

Capital District Central Office  
July 11, 2017

Present: Trish M, Chairperson; Fred F, Day Scheduler/Night Owl Coordinator; Mike M, Treasurer, Tom O, Data Coordinator/Group Information Coordinator; Justyn B, Literature Chair; Bill A, IT Coordinator; Chip B, Secretary, Terry B, District 2 Representative.

The meeting opened with the Serenity Prayer; Tradition 7 was read and reviewed.

Chairperson: Office is running smoothly; Office supplies replenished; Please copy: Chairperson with all Announcements sent to IT Coordinator for posting to our website.

Secretary: Minutes accepted with corrections noted.

Treasurer: Report reviewed and accepted (posted to website).

Night Owl Coordinator: All shifts covered, back-ups available; Answering Phone Script reminders issued; Data needs reviewed with volunteers.

Day Scheduler: All shifts currently covered.

GIC: All Announcements current; One Meeting change issued.

Data Coordinator: 122 calls; \$1167 of Literature & Medallions; +/-2100 Website visitors.

Literature: Report reviewed & accepted (posted to website).

Broken Bottle Editor: Summer Edition distributed; start gathering new material for next edition.

IT Coordinator: Events information changes, notify Chairperson; All reports current and newsletter is on the website; Domain Registration payment due 9/21/17; seeking to rotate out so new IT Coordinator needed.

District Reports: District 1, was absent from meeting, sent monthly Data Report to the D1 Secretary who emailed it to all the GSR's; District 2, monthly meeting is 7/13/17; D14, Unity Day planning proceeding, monthly meeting is 7/24/17; D17, Annual Picnic is 8/22/17 from 11a-5p, @ Ro-Jan Park, providing Women's meeting @ County jail, donated \$150 to CDCO; D18, monthly meeting is 7/12/17.

Old Business: Valley Cats tickets dwindling, 28 left; New Printer for office -- discussed options and assigned Justyn to narrow search and price recommended models; New Sign installed, invoice pending.

New Business: Purchased 130 more meeting schedules, Area supply now exhausted; Agreed to re-print another 1000 Meeting in Pocket pamphlets; Agreed to obtain water service @ \$7 the first month and \$ 35 thereafter.

The meeting closed with the Responsibility Pledge.

Respectfully submitted,

Chip B.