

Capital District Central Office  
February 14, 2017

Present: Trish M, Chair, 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. Mike J, IT Coordinator candidate.

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

Chairperson: The Office is running smoothly with no major concerns; recruitment efforts continue.

Secretary: December minutes reviewed and approved

Treasurer: Opening Balance: \$11,587.97, Donations/Income [interest] \$1135.10, Expenses \$916.32, Prudent Reserve \$8000.00 [all accounts], Available Cash [Ending Balance] \$7805.72; Total Accounts \$11807.09. Report reviewed and accepted.

Night Owl Coordinator: All shifts are presently covered.

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

Group Information Coordinator: Three Meeting changes updated; Current Announcements and Events flyers are in the binder .

Data Coordinator: Monthly and Annual reports issued; 132 telephone calls in January, 2017; 85 Office visits, 69 of whom purchased literature and/or medallions; 2411 website visitors, 58% new visitors.

Literature/Medallions: Opening Balance \$4082.00, Income \$1578.98, Expenses \$780.13, Ending Balance \$4885.85. Report reviewed and accepted.

Broken Bottle: Seeking new material for next Newsletter.

IT Coordinator: All current reports are posted and Literature, Medallion and Anniversary Card prices are updated; All postings are current and systems are operating well; added Translations drop-down box for other-than-English-speaking visitors translates documents into other languages, e.g., Spanish); added Group Sign-up Form to website.

District Reports: District 1 - attended February meeting, distributed annual report and handouts, obtained meeting changes and events flyers ; District 2 - moved business meeting location, filled five service positions, supported Area Inventory Day, 75 attendees at Sober Super Bowl party; District 14 - Workshop planning underway, Liz D re-elected as DCM; District 17 - distributed donations to Area & GSO, launching website, 45 at workshop Group Meetings & Home Groups; District 18 - Using 'Asking Basket' for questions, hosting Area event 3/17, submitted names to CDCO 12th Step list, using CDCO # for Bridging the Gap (BTG) calls.

Old Business: Discussed Meeting in Pocket pamphlet, agreed to print 1000 copies for \$189.00, will sell for \$0.25, and give away with Literature purchases; Fred will email proposed text for back cover (CDCO address, etc.).

Discussed new IT candidate recruiting, proposed 2 years sobriety & 5 years IT experience, Bill A will rewrite job qualifications statement for By-Laws.

New Business: Discussed using CDCO mailing address for Area 48 BTG correspondence; agreed to accept BTG mail and have volunteers check mail and notify Area BTG contact (Kathy R) when BTG mail is received.

New meeting schedules received, price is \$0.40 each.

Justyn will post a list of Brochure/Pamphlet titles in stock.

NERASSA, not attending this year; will explore attending Intergroup/Central Office conference in October in Virginia.

The meeting closed with the Responsibility Pledge.

Respectfully submitted,

Chip B.