

Capital District Central Office Minutes
September 11, 2018

Present: Trish M (Chair), Fred F Day Scheduler/Night Owl Coordinator, Chip B (Secretary), Tom O Data Coordinator/Group Information Coordinator, Justyn B, Literature; Terry B, District 2 COR, John M, COR.

Meeting opened with the Serenity Prayer. Tradition 9 was read and reviewed.

Chair: Continually announcing Service Positions and volunteer opportunities at the CDCO; Office is running smoothly.

Secretary: August Minutes reviewed, corrected and accepted (posted to website).

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

Night Owl: All shifts covered; Sunday Night Owl is not going to switch phones anymore, may take a break from Night Owl service; Fred agreed to do the phone roll-over every Sunday; Liz available to cover every other Sunday

Day Scheduler: All shifts covered; Fred still fills in when other volunteers cannot make it, seeking volunteers to fill in short-notice coverage gaps; Fred doing refresher trainings, and highlighting new Monthly Medallions price change.

Group Information Coordinator: Events/Announcements Binder is current; meeting changes updated.

Data Coordinator: Report reviewed, 159 calls received; \$1789 in literature and medallion sales; 107 Office visitors; 1474 website visitors (88% new visitors); Report posted to website.

Literature: Report reviewed and accepted (posted to website); checking Account operational.

Broken Bottle: Working on next edition, needs information/input, interviews of volunteers to spotlight them, always seeking stories.

IT Coordinator: No report -- All systems running well.

District Reports: D1 - Discussing setting up website. D2 - Meets next week. D14 - Unity Day success. D17 Meets next week. D18, operating smoothly, no meeting.

Old Business: Lowered the price of medallions to 50 cents (\$0.50), need to remind volunteers.

New Business: Fred will do all Sunday roll-overs from now on.

The meeting closed with the Responsibility Pledge.

Respectfully submitted,
Chip B.