

**Capital District Central Office
Meeting Minutes
July 16, 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; Dave R., Service Volunteer; Mike C. Service Volunteer.

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

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

Treasurer Report: Beginning Balance= \$4567.86, Income= \$911.75, Expenses= \$ 703.13, Ending Balance= \$4776.48 (includes \$2500 prudent reserve).

Office Manager Report: Old copiers & old printers taken to recycling center; Records & reports maintained; Night Owl Coordinator position covered.

Day Scheduler Report: All July slots filled, 3 August slots open, additional back-ups needed.

Night Owl Coordinator Report: Currently, there are five (5) open Night Owl slots and additional volunteers are needed to cover these vacancies – Wednesday (2), Thursday, and Sunday.

Data Coordinator Report: Total calls received = 165; Website hits= 1762; Office visitors = 26 (17 for literature purchases), Feedback supports continuing the distribution of the Monthly Phone Calls Report.

Literature Report: Literature sales totaled \$542.15; additional literature ordered to assure sufficient inventory; cash flow, sales tax, and back-end services were discussed; need new Chair for the Literature Committee.

Webmaster/Archivist Report: Web host is addressing configuration problems with the site – this is not affecting the user's experience but impacts site management (uploading files, etc.); website migration project continues; new links to be tested on website next month. Archivist document uploads are pending. Following discussion, it was agreed there is no need to post the Day Schedule or Night Owl schedules online.

Acting Chairperson Report: District meetings attended, with handouts distributed and feedback received. Letter sent to District 4 DCM asking for financial assistance with increased phone bill due to addition of CDCO listing in the Fulton-Montgomery phone books. Office re-carpeting project on hold pending re-scheduling by the landlord; volunteers will be needed to help move furniture.

Old Business:

Speaker exchange proposal – all are asked to seek feedback from groups to assess interest in moving forward with this proposal.

New Business:

CDCO By-Laws revision – tabled.

Closing Sunday Office Hours – the CDCO is eliminating Sunday office hours due to minimal visits on Sundays; this transition will occur over the next few weeks.

Service vacancies include Night Owl Coordinator, Office Manager, and Night Owl slots; all are asked to announce these vacancies and elicit volunteers.

The meeting closed with the Responsibility Pledge.

Respectfully Submitted,

Chip B.