

Capital District Central Office
MONTHLY BUSINESS MEETING MINUTES
March 20, 2012

In attendance: Gerry W., Marcia G., Fred F., Kate C., Paul Mac., Tom O. , Bill W., Bob H., Justin W., Matt S.

Gerry W. led the Serenity Prayer and a brief discussion of Tradition 3.

Committee Reports:

- Secretary- minutes from February meeting read and approved.
- Treasurer- Balance on hand 1/31/12- \$5,569.21 (plus prudent reserve of \$1,800.00)

Income	+\$385.00
Expenses	-\$545.39

Cash on hand 2/28/12- \$5,408.82 (plus prudent reserve of \$1,800.00)
 - EIN # has arrived; will be setting up a new account with Key Bank
 - Motion made and passed to require two signatures for any CDCO purchase over \$200.00
 - Possible candidate for treasurer- discussion ensued; to continue next meeting

(Submitted by Kate C. 2/28/12)

- Information/Records- Kate C. reported the following:
 - All records are up to date.
 - Two new meetings in the Area- not registered yet:
 - 10:30 PM Saturday- Oakwood Community Center Troy- open discussion
 - 7:30 PM Thursday- Beacon of Hope Care Center Altamont- open beginner discussion
 - Training is ongoing for new volunteers
 - 3-7 Call takers are reminded to call the Night Owl at the beginning of their shift. Night Owls should call back if voice-mailed; as a courtesy to let the office know they are available. The phone needs to be rolled and verified at 6:55- some office call takers need to leave the office promptly for other responsibilities.
 - Did Literature this month to cover for Marcia (recovering nicely from her auto accident). Literature is being inventoried weekly. Spanish language literature is in the top right-hand corner of the book case; Big Books are “flagged” with yellow Post-it notes.
 - Attended the monthly District 7 business mtg. with Gerry W. and Marcia G.
 - Kudos to Tom O. for doing the April daytime schedule. Bob H. has volunteered to do May.
- Night Owl Coordinator- Gerry W. is continuing as coordinator for the time being; asks that we be on the lookout for any interested volunteers willing to take this job.
- Public Info- Fred F. reported that he is following up on distributing business cards at hotels in

Albany area- will be needing more cards and table tents.

- Data Coordinator- Tom O' reported there were 122 calls in February; with 9 calls looking for 12th step action. There were 11 general office visits; and 6 visits specifically to purchase literature. The website www.aaalbanyny.org received 392 hits; 81% of those were new visits. CDCO received calls from all over NYS; plus one from Louisiana and one from Montreal.
- Literature- Kate C. reported that the literature account had a balance of \$360.95 as of 2/29/12. \$431.34 literature order was placed on 2/22/12. \$118.80 Grapevine book order was placed on 2/17/12. Office volunteers are asked to retrieve books themselves from the bookcase for people buying books, to eliminate confusion and misplaced books.
- Webmaster- Bill W. provided passwords for Tom O. and Marcia G. to the Gmail accounts set up for CDCO officers and committees. A new copier/printer/scanner has been set up. Bill is working on redesign of the CDCO web page. Bill is available to train any office volunteers on using the CDCO computer. A discussion about levels of computer literacy for volunteers ensued.

Issues for Discussion

- **Vacant positions-** Gerry asked all to ask at their various groups for anyone interested in volunteering for the newsletter, functions, day or Night Owl scheduler.
- **Districts 7, 15 & 16 phones-** CDCO group conscience decided against taking over phone service for these Districts; due to distance from CDCO and difficulties regarding unfamiliarity with meeting locations. CDCO will offer its experience and resources if these Districts consider setting up a central office in their area.
- **2011 Meeting Schedules-** CDCO is distributing leftover schedules to treatment facilities in the area.
- **HMB newsletter article-** Gerry will draft a piece for review.
- **Logging phone calls-** Tom O. asked that all volunteers clearly state the resolution of each call logged in; what was the result of the call. Also suggest that volunteers ask people where they got the CDCO number from (to help with PI efforts).
- **Harassing phone calls-** Some call-takers are continuing to get offensive calls; the possibility of installing caller ID on phone was discussed. CDCO group conscience decided against the idea; in consideration of protecting callers' anonymity.

Meeting closed with the Responsibility Pledge

Next meeting April 17th, 2012- 7 PM

Submitted by Fred F.