

**Capital District Central Office
Meeting Minutes
June 18, 2013**

Present: Marcia G, Acting Chairperson; Carol P, Treasurer; Tom O, Day Scheduler/Data Coordinator; Kate C, Office Manager/ Acting Night Owl Coordinator; Chip B, Acting Secretary; Bill W, Webmaster/Archivist; Barb L., Service Volunteer; Paul M. Service Volunteer.

The meeting opened with the Serenity Prayer. The Sixth Tradition was read and reviewed, as were 'ground rules' for the meeting.

Acting Secretary Report: May meeting minutes reviewed, discussed, and accepted as submitted.

Treasurer's Report: April report reviewed; accounts were all reconciled; May report reviewed. The 'negative balance' pattern of Expenses v Income month by month was discussed.

Data Coordinator/Day Scheduler Report: Reported each month this year shows more phone calls and more visitors compared to last year. Total calls for the month = 158, Website hits =1758, Office Visitors = 15, of which 12 came to purchase literature. Tom asked all present to take the Report of Phone Calls Received to meetings and share the information with others. Day Schedules are updated and open shifts in July highlighted; Volunteers have been moved around to cover different shifts due to the loss of several Daytime Volunteers. Two new volunteers had expressed interest though have not yet completed their training. The Webmaster pointed out that the counter on the website may not be accurately discerning 'first-time visitors', though the hits total is accurate.

Night Owl Coordinator/Office Manager Report: Currently, there are two (2) vacancies on the Night Owl shifts; Kate asked that we all announce these service opportunities at the meetings we attend, in order to get the word out. Office Manager assisted the Treasurer, calculated monthly Sales Tax due on the literature sales (because of our low volume, we only have to pay our sales tax annually and the next payment is due 3/31/14), maintained all records up-to-date, and attended District 2 monthly meeting.

Literature Report: Marcia G. is standing in for Bob H. Marcia described the duties of the Literature Chair position that needs filling: Manage Inventory, place orders & make payments, organize & manage stock. She reported that the GSO is expected to increase literature prices next year.

Broken Bottle Report: The Summer Edition is in the process of production.

Webmaster/Archivist: Website migration work is continuing; the current Website now has an Event Updates; the office computer software is up-to-date; proposed providing computer training to CDCO volunteers if interest is there.

Acting Chairperson Report: Attended monthly meetings at District 1, 14, and 18. Provided handouts for each meeting with CDCO service statistics, revenues & expenses (District 1 attendees were advised to disregard our materials). Asked the Area 48 Delegate to organize a meeting of the DCM's of the five districts with the area Chair and the CDCO to discuss ways to cooperate in carrying the message to all who need it; Thanked the Schuyler Inn management for installing a new air conditioner; Noted there is new carpet to be installed and our furniture must be moved to enable the carpet installers to work – the date will be finalized and communicated to all.

Marcia noted with sadness the passing of Clark A., our beloved trusted servant and 'Agitator Emeritus', who was instrumental in getting the CDCO up and running, and continued to volunteer until the end. His family will give us his files for our archives.

Old Business: Elections are being postponed due to an absence of candidates; those in 'acting' positions agreed to continue their service.

The letter to the District 4 DCM is being revised and updated.

New Business: The carpet installation will disrupt our operations and require remote phone coverage; computer security will be done by Bill W.

Paul M. presented some ideas for a 'Speaker Exchange' session to allow people to arrange for sharing meeting chairpersons or speakers across more groups, Past efforts were fruitful but lost momentum. Publicity ideas include preparing a flyer, listing in the Broken Bottle, HMB Area Newsletter, and on websites. A central location with ample

parking would be needed. The question arose as to whether the CDCO should 'sponsor/host' the event. It was agreed to talk with people at meetings we attend and asses how much support there is for the idea. Findings will be reviewed at next month's meeting.

The meeting closed with the Responsibility Pledge.

Respectfully Submitted,

Chip B.