

**Capital District Central Office
Meeting Minutes
September 18, 2012**

Attending: Kate C; Clark A; Gary T; Alan M; Tom O'T; Marcia G; Chip b; Dean H; Bob H.

Meeting called to order by Acting Chair Marcia G; opened with the Serenity Prayer. Tradition 9 was read: A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.

Marcia reminded all present about the vacancies in leadership at the CDCO and urged us all to seek more participants in the CDCO activities.

Committee Reports:

- Secretary -- August meeting minutes were read and discussed; corrections were offered and approved.
- Day Scheduler --September and October schedules filled; November is partially scheduled already (5 shifts remaining.) New volunteer trained.
- Office Manager -- New Volunteer, Mike McB, trained in Saturday office procedures; meeting information changes are current.
- Night Owl Coordinator -- New Thursday night owl could not fulfill the commitment due to cell phone coverage problems; John H. has been trained to fill the slot.
- Data Coordinator -- 141 total calls for the month (5 Al-Anon, 1 NA, 5 literature, 2 special needs; 23 office visitors; 16/walk-ins for literature purchases.
- Literature -- Inventory control noted short two (2) 12&12 soft cover books; Month Ending Balance = \$ 808.06; Quarterly sales tax payment made for \$187.36.
- Newsletter == Dean H, editor, is implementing a quarterly publication schedule; the next edition will list all groups in the districts we serve, and contributions received.
- Archivist -- Absent
- Webmaster -- Absent
- Treasurer -- N/A

Old Business:

District 4 Joining CDCO. There was brief discussion about District 4 joining CDCO, a continuation of last month's discussion. Because the representative from District 4 was unable to attend, continued discussion was tabled until next month. In the interim, Marcia G will follow-up with them.

Meeting closed with the Responsibility Pledge.

Respectfully submitted,

Chip B