

Capital District Central Office
Business Meeting
Minutes
January 20, 2015

Present: Bill A., Webmaster; Marcia G., Acting Chair; Nancy B., Day Scheduler; Carol A., Treasurer; Kathy S., Literature Chair; Tom O., Group Information Coordinator, Data Coordinator; Randy R., Group representative.

Kathy S. took notes in Chip's absence.

Meeting began with Serenity Prayer and reading of Tradition One, with discussion.

Secretary Chip B. absent. December 2014 minutes will be available at February 2015 meeting.

Treasurer Carol P. submitted her report. Approved as submitted

Acting Chair Marcia G. reported that everything seems to be running smoothly in the Office. As Night Owl Coordinator, she raised the issue of the office's need for additional volunteers to provide phone coverage, especially for weekend shifts: 4 pm Saturday to noon Sunday, and Noon to 7 pm Sunday. Marcia will contact two prospective volunteers. Tom O. agreed to take the shift if help is not available. Bill A. may be interested in learning more about Night Owl service.

Day Scheduler: Nancy B. reported the February schedule for office coverage is complete and March is in progress. One regular weekly volunteer is leaving but others will fill in.

Group Information Coordinator: Tom O. is updating meeting information used by volunteers. Since the meeting information on the HMB website is up to date, he has printed it out and arranged it alphabetically by location. The lists of Special Meetings (Young People's, Men's, etc.) have been updated and sent to volunteers.

Data Coordinator: Tom O. analyzed 2014 data for calls by type and District, reported in The Broken Bottle. Calls were up in December, 187 compared to an average of 150. Office visits also increased.

Literature: Kathy S. reviewed literature finances. She suggested reporting be changed so it is consistent with data reports. (Currently, receipts are based on the date of bank deposit. rather than date of sale). All agreed. Medallion sales, which started January 1, are brisk. Of 996 medallions stocked so far, nearly 300 have been sold. All sales taxes will need to be reported early in March for the filing period 3/1/14 through 2/28/15.

The Broken Bottle: the new edition, just out, features charts of 2014 call data, income and expenditures, and shows group contributions for the year. It is distributed via email and brought to District meetings by Steering Committee members.

Webmaster: Bill A. reported our website is on a new server and has been verified and tested. Information is up to date. Final billing from the previous web host has not yet been received. Bill will work with Tom O. on adjusting Google analytics. Flyers for upcoming events are now being posted; any volunteer who sees one can send a photo or info to Bill for uploading after the chairperson's review. Announcements of meetings in need of support will also be posted if requested by a meeting's contact person, who Tom O. will check in with after a month. Marcia will find a place on the website for posting. We decided against posting any group's open service positions. CDCO reports shall be posted by their creators on www.aaalbanyny.org/reports

OLD BUSINESS: Nothing new to report.

NEW BUSINESS:

2014 HMB schedule books will be offered free of charge. We will bring to District meetings and post their availability on the website.

Pre-orders for 800 of the new HMB schedule books have been received. CDCO ordered 1200 copies, not yet delivered. Sales for books, medallions, and meeting schedules will now be recorded in a single receipt book. Kathy will report separate financial data for each category.

We considered producing a pamphlet of capital-area meetings (Districts 1, 2, 4, 14, 18). This needs further consideration.

Respectfully submitted,

Kathy S.