

Capital District Central Office  
April 10, 2017

Present: Trish M, Chairperson; Chip B, Secretary; Mike M, Treasurer; 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 Four was read and reviewed.

Chairperson: the Office is running smoothly with no major concerns; Office Supplies have been replenished.

Secretary: March minutes reviewed and approved -- no meeting due to inclement weather.

Treasurer: Opening Balance: \$12,100.09, Donations/Income [interest] \$1413.63, Expenses \$2313.92 (includes Annual NYS Sales Tax payment), Prudent Reserve \$8000.00 [all accounts], Available Cash [Ending Balance] \$3983.35. Total Accounts \$11,895.37. Report reviewed and accepted.

Night Owl Coordinator: Every other Wednesday night coverage needed; all other shifts are presently covered.

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

Group Information Coordinator: Two meetings closed, one new meeting; Current Announcements are in the folder .

Data Coordinator: 121 telephone calls in March, 2017; 119 Office visits, 95 of whom purchased literature and/or medallions; 2227 website visitors, 61% new visitors. 21 emails received and resolved.

Literature/Medallions: Opening Balance \$5258.17, Income \$2614.07, Expenses \$3047.98 (includes Annual NYS Sales Tax Payment funds transfer to CDCO account), Ending Balance \$4824.26. Report Accepted.

Broken Bottle: Newsletter ready to go; would still prefer more material.

IT Coordinator: All current reports are posted and Literature prices are updated; All postings are current and systems are operating well; proposed to buy a modem and return TWC/Spectrum modem currently being rented.

District Reports: District 1 - attended April meeting, gave verbal report, obtained meeting changes and events flyers ; District 2 - Terry B Open positions to be filled by elections; District 14 - not attended, Cabin Fever Event well-attended; District 17 - District 18 - meeting tomorrow.

Old Business: Discussed 'No Booze Cruise'. Tom will research prices; CDCO could pay 50% of each ticket. Meeting in Pocket printed and being distributed with literature orders, and available for sale.

New Business: Discussed guidelines for purchases needing Steering Committee approval, as per the By-Laws. Agreed to purchase 200 more Meeting Schedule books.

Discussed new printer for the office; Justyn will research costs and options.

Need to file Annual IRS tax forms; Mike M. will prepare and submit.

The meeting closed with the Responsibility Pledge.

Respectfully submitted,

Chip B.