0.78, Total \$2730.28; Expenses \$1981.17, Ending Balance \$ 9160.89, less Prudent Reserve (\$4500) Available Cash \$4503.13. The Treasurer will include the Literature fund amounts in his monthly report starting in April 2016.

Chairperson: Continues recruiting for service volunteers and Central Office Representatives (COR's from groups; Covering Literature until Dustin is trained and prepared; Inventory replenished.

Night Owl Coordinator: All but one shift covered and Fred frequently covers it himself; raised the idea of putting the night owl materials online so access could be done anywhere. This will be explored.

Day Scheduler: Most shifts are covered for May; volunteers are always sought, as are 12th Steppers.

Group Information Coordinator: Three meeting schedule updates noted in Handbooks and notice given to district and Area records; also here new announcements entered in Current Events file.

Data Coordinator: 130 calls received in March; 101 office visitors with 85 coming to purchase literature; 2422 website visitors – 59% new; 23 emails handled and resolved.

Literature/Medallions: Opening Balance \$2876.09 Income \$5570.09, Expenses, \$2680.53, Ending Balance \$2680.85.

Broken Bottle Editor: New edition is on the newsstands.

Webmaster/IT Manager: Events, reports and the Broken Bottle are all posted and the site is up-to-date.

District Meetings; attended at 2, 14, 17; distributed reports and obtained event flyers.

Old Business: 501-C-3 application is progressing (lots of documentation required).

New Business: Liability Insurance policy will be changed to Annual Payment; Dustin B is Literature Chair.

The meeting closed with the Responsibility Pledge.

Respectfully Submitted,

Chip B.