

Capital District Central Office Minutes
July 10, 2018

Present: Trish M (Chair), Tom O (Data Coordinator/Group Information Coordinator), Fred F (Day Scheduler/Night Owl Coordinator), Bill A (Information Technology Coordinator), Justyn B (Literature/Grapevines/Coins), Terry B (District 2 COR), Khalid R, ODAT Group, District 1 COR.

Meeting opened with the Serenity Prayer and the short form of Tradition 7 was read.

Chair: Announcing position openings at the Office and continuing to recruit for them.

Treasurer: June report reviewed and accepted with corrections (posted to website).

Secretary: (absent), Tom O' took minutes. June minutes reviewed and accepted (posted to website).

Night Owl: Alternate Monday coverage needed. Fred F is forwarding the hotline phone on the second Sunday and 5th Sunday each month. Randy R is covering the Friday p.m. shift and Saturdays are now covered. Thursday p.m. will be open soon.

Group Information Coordinator: Events binder is up-to-date, one new meeting entered in binder.

Data Coordinator: 125 total calls. 122 in June 2017. Calls slow down in summertime.

Literature: Purchased greeting cards, coins, Meetings in a Pocket, and 2-year subscription to Grapevine. The report was reviewed and accepted (posted to website).

Broken Bottle: The summer issue was published. (Posted to website).

IT Coordinator: All reports from this meeting have been posted to the website.

District Reports: D1 - (no report). D2 – Memorial weekend picnic lost about \$30.00. Marcia N. gave a talk on connection to the professional community. \$574 in donations were received. A request for more events was tabled. D14 – (no report). Chairperson is e-mailing D14 minutes. D-17 Treasurer's report: working balance of \$1,354. PI: literature in 9 of 19 locations in the district. D18 - will meet 7/11.

Old Business: Our vendor does not have a catalogue for "special" medallions. The volunteers will advise customers: "We don't sell them. You can get them on-line." Justyn B will get lists of reduced prices that are given to PI persons, etc. for literature catalogue items.

New Business: A letter from the Broken Bottle Editor, Deborah P, requesting "interviews" of Office volunteers and other articles for publication was approved. It will be left on the Office desk.

Respectfully submitted,
Tom O'