

Capital District Central Office

October 11, 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 Ten was read and reviewed.

Secretary: September minutes reviewed and approved.

Chairperson: Trish reported that the Office is running smoothly with no major concerns.

Secretary: September minutes reviewed and accepted.

Treasurer: Opening Balance,\$13611.52 , Donations/Income [interest] \$1721.00, Expenses \$4658.40, Prudent Reserve \$4000.0, Available Cash [Ending Balance] \$6125.99.43; Literature Account; Beginning Balance \$4083.72, Deposits \$1886.02, Withdrawals (Literature/Medallions Purchases) \$1907.79, Ending Balance \$4061.95. Total Accounts:.\$14190.94. Report reviewed and accepted.

Night Owl Coordinator: Currently need Sunday 12-7p, and Wednesday pm; All other shifts are presently covered.

Day Scheduler: All shifts are currently covered.

Group Information Coordinator: Meeting changes noted; Current Announcements are in the folder.

Data Coordinator: 148 telephone calls in September, 2016 (7 first-time callers); 74 Office visits, 57 of whom purchased literature and/or medallions; 2504 website visitors, 56% new visitors.

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

Broken Bottle; Materials are still needed for the next (Winter) edition.

IT Coordinator: Data show approximately 64% of users access via Mobile or Tablet; approximately 36% use Desktops. All postings are current and systems are operating well.

District Reports: District 1 - attended October meeting, verbal reports given; District 2 - meets tomorrow; District 14 - Sent materials to DCM for distribution; District 17 - donated contributions; new meeting at Hudson Correctional Facility (60 young people

incarcerated), purchased 10 Big Books for the jail, doing workshop on 'Understanding Sponsorship' in November, hosting holiday dance 12/10/16; District 18 - meets next week.

Old Business: Discussed replacing computer chair.

New Business: Discussion of sponsoring a 'No Booze Cruise' was tabled until Spring; Discussed hosting a regular meeting at the CDCO -- will have to review lease and with landlord to identify restrictions; discussed establishing a separate bank account for the Literature funds and how to 'fully fund' the Prudent Reserve.

The meeting closed with the Responsibility Pledge.

Respectfully submitted,

Chip B.