

**CAPITAL DISTRICT CENTRAL OFFICE  
MEETING MINUTES  
October 16, 2012**

Meeting opened with the Serenity Prayer.

Present:

Marcia G, Acting Chair  
Alan M, Night Owl Coordinator  
Kate C, Office Manager & Acting Treasurer  
Bob H, Literature  
Bill W, Webmaster  
Chip B, Acting Secretary  
Barb L, Service Volunteer  
Berny D, Service Volunteer  
Jorge V, Service Volunteer

September minutes accepted as submitted.

Treasurer's report:

- Presented three (3) months of reports, July, August & September due to transition of the outgoing treasurer and reconciliation of the balance sheets. Reports discussed, and accepted as submitted.
- Notes: NYS Sales Tax account reimbursed from literature account; August amounts balanced according to bank account; September contributions = \$0.00

Office Manager's report:

The office is generally running well; Day Scheduler Tom O is keeping the slots filled. Night Owl Coordinator is seeking to fill the Thursday night slot as the incumbent had to resign due to illness.

Day Scheduler's report: Tom O (absent):

Data Coordinator's report: Tom O (absent)

No significant issues to report. Written report shows 158 calls to the CDCO hotline this month, about an average number of calls. As usual, most of the

calls came from District 1(73), and 29 calls from other NYS sites. Thirteen people visited the office this month, and seven came to purchase literature. Night Owl Coordinator's report:

Alan reported he is progressing in his new role, and has one vacancy (Thursday) and one prospect for a night owl slot at this time.

Literature Coordinator's report:

Literature purchases were moderate for the month of October. We continue to replenish our literature inventory as sales progress.

Webmaster's report:

The newest edition of the Broken Bottle (Editor - Dean) has been uploaded to the website, and other online documents are being updated and re-located within the site; The archivist requested a list of other documents that still need to be uploaded to the site also. The update of Area 48's website allows Districts to have their own web space; already Districts 5, 8, 9, 13, 14, 16, and 18 have posted their own information; these Districts can update their own meeting information as groups come and go, or other changes occur.

The CDCO site has capacity for email addresses for the Officers and it was agreed that all would use the CDCO email system for communication.

Old Business:

There was discussion of the need to continually 'get the word out' about the CDCO and its services and opportunities for group members to get involved in service. There are currently at least four (4) leadership roles being filled by persons in an 'Acting' capacity. In addition, Groups need to know they are the lifeblood of the CDCO, both in terms of volunteering and in terms of financial support to keep the office open and the phone hotline working. The Broken Bottle included a 'gratitude list' from the CDCO citing the groups that had contributed funds since the last Broken Bottle.

The bank signature cards have been updated in accordance with the change in the Treasurer position. Similar changes will be made for the Literature account by the next meeting. Checks and balances in place to protect the integrity of the financial management activities were reviewed.

## New Business:

There was discussion about the importance of maintaining open and frank communication with the Districts we serve. It was proposed and agreed that at least one member of the CDCO Steering Committee would attend the monthly District meeting at District 1, 2, 14, 17, and 18 on a regular basis to maintain such communication.

A brief discussion ensued about some of the furniture in the CDCO office space, and what belonged to CDCO and what belonged to the landlord. \*\*Subsequent to the monthly meeting, CDCO received notice its location at the current site will be changing, so it was useful to have started discussion about what furniture and equipment will need to be moved.\*\*

There was a brief discussion about the current compensation level for the Office Manager (the only paid staff person at the CDCO). Members agreed to do some research about other Central Office/Intergroup compensation amounts and the remainder of the discussion was tabled until next month.

The meeting adjourned at 8:25pm with the Responsibility Pledge.

Respectfully, Submitted,

Chip B