

Capital District Central Office, Inc. Meeting Minutes March 8, 2016

Present: Trish M, Chair; Chip B, Secretary; Carol P, Treasurer (Outgoing); Tom O, Data Coordinator/Group Information Coordinator; Fred F, Day Scheduler;/Night Owl Coordinator Bill A Webmaster; Deb P, Broken Bottle Editor; Mike M, Treasurer (Incoming).

The meeting opened with the Serenity Prayer. Tradition 3 was read and reviewed.

Secretary: February minutes reviewed, corrected and approved.

Treasurer: Carol P is stepping down after prodigious service as the Treasurer, with our grateful thanks; Mike M is in training as her replacement.

Beginning Balance \$8902.51, Donations \$1125.00, Token Shop Credit \$11.98, Transfer from Literature Account (Literature, Medallions, Rent) \$2017.10, Bank Dividend, \$0.63, Total \$3154.71; Expenses \$4195.57, Ending Balance \$ 7861.65, less Prudent Reserve (\$4500) Available Cash \$3358.52.

2014 and 2015 Annual Expense Summaries were distributed and reviewed.

Chairperson: Attended NERAASA in Springfield, MA; met and networked with other Central Office/Intergroup service representatives, learning how other Central Offices and Intergroup Offices maintain support and operate. During the transition to the new Literature Chair, Trish has taken over the duties; literature and medallion sales are brisk and inventory is being replenished.

Night Owl Coordinator: Night Owls are covered into next month, and Fred sends updates as needed.

Day Scheduler: Several shifts remain open in April, but most of the volunteers are consistent and reliable to cover the same shifts month to month.

Group Information Coordinator: Three new meeting schedule changes added; emailed the information to Area and District record-keepers; provided flyers for three events to the Webmaster [IT Manager] for online posting; reminder to obtain event flyers at District meetings.

Data Coordinator: 162 calls handled in February; 71 office visitors, of which 53 purchased literature (\$2017.00) and/or medallions (\$299.00); numerous email inquires from family members concerned with loved ones or nursing students seeking meetings to observe.

Literature/Medallions: Opening Balance \$2789.25, Income \$ 2316, Expenses, \$2120.06, Ending Balance \$2876.09. A candidate (Justin) is interested in the Literature Chair position.

Broken Bottle Editor: New edition is drafted; needs events information to add; Final version early next month.

Webmaster: Title changed to IT Manager (to better reflect the range of duties and services provided); recent reports posted and up-to-date.

District Meetings; attended at 1, 2, 17 and 18; distributed reports and obtained event flyers.

Old Business:

ACH payment for cable bill is in process.

NYS Sales taxes have been paid.

Attempting to donate our old printer to Schuyler Inn.

New Business:

By-Laws reviewed, discussed, modified, and approved.

Mike M elected Treasurer.

Webmaster title changed to IT Manager.

The meeting closed with the Responsibility Pledge.

Respectfully Submitted,

Chip B.