

Capital District Central Office
October 10, 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; Marcia P, District 1 Public Information Chair/CDCO Volunteer.

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

Chairperson: Announcing CDCO Elections in January, 2018, and open treasurer's position at meetings; Office is running smoothly; Chair continues to promote office and recruit COR's; will attend Area 48 Convention next month.

Secretary: September meeting minutes reviewed, corrected and approved (posted to Website).

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

Night Owl Coordinator: Need somebody to do every other Monday- Fred has been covering it.

Day Scheduler: Need additional volunteers to cover Saturdays; also need another "floater".

Group Information Coordinator: Three meeting changes received this month; Current Event Announcements are in the folder.

Data Coordinator: 98 calls, 87 office visitors, \$1329 literature/medallion sales; 1744 website visitors.

Literature/Medallions: Report reviewed and accepted (posted to Website).

Broken Bottle: Newsletter distributed; seeking Holiday events information.

IT Coordinator: Domain name renewal paid and site registered through Go Daddy until December, 2019* (will need renewal again then); Web-host renewal pending 12/18 (Host Rocket); Website fully functioning; All current reports posted; COR recruitment announcement posted [*Note that the Go Daddy renewal will go to the Webmaster email-box, while the Host Rocket renewal will go to the Chair and Treasurer email-boxes].

District Reports:

District 1: Reported on Elections and remaining open positions; obtained meeting changes and events flyers. **District 2:** Terry B: Volunteers are needed to go into the Rensselaer County Jail meetings; Planning underway for 2018 Super Bowl party.

District 14: Stable, no new topics. District 17 - Elections in December, nominations in November; Donated \$150 to the Central office.

District 18: Starting Women's meeting in jail; new meeting Sunday 2:00 pm.

Old Business:

Printer: Previously-presented solutions presented are no longer available, research continues.

Public Service Announcements update: -- Marcia P reported that the PSA's cannot be edited so our phone number could not be added. Nonetheless, she is distributing them to radio stations.

New Business:

Discussed new office chair purchase and agreed to review procedures for purchases of this type; Agreed to provide new groups with a Literature Starter Kit -- One (1) copy each of the Bog Book, 12 & 12, and Living Sober, plus an assortment of pamphlets (Justyn will prepare as needed); Discussed Treasurer position opening and confirmed Elections in January 2018, nominations December 2017.

The meeting closed with the Responsibility Pledge.

Respectfully submitted,

Chip B.