

Capital District Central Office
January 10, 2017

Present: 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; Terry B, District 2 Representative.

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

Chairperson: Trish absent due to work commitment; the Office is running smoothly with no major concerns.

Secretary: December minutes reviewed and approved

Treasurer: Opening Balance: \$10,932.08, Donations/Income [interest] \$1713.91, Expenses \$1058.35, Prudent Reserve \$8000.00 [all accounts], Available Cash [Ending Balance] \$7586.94; Total Accounts \$11,587.97. Report reviewed and accepted.

Night Owl Coordinator: All shifts are presently covered.

Day Scheduler: Shifts currently filled; back-ups needed for call-ins and absences..

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

Data Coordinator: Monthly and Annual reports issued; 120 telephone calls in December, 2016; 84 Office visits, 60 of whom purchased literature and/or medallions; 2323 website visitors, 52% new visitors. Annual calls 2016 =1719; 846 office visitors; \$15,863 Literature sales; \$ 3920 Medallions; 29,326 Website Visitors; 313 emails received and resolved.

Literature/Medallions: Opening Balance \$3375.74, Income \$1152.06, Expenses \$445.80, Ending Balance \$4082.00. Report Accepted.

Broken Bottle: Seeking new material for next Newsletter.

IT Coordinator: All current reports are posted and Literature prices are updated; All postings are current and systems are operating well; has been in contact with HMB Webmaster; adjusted document authors to ensure anonymity.

District Reports: District 1 - attended January meeting, gave verbal report and handouts, obtained meeting changes and events flyers ; District 2 - New COR 1/17 is Terry B; District 14 - Sent materials to DCM for distribution; District 17 - \$ OK, workshop planned 3/17 Group Meetings & Home Groups; District 18 - planning elections.

Old Business: Return address labels obtained.

Discussed Meeting in Pocket, getting estimates from two printers.

New Business:

Discussed Language line service for Interpreter services for foreign language callers.

New anniversary cards received, price is \$2.00 rather than previous \$1.00; tabled.

The meeting closed with the Responsibility Pledge.

Respectfully submitted,

Chip B.