

Capital District Central Office
December 12, 2017

Present: Trish M, Chairperson, Chip B, Secretary; Tom O, Data Coordinator & Group Information Coordinator; Bill A, IT Coordinator; Justyn B, Literature Chair, Terry B, COR.

Meeting opened with the Serenity Prayer; Tradition Twelve was read and reviewed.

Chairperson: Announcing CDCO Elections in January, 2018; Office is running smoothly.

Secretary: November meeting minutes reviewed, corrected and approved (posted to Website).

Treasurer: November Report reviewed and accepted (posted to Website).

Night Owl Coordinator: New Night Owl is Mark, every other Monday; Need coverage Christmas Eve day 12-7p, Chip will cover; Fred will roll to Trish for New Year's Day 10a-6p.

Day Scheduler: John L now covering a Saturday shift; otherwise, all shifts covered at this time.

Group Information Coordinator: Two meeting changes updated; Announcements are current in the folder.

Data Coordinator: 141 calls, 71 office visitors, \$1160 Literature/Medallion sales; 2009 website visitors.

Literature/Medallions: Report reviewed and accepted (posted to Website).

Broken Bottle: Winter edition nearly ready for review and distribution; input appreciated.

IT Coordinator: Printer and Toner purchased, installed and operational; (\$340); All November reports posted; Website fully functioning; Writing code for multiple announcements on one page, and developing documentation manual.

District Reports: District 1 - Reported on monthly business, all Officers and Committee rotating out. District 2 - Terry B: 2018 Super Bowl party is 2/4/18; meeting Thursday for elections. District 14 - Clubhouse will have Thanksgiving and Christmas events; 3 groups ordered meeting schedules. District 17 - Don W is new DCM, elections completed. District 18 - treasurer and group reports summarized, discussing whether to do Spring Fling in 2018.

Old Business: Bill A is setting up a PayPal or Amazon account for future online CDCO supplies purchases.

New Business: Discussed Christmas and New Year's coverage; discussed literature donation to CDPC group and will defer to District 1 Treatment Committee. Agreed the Salvation Army can simply purchase Meeting Schedule Books from us like everyone else. Agreed to re-order Meeting In A Pocket whenever supply runs low.

The meeting closed with the Responsibility Pledge.

Respectfully submitted,
Chip B