

Capital District Central Office

September 13, 2016

Present: Trish M, Chairperson; Chip B, Secretary, Mike M, Treasurer, Fred F, Day Scheduler & Night Owl Coordinator; Tom O, Data Coordinator/Group Information Coordinator, Bill A, IT Coordinator, Justyn B, Literature Chair.

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

Secretary: August minutes reviewed and approved.

Chairperson: Trish reported that our Debit Card was apparently hacked, and the account was frozen. A new card was issued by the bank. The incident appeared to be related to the charge for the cards or display case, as one was listed as an ATM Withdrawal, and the other to a George Patton. The situation appears resolved now.

Secretary: August minutes reviewed and accepted.

Treasurer: Opening Balance, \$12929.47, Donations/Income [interest] \$1014.41, Expenses \$844.29, Prudent Reserve \$4505.37, Available Cash [Ending Balance] \$5022.43; Literature Account; Beginning Balance \$3572.17, Deposits \$1345.56, Withdrawals (Literature/Medallions Purchases) \$834.01 Ending Balance \$4083.72. Total Accounts:\$13611.52. Report reviewed and accepted.

Night Owl Coordinator: All shifts are presently covered.

Day Scheduler: Added three volunteers, all shifts presently covered. Is updating the Volunteer and 12th Step lists.

Group Information Coordinator: One meeting change updated no longer a Monday night meeting at St. Mary's); Current Announcements are in the folder .

Data Coordinator: 173 telephone calls in August, 2016 (inflated a bit due one caller making 27 calls); 46 Office visits, 34 of whom purchased literature and/or medallions; 2499 website visitors, 62% new visitors

Literature/Medallions: Finance reports as above under Treasurer report.

Broken Bottle; Materials are still needed for the next (Fall) edition, which will be coming out at the end of the month..

IT Coordinator: Website updated with Anniversary Cards information. All systems are operating well.

District Reports: District 1 - attended both (August & September) meetings, verbal reports given; District 2 - not attended; District 14 - new Alternate DCM elected, hosting Assembly next month (with 4 & 8); District 17 - good Picnic turnout, working with Hudson Correctional Facility (60 young people incarcerated), pending 10 Big Books for the jail, doing workshop on 'Understanding Sponsorship' in November; District 18 - No meeting last month.

Old Business: Anniversary Cards are off to a slow start;

New Business: \$200 donation to GSO approved (1/4ly contribution). Discussed expenses now in light of our move here last November and, noting CDCO Inc has contractual obligations for lease payments and phone service, it was agreed to raise the Prudent Reserve sufficient to cover one full year (twelve months) of office operating expenses to \$8000. Discussion of sponsoring a 'No Booze Cruise' was tabled until next month.

The meeting closed with the Responsibility Pledge.

Respectfully submitted,

Chip B.