

**Capital District Central Office**  
**MONTHLY BUSINESS MEETING MINUTES**  
**April 17, 2012**

**In attendance:** Gerry W., Marcia G., Fred F., Kate C., Bob H., Matt S., Gary T.

Gerry W. led the Serenity Prayer and a brief discussion of Tradition 4.

**Committee Reports:**

- Secretary- minutes from March meeting read and approved.
- Treasurer- Balance on hand 2/29/12- \$5,408.82 (plus prudent reserve of \$1,800.00)

Income	+1,362.74
Expenses	<u>-\$989.28</u>
Cash on hand 3/31/12-	\$5,785.28 (plus prudent reserve of \$1,800.00)
- Motion made and passed to raise prudent reserve to \$2,500.00.
- Gary T. was voted in as new treasurer- Welcome, Gary!

(Submitted by Gerry W. 3/31/12)

- Information/Records- Kate C. reported the following:
  - All records are up to date.
  - Kudos to Bob H. for doing the May daytime schedule; there are a couple spots still open, and he is pursuing a couple possibilities to fill them. He has also volunteered to do May.
  - Randy R. had to step down from his slot on Thursdays due to a job schedule change- thanks for your service, Randy!
- 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' was absent but submitted a report. There were 128 calls in March; with 11 calls looking for 12<sup>th</sup> step action. There were 10 general office visits; and 17 visits specifically to purchase literature. The website [www.aaalbanyny.org](http://www.aaalbanyny.org) received 509 hits; 79% of those were new visits. CDCO received 19 calls from all over NY State other than CDCO coverage area.
- Literature- Marcia G. reported that the literature account had a balance of \$360.95 as of 2/29/12. \$716.01 in literature orders were placed in March, and \$1,152.92 was deposited in March, with an ending balance on 3/31/12 of \$837.25. Office volunteers are asked to retrieve books themselves from the bookcase for people buying books, to eliminate confusion and misplaced books.

- Webmaster- Bill W. was absent; having minor surgery- good luck, Bill!

### 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.
- **Sales tax-** CDCO is in the process of submitting forms to GSO and NYS, and will begin collecting sales tax shortly on books purchased at CDCO, rather than paying GSO the sales tax up front. This will have no impact on people or groups purchasing literature- just a big PITA for CDCO!!!
- **2011 Meeting Schedules-** CDCO is continuing to distribute leftover schedules to treatment facilities in the area.
- **HMB newsletter article-** The group reviewed an article written by MaryEllen B., and approved it for submittal to HMB for the Area newsletter.
- **Newsletter Editor-** Marcia G. will contact MaryEllen B. to see if she'd be interested in the position.
- **New York State Convention-** CDCO has been asked to staff a literature table at the event- discussion ensued- several people expressed willingness to handle this.
- **Spiritual Breakfast; Summer Picnic-** general discussion about sponsoring an event; to continue at next meeting.
- **Schedule Booklet for CDCO area-** was discussed generally; will be discussed further.
- **Changing Office Hours-** actually brought up after meeting; discussion about changing Saturday hours to 12noon-4 PM due to lack of traffic, both on site and by phone, between 3pm-7pm; will be discussed further and voted on at next meeting.

Meeting closed with the Responsibility Pledge.

Next meeting is May 15<sup>th</sup>, 2012- 7 PM.

(Submitted by Fred F.)