

Capital District Central Office
December 13, 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.

The meeting opened with the Serenity Prayer; Tradition Twelve 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: November minutes reviewed and approved

Treasurer: Opening Balance: \$14347.06, Donations/Income [interest] \$2355.17 - includes reimbursement from literature for meeting schedules, Expenses \$1545.34, Prudent Reserve \$8000.00 [all accounts], Available Cash [Ending Balance] \$6931.38; Literature Account; Beginning Balance \$4225.15, Deposits \$---, Withdrawals \$4225.15 (Literature/Medallions Purchases) \$---, Ending Balance \$4225.15 * New Literature Account Established and reported separately. Total Accounts \$10932.08. Report reviewed and accepted.

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

Day Scheduler: Saturday help needed; Office will be closed Christmas and New Year's Day and Saturday before each holiday.

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

Data Coordinator: 141 telephone calls in November, 2016; 94 Office visits, 65 of whom purchased literature and/or medallions; 2616 website visitors, 55% new visitors

Literature/Medallions: New Account established 11/15/16: Opening Balance \$4225.15, Income \$1882.07. Expenses (\$1324.60 + \$1763.13) \$3087.73, Ending Balance \$3375.74. Report Accepted.

Broken Bottle: 2016 Winter Edition issued and circulated.

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; seeking to rotate out of service; need a person with IT and Web knowledge. Bill was thanked for his service.

District Reports: District 1 - attended December meeting, gave verbal report and handouts, obtained meeting changes and events flyers; District 2 - Super bowl event being planned, new COR 1/17 is Terry; District 14 - Sent materials to DCM for distribution; District 17 - 65 people attended Sponsorship workshop, including Area 48 Delegate, next workshop "Are you a group or just a meeting" 3/4/17; District 18 - planning elections.

Old Business: Discussed lack of follow-up on inquiry about having an AA meeting at the CDCO -- no follow-up so no action needed.

Opened a separate account for the Literature funds -- is was agreed that Trish and Justyn would be signers on this account; Literature Report will need to be Approved each month, and posted on the Website.

New Business: Agreed to approve monthly Literature Report.

Discussed mileage reimbursement for long travels to District meetings (35 cents/mile for trips >30 miles roundtrip. Discussed

Meeting in Pocket, getting estimates from two printers.

Tom agreed to explore address labels for the CDCO address, and a Stamp for checks for deposit in the Literature Account.

The meeting closed with the Responsibility Pledge.

Respectfully submitted,

Chip B.