

Capital District Central Office  
Meeting Minutes September 16, 2014

Present: Marcia G, Acting Chair; Chip B, Acting Secretary; Bill A, Assistant Webmaster; Dave R, Assistant Webmaster; Carol P, Treasurer; Tom O, Data Coordinator; John R, Central Office Representative.

The meeting opened with the Serenity Prayer. Concept 9 read and reviewed: 'Good service leaders, together with sound and appropriate methods of choosing them, are at all levels indispensable for our future functioning and safety...the primary world service leadership once exercised by the founders must necessarily be assumed by the Trustees of the General Service Board of Alcoholics Anonymous.'

Secretary: August meeting minutes reviewed and approved. The Acting Secretary attended the District 1 monthly business meeting and distributed data reports and volunteer sign-up forms.

Treasurer: Beginning Balance = \$7072.14, Contributions = \$ 322.05, Expenses = \$470.32, Ending Balance = \$6923.87 less Prudent Reserve \$2500 = Available Cash = \$4423.87. The word 'rent' will be added to the Altamont Program expense line to minimize confusion for this expenditure.

Chairperson/Office Manager/Night Owl Coordinator: Attended District 14 meeting and distributed Volunteer sign-up forms; two have been returned already. Office operations are going smoothly; Internet is hard to access and Bill A. provided a step-by-step quick fix that seems to work; Night Owl shifts are filled; Paul S. (Sunday 12 noon-7pm) has a new job so Carol A. (Sunday Night Owl) will cover both Sunday shifts – she also volunteered to do phone roll-overs on weekends. Thanks to Pat L., HMB Area 48 Delegate, for providing us with information about pending literature price increases (effective 10/1/14).

Day Scheduler: there are two (2) openings left on the October schedule

Data Coordinator: The office received 161 calls in August; the volume of calls continues creeping upward from past years. 30 visitors came to the CDCO; 20 of these came to purchase literature. 1944 website hits were recorded, and four emails were received and resolved.

Literature: Beginning Balance = \$1270.55, Income = \$852.80, Expenses = \$680.60, Ending Balance = \$1433.75. Inventory on hand 10/1/14 will be sold at the new prices. The account is being reconciled this month.

Broken Bottle: Work on the current issue is progressing, anticipating distribution in early October.

Webmaster: All is ready to transition to a new hosting service when our current contract expires.

Old Business: There was discussion about the Thatcher observation celebration discussed last month, and work will continue to see if this is feasible. A graveside ceremony around Founder's Day was proposed, with a picnic to follow.

Discussion of another CDCO 'event' was tabled until next month.

New Business: The CDCO will purchase 1200 HMB meeting schedule books for 2015.

Discussion about coordinating a transportation opportunity to the 2015 International Convention began, with those present asked to raise the idea in meetings to elicit interest.

The meeting closed with the Responsibility Pledge.

Respectfully Submitted,

Chip B.  
Acting Secretary

