

Capital District Central Office  
June 13, 2017

Present: Trish M, Chairperson, Chip B, Secretary; Tom O, Data Coordinator & Group Information Coordinator; Bill A, IT Coordinator; Justyn B, Literature Chair; Terry B, District 2 Representative.

Meeting opened with the Serenity Prayer; Tradition Six was read and reviewed.

Chairperson: Office is running smoothly; Chair's work conditions changing, may need to step down after next month.

Secretary: May minutes reviewed, corrected and approved.

Treasurer: Opening Balance: \$12,566.78, Donations/Income [interest] \$1446.22, Expenses \$818.33, Prudent Reserve \$8000.00 [all accounts], Available Cash [Ending Balance] \$9192.30, Total Accounts \$13195.00. Report reviewed and accepted.

Night Owl Coordinator: All shifts are presently covered; complained about issues with phone roll-over.

Day Scheduler: All shifts are presently covered; back-ups needed for call-ins and absences.

Group Information Coordinator: No meeting changes received this month; Current Announcements are in the folder.

Data Coordinator: 113 telephone calls in May, 2017; 106 Office visits, 87 of whom purchased literature and/or medallions; 1976 website visitors, 58% new visitors. 23 emails received and resolved. Discussed whether night owls are actually answering all calls live, as CDCO reps have called and gotten voicemails; reviewed data needs and urged updated training for volunteers (especially night owls) in what data is needed to be recorded for each call.

Literature/Medallions: Opening Balance \$4820.17, Income \$1655.02, Expenses \$2283.48, Sales Tax Savings Account \$408.09, Ending Balance \$4599.80. Report Approved and Accepted.

Broken Bottle: Newsletter issued; would still prefer more material -- events, POV articles, stories of AA experiences -- for each edition. Need to confirm with Trish that it's sent to the DCM's, etc. (confirm mailing list).

IT Coordinator: All current reports are posted and Literature prices are updated; all announcements are current and systems are operating well.

District Reports: District 1 - attended May meeting, gave verbal report, obtained meeting changes and events flyers; District 2 - Terry B: Picnic had 100 attendees, starting work on District website (Bill A); D1 asked them to do a literature rack at the Salvation Army meeting; District 14 - 27th Annual Unity Day August 19th, Schenectady; District 17 - no report; District 18 - meeting tomorrow.

Old Business: Discussed obtaining 100 Tickets to give-away for a Tri-Valley Cats game; agreed to allocate 20 tickets/District, selected date (8/25/17) Tom will obtain tickets and Bill will do flyer. Discussion of new Printer tabled. Agreed to continue with our current provider for Medallions. Agreed to continue getting Meeting Schedules in lots of 50, as we need them.

New Business: Discussed new sign on building exterior (\$85 one-time payment) and agreed to go ahead. Bill A updated on modem-equipment fees from Spectrum/TWC -- no charges due to Business Class account.

The meeting closed with the Responsibility Pledge.

Respectfully submitted,

Chip B.