

## **Capital District Central Office Meeting Minutes April 15, 2014**

Present: Marcia G, Acting Chair; Chip B, Acting Secretary; Bill A, Webmaster; Dave R, Webmaster; Kathy S, Office Manager; Tom O, Day Scheduler/Data Coordinator; Mike M, Raymond, John, Guest/Visitor Service Volunteers.

The meeting opened with the Serenity Prayer; Concept IV was read and reviewed – At all responsible levels, we ought to maintain a traditional 'Right of Representation' allowing a voting representation in reasonable proportion to the responsibility that each must discharge.

Secretary – March minutes reviewed & accepted.

Treasurer – March report reviewed and accepted; report will be modified to specify & clarify that 'Altamont House' payment is for monthly rent. Beginning Balance = \$5767.20 Contributions = \$ 1055.39 Expenses = \$994.10 Ending Balance = \$5828.49 less Prudent Reserve \$ 2500.00; Available Cash = \$3328.49.

Office Manager – Access to the office keys will be done through the Schuyler Inn front desk in order to ensure authorized personnel have access to the Central Office space; meeting information updated, distributed, manuals updated; there was discussion about the current need to update information in multiple places each time a change is made; options for streamlining the updates process were reviewed. Kathy S announced she is resigning as Office Manager due to personal reasons. She expects to continue with the Central Office in some capacity.

Day Scheduler – All April shifts are filled; opening remain in May schedule; it is beneficial to have consistency in people on the same shifts week after week. Tom announced he is looking to step down after many years of faithful service as Day Scheduler. Replacement needs to be sought.

Night Owl – All shifts are covered although needs are changing again as a current night owl is moving out of town and shift coverage will be needed once this occurs.

Literature – Beginning Balance = \$670.08 Income \$1497.94 Expenses = \$1541.49 Ending Balance = \$ 626.53. Anniversary Editions of the Big Book sold out and more have been ordered.

Broken Bottle – Current edition distributed in hard copies and via email; posted to web site; distributed at District meetings.

Webmaster – Surveys are being distributed and site updates are proceeding; work on the new site is in development stages; liaison with Area Webmaster continues.

Chairperson – Oriented Office Manager to procedures and protocols; visited District 14.

District Meetings – It was agreed all Central Office members should follow a similar format in presenting information at the district meetings; members reported on their monthly meeting visits, where we were received positively and information was shared.

Old Business – The issue of recruiting for the vacant Central Office Steering Committee positions was again discussed; personal appeals were suggested as being effective in the past.

New Business – Day Scheduler & Office Manager positions are now becoming vacant again; The 75<sup>th</sup> anniversary Edition of the Big Book is popular literature right now; Office security procedures were reviewed to ensure only those persons authorized to be in the Central Office space are actually admitted (e. g., scheduled volunteers), and door key security measures were reviewed; A cash box for giving out change for cash purchases of literature will be established; clarification of the Central Office policy for accepting donations was made.

Respectfully Submitted, Chip B.