

CAPITAL DISTRICT CENTRAL OFFICE
MEETING MINUTES
AUGUST 16, 2011

In attendance: MaryEllen B., Kate C., Fred F., Marcia G., Mike H., Pat L., Barb L., Bob O., Tom O'T., Maryanne S., Bill W., and Gerry W.

MaryEllen, Chairperson, opened the meeting with a reading and discussion about Concept VIII, followed by the Serenity Prayer and introductions around the room. We welcomed two visitors from District 17.

Issues from the Chairperson

- We are in need of a Secretary, an editor for The Broken Bottle, and an Archivist
- Taxes on book sales: MaryEllen contacted an Attorney in the program about filing for a Certificate of Authority, and will re-contact him since he didn't respond to her query. Bill W. will contact someone he knows, and also offered to check into charging sales tax on the books the office sells.
- Office insurance: Gerry W. reported that liability insurance for the office would cost \$928 per year. Tom O'T. reported that he checked on getting a waiver but found that that is neither effective nor feasible. A motion was made and passed unanimously that we not purchase an insurance policy for the office at this time.
- The issue of the monetary value of the Office's inventory was postponed until the September meeting.
- Closed sign: MaryEllen reported that volunteer Bob G. is willing to open the office to sell books when there is no one scheduled to staff the office. We decided to post a sign which will read: "If the Office is closed during business hours, please call for book sales only, 221-0821."

Committee Reports

Secretary: minutes from the July meeting will be sent out.

Treasurer: The Treasurer did not have her report, but informed us that the treasury has \$2,980.65 above the prudent reserve. The Treasurer's report will be mailed out at a later date. Bill W. suggested that we post on the website a public Thank You to the Groups that have contributed to the Central Office. We also briefly discussed publicizing a list of all the Groups that the CDCO serves, and their contributions.

Information/Records: Kate C. reported that she corrected the District 2 listing of Groups in the office handbook because some were no longer in District 2. The Groups are now arranged geographically. Kate reiterated that our volunteers should refer to our white binder rather than to the HMB Directory, as that is not up-to-date. Kate will work with Bill W. to develop addenda to insert in the white binder when necessary.

Day Scheduler: Fred F. passed around the September calendar and reported that we always need help.

Night Owl Coordinator: Gerry W. reminded everyone that Night Owls work every other week. If someone is unable to take his/her shift, they should call in so that the calendar in the office can be changed accordingly.

Webmaster: Bill W. offered to provide 4 hours of computer training to new office volunteers, and 2 hours of training to current office volunteers. Bill reported that he has now isolated the CDCO computer from the Schuyler Inn's network. Bill is in the process of scanning the HMB schedule book and will be putting it into PDF format.

Archives: in the absence of an Archivist, Bill W. offered to scan any archival documents we might have.

Public Information: no report

The Broken Bottle: no report

HMB Representative: Pat L. announced the NYS Informational Workshop to be held August 19 – 21, 2011, at the Carondelet Hospitality Center in Latham.

HMB Liaison: Marcia G. had no report.

Data Coordinator: Tom O'T. handed out his report. There were a total of 139 calls and 17 Visitors during the month of July.

Literature: Marcia G. reported that a large order was placed with GSO on August 15. The current balance is now \$163.39. We briefly discussed the possibility of raising the prices of literature to help pay for Central Office expenses. The issue was tabled until next month.

Chairperson's Report: MaryEllen B. passed around some flyers she had received. They included a flyer for the 2012 "International Conference" for Seniors in Sobriety and an announcement about a Young Peoples' picnic in Grafton.

Closing: We closed the meeting with the Responsibility Pledge at about 8:45 pm.

Respectfully Submitted,

Marcia Goldblatt