

Capital District Central Office, Inc.  
Meeting Minutes November 17, 2015

Present: Trish M, Chair; Chip B, Acting Secretary; Carol P, Treasurer; Bill A, Webmaster; Tom O, Data Coordinator/Group Information Coordinator; Kathy S, Literature/Medallions Chair; Randy R, Volunteer.

The meeting opened with the Serenity Prayer. Tradition 11 was read and reviewed.

Secretary: September minutes reviewed, with correction noted for Saturday office hours (12-4pm), and approved; District 1 Monthly Business Meeting update provided, with notation that, going forward, District Meeting reports will be an agenda item itself.

Treasurer: October report reviewed and approved. Opening balance = \$7802.35, donations = \$650.00, expenses = \$1367.27, ending balances = \$6501.91 (CapCom), \$743.16 (Key Bank pending transfer to Capcom) total cash \$7245.07, less prudent reserve (\$4500), available cash = \$2745.07.

Chair: Moved successfully completed; attended HMB Area convention.

Night Owl: Coordinator needed; December slots filled.

Day Scheduler: Three new volunteers trained; five shifts open in December; November covered.

Group Information Coordinator: Two updates to the meeting schedule binder; please inform Tom if you hear about meeting changes; remind people at meetings to contact the CDCO website about meeting changes; bring back announcements from District Meetings so the volunteers can have access to the flyers, etc.

Data Coordinator: 111 calls in October, with 54 office visitors, 43 of which purchased literature/medallions; the website received 1473 hits.

Literature/Medallions: Income = \$1354.00, expenses = \$1530.64, ending balance = \$649.06; account to be transferred from Key Bank once it is reconciled..

Broken Bottle: No report, Editor needed!

Webmaster: Website is up-to-date with accurate CDCO, Inc. information; suggests 're-start' of website to replace existing (prior) Admin with someone more current as the Admin.

District Meeting Reports: Attended at 1, 2, 14 -- not at 17, 18.

Open House: Reviewed plans and finalized procurement assignments.

New Business: Setting up ACH (auto-pay) for rent to avoid late fees; Outside sign cost = \$129.60 w/ tax (our TE status is pending) "AA Central Office"; door sign installation 11/19/15; Agreed to purchase 1500 HMB Meeting Schedule Books for 2016.

The meeting closed with the Responsibility Pledge.

Respectfully Submitted,  
Chip B