Capital District Central Office

July 12, 2016

Present: Trish M, Chairperson; Chip B, Secretary, Mike M, Treasurer, Tom O, Data Coordinator/Group Information Coordinator, Bill A, Webmaster, Justyn B, Literature Chair.

The meeting opened with the Serenity Prayer, Tradition 7 was read and reviewed.

Secretary: June minutes reviewed, corrected and approved.

Treasurer. Opening Balance, \$8224.33, Donations/Income \$1192.89, Expenses \$998.23, Ending Balance \$8418.99, Prudent Reserve 4504.62, Available Cash \$3914.37, Literature Account \$3381.31, Total Account \$11800.30.The Treasurer noted that his numbers are different than those on the Literature report.

Chairperson: Trish noted several open Day Shifts and continues to recruit volunteers; There was an issue with smoking paraphernalia near the front door but this was resolved as it was not us littering.

Night Owl Coordinator. All shifts covered at this time.

Day Scheduler. More volunteers needed, as shifts are empty and need to be covered.

Group Information Coordinator: Two updates made to the Meeting Binder this month.

Data Coordinator: 158 telephone calls in June 2016; 57 Office visits, 51 of whom purchased literature and/or medallions; 2491 website visitors.

Literature/Medallions: Opening Balance \$ 2829.64, Income \$ 1338.51, Expenses, \$ 1201.40, Ending Balance \$ 3381.31. There was discussion about consistency in record-keeping and receipts, as well as Sales Tax with regard to Brochure sales.

Broken Bottle; current edition distributed.

Webmaster: Bill provided a detailed breakdown of website statistics and page traffic; 49% of those accessing the website do so from their phone, 41% from their desktop; the Home page, Meetings Page and events Page get the most hits (90% combined).

District Meeting Reports: D1 attended, no reports distributed (it was a week early due to 4th of July); D2 has not met yet; D14 and D17 attended, materials distributed; D18 has not met yet.

Old business: Expect to be tax-free with Time Warner Cable next month.

New Business:

Discussed leadership and responsibilities for maintaining and completing Sales Tax Reports;

Despite training, volunteers are still making errors on Literature Sales record-keeping; discussed ways to improve accuracy and clarity.

Voted to eliminate the \$125 monthly transfer from Literature to General Account to pay a portion of the rent.

Discussed request for D14 to provide information about one group's donations to the CDCO; agreed that would give a precedent for any future requests of this nature; it is the group's decision to provide the data or not.

The meeting closed with the Responsibility Pledge.

Respectfully Submitted, Chip B.