

Capital District Central Office Meeting Minutes May 20, 2014

Present: Marcia G, Acting Chair; Chip B, Acting Secretary; Bill A, Assistant Webmaster; Carol P, Treasurer; Tom O, Data Coordinator; Nancy B, Day Scheduler; Linda Y, Service Volunteer; Randy R, Service Volunteer; Vanessa L, Service Volunteer; Kathy S, Service Volunteer; John R, Central Office Representative.

The meeting opened with the Serenity Prayer; Concept V was read and reviewed; "Throughout our world service structure, a traditional 'right of appeal' ought to prevail, thus assuring us that minority opinion will be heard and that petitions for redress of personal grievances will be carefully considered."

Secretary – April meeting minutes reviewed & accepted; Secretary attended District 1 meeting, reported on CDCO service statistics, distributed monthly data reports, and invited groups to send representatives to monthly CDCO Steering Committee meetings.

Treasurer – April report reviewed & accepted; Beginning balance = \$5828.49 Contributions = \$ 1216.15 Expenses = \$ 650.58 Ending balance = \$ 6394.06 less Prudent Reserve = \$2500 Available cash= 3894.06.

Chairperson -- Attended District 14 meeting, met new DCM and officers, exchanged email addresses, distributed CDCO monthly data reports, invited groups to send representatives to monthly CDCO Steering Committee meetings, advised of CDCO service opportunities; reminded all in sharing information about our service vacancies (Chairperson, Night Owl Coordinator, Office Manager) that the most important role of the Office Manager is keeping resource materials current with group meeting updates & changes and keeping the volunteers and night owls informed of same; answered email inquires as needed, including those from other Central Office/Inter-groups about our operations and procedures; offered thanks to all the volunteers who do so well answering phones and pitching in around the office to keep it neat & tidy, even spending their personal funds to replenish supplies if needed; noted with regret and also with gratitude that Kate C (and her husband) will be relocating out of the area and acknowledged Kate's tireless efforts on behalf on the CDCO since its inception and how her contributions will be sorely missed once she moves, as Kate has been instrumental in establishing office procedures, setting up and maintaining office resource guides and keeping CDCO resource manual current with group changes and updates –Many thanks, Kate!

Office Manager -- Marcia has been acting as Office Manager, reporting that the office is generally running itself and that the volunteers have stepped forward as needed to fulfill duties generally completed by the Office Manager (passing along meeting and group updates, keeping the office neat & clean, obtaining needed supplies, calling building maintenance).

Night Owl Coordinator -- Marcia reported that all night owl shifts are currently covered.

Day Scheduler – Nancy B was introduced as the new Day Scheduler and welcomed; Tom O will assist Nancy as she transitions into the Day Scheduler role on June 1; all shifts for May currently covered, and one shift is unfilled for June; Tom O gratefully thanked all the volunteers for their help and support during his tenure as Day Scheduler.

Data Coordinator -- Tom O reported a total of 172 calls answered during April 2014; this figure reflects the continuing upward trend in monthly call volume as observed for the previous months; 46 office visitors in April, 35 of whom purchased literature; the CDCO website received 1757 'hits'.

Literature – Marcia reported beginning balance = \$626.53, Income = \$ 1490.65, Expenses = \$ 1427.10, Ending balance = \$690.08; the 75th Anniversary Edition of the Big Book was a big seller.

Broken Bottle – Work has begun on the next edition; Steering Committee members were invited to submit their personal stories of recovery for possible inclusion in future issues of the broken Bottle.

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Webmaster – Dave R attended District 18 business meeting and reported on CDCO service statistics, distributed monthly data reports, and invited groups to send representatives to monthly CDCO Steering Committee meetings; Despite solicitations for input, there have not been any submissions for suggestions or desired changes people would like to see in the updated website presently under development; Bill A reported the new website will be rolled out in the fall when our current contract with our website host expires.

Old Business – Steering Committee vacancies were announced and discussed; Nancy B was welcomed as the new Day Scheduler.

New Business – Sunday telephone roll-over was discussed and Marcia will develop a rotating schedule for accomplishing this so more people can be involved beginning in June; Office relocation was briefly discussed in light of recent news about controversy involving programs operated by our landlord Father Young, with the need for a contingency plan to move if necessary recognized and tabled for the time being; District meeting reports were provided; the services of Tom O as Day Scheduler and Kate C as Office Manager were gratefully acknowledged.

The meeting closed with the Responsibility Pledge.

Respectfully Submitted,
Chip B.