

CDCO Meeting Minutes
November 19, 2013

Present: Marcia G, Acting Chairperson; Tom O, Day Scheduler/Data Coordinator; Chip B, Acting Secretary; Carol P. Treasurer; Kathy S, Central Office Representative; Mike M, Service Volunteer; Dave R, Service Volunteer; Dick B, Service Volunteer

The meeting opened with the Serenity Prayer. The Eleventh Tradition was read and reviewed.

Secretary's Report: October meeting minutes were read, reviewed, and accepted.

Treasurer's Report: Beginning Balance = \$6012.12, Income = \$590.75; Expenses = \$ 768.33, Ending Balance = \$ 5834.64; Prudent Reserve = \$2500, Available Cash = \$ 3334.64. Report reviewed, discussed, and accepted.

Office Manager Report: No significant operational problems; Meeting change information updated as it is received. Telephone switchover on Monday mornings was discussed, as the Verizon system requires use of the 'home phone' to re-direct the line once it has been forwarded multiple times. The volunteer on Monday morning duty needs the access code to retrieve the calls back to the CDCO telephone. Options for protecting security of the access code were discussed. For the short-term, Marcia or Tom will ensure the phone is transferred back to the Central Office each Monday morning.

Day Scheduler Report: November & December day shifts are filled; Coverage is needed for the Tuesday 11-3 shift; Volunteers were thanked for keeping the Day Scheduler informed when shifts need coverage.

Night Owl Coordinator Report: More and new Night Owl's are needed – Two (2) shifts are currently vacant, and another volunteer wants to change his shift to a different night. All present were asked to actively recruit new Night Owl volunteers; Tom O is available to train recruits as needed.

Data Coordinator Report: Total calls for the month = 175; Office visitors = 26, of whom 20 came to purchase literature; Emails = 8, responses completed: Website 'hits' = 1696, of which 60% appeared as 'new' visitors.

Literature Report: Total Sales = \$676.71, Expenses = \$624.60, Ending Balance = \$1230.12.

Broken Bottle Report: Work has begun on the next edition of the Broken Bottle.

Webmaster/Archivist Report: No report. Bill W will be coming to check on the computer as volunteers are having difficulties with its performance.

Chairperson Report: Chip B and Marcia attended the District 14 monthly meeting and were well-received; The fall edition of the Broken Bottle was distributed, along with Data Coordinator reports and CDCO contribution forms; participants were reminded that the CDCO invites groups to send representatives (COR's) to CDCO monthly meetings, and that District representatives were also welcomed, to represent the groups in the District. A candidate was interviewed for the vacant Office Manager position; for the time being, the position is still vacant.

Old Business: A candidate for the vacant Webmaster position has come forward and will be discussing this with Marcia; ideas for increasing CDCO visibility on the web were discussed; Holiday coverage will be handled by Tom and Marcia.

New Business:

HMB Meeting Schedule books were ordered and will again be sold for \$0.35 (35 cents) per copy until we run out.

Distribution of AA-related events flyers that come to the CDCO was discussed; it was agreed that CDCO would send all such materials to the DCM's, who could then pass them along the GSR's in that District.

Offering Grapevine Literature/Materials for sale was discussed; HMB has a Grapevine Rep who provides this service; it was agreed to talk with her about the CDCO interest in offering Grapevine literature in addition to our Conference-approved materials.

Following discussion about adjusting the CDCO shift times and hours the office is staffed, it was agreed to maintain the existing schedule for the time being.

The meeting closed with the Responsibility Pledge.

Respectfully submitted,

Chip B.