

Capital District Central Office
November 8, 2016

Present: Trish M, Chairperson; Chip B, Secretary, Mike M, Treasurer, Fred F, Day Scheduler & Night Owl Coordinator; Tom O, Data Coordinator & Group Information Coordinator, Bill A, IT Coordinator, Justyn B, Literature Chair, Debbie P, Newsletter Editor, Bob B, Marsha P, Group Representatives.

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

Chairperson: Trish reported that the Office is running smoothly with no major concerns. She will report further under New business

Secretary: October minutes reviewed and approved

Treasurer: Opening Balance, \$ 14190.94, Donations/Income [interest] \$904.00, Expenses \$911.44, Prudent Reserve \$8000.00 [all accounts], Available Cash [Ending Balance] \$2121.55; Literature Account; Beginning Balance \$4061.95, Deposits \$921.64, Withdrawals \$758.44 (Literature/Medallions Purchases) \$1163.009, Ending Balance \$4225.15. Total Accounts: \$14347.06. Report reviewed and accepted.

Night Owl Coordinator: Currently need Sunday 12-7p; All other shifts are presently covered.

Day Scheduler: New volunteers trained -- Bob, Jack, Elaine; All shifts are currently covered.

Group Information Coordinator: Meeting changes noted; Current Announcements are in the folder.

Data Coordinator: 149 telephone calls in October, 2016 (13 first-time callers); 69 Office visits, 57 of whom purchased literature and/or medallions; 2421 website visitors, 56% new visitors

Literature/Medallions: Finance reports as above under Treasurer report.

Broken Bottle; Materials are still needed for the next (Winter) edition -- personal stories, 12th Step stories, Phone Log stories; aiming for mid-December publication.

IT Coordinator: all current reports are posted and Literature prices are updated; all postings are current and systems are operating well; has been in contact with HMB Webmaster.

District Reports: District 1 - attended November meeting, gave verbal report and handouts, obtained meeting changes and events flyers ; District 2 - meets Thursday; District 14 - Sent materials to DCM for distribution, new DCM in March 2017; District 17 - meets next week; District 18 - meets tomorrow.

Old Business: Discussed follow-up re: having an AA meeting at the CDCO site -- logistics include property limitations and landlord/lease restrictions (to be explored).

Agreed to open a separate account for the Literature funds -- is was agreed that Trish and Justyn would be signers on this account.

Discussed alternate sources for recovery Cards.

New Business: Discussed whether there is a need for an office Manager at this time, consensus was no need at this time.

Discussed Chairperson conflicts with work hours and volunteer hours.

Discussed gap between expenses exceeding income last month.

Discussed modeling the Rochester Inter-group's 'Meeting in a Pocket' pamphlet -- tabled until next month.

The meeting closed with the Responsibility Pledge.

Respectfully submitted,
Chip B.