

**Capital District Central Office**  
**March 13, 2018**

**Present:** Trish M (Chair), Tom O (Data Coordinator/Group Information Coordinator), Chip B (Secretary), Justyn B, (Literature) Bill A (Information Technology Coordinator), Terry B (District 2 Central Office Representative - COR).

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

**Chair:** Set up E Bay and PayPal accounts for online supplies purchasing; Fraud Alert called for the Literature Account Card, though no charges showed; continually inviting people to consider Service Positions at CDCO; Justyn will prepare and submit NYS Sales Tax payment and report.

**Secretary:** February Minutes reviewed and accepted (posted to website).

**Treasurer:** Prudent Reserve amount is now transferred so it is all in one account; will send GSO \$200 for two quarters' donation; \$300 donation received from District 14l Rent increased \$10/month in January; Report reviewed and accepted (posted to website).

**Night Owl:** Shifts filled, always recruiting for new volunteers.

**Day Scheduler:** One volunteer is injured and out for a few weeks, other shifts covered; Fred still fills in when other volunteers cannot make it, seeking volunteers to fill in short-notice coverage gaps.

**Group Information Coordinator:** Events/Announcements Binder is current; One meeting change updated.

**Data Coordinator:** Report reviewed, 114 calls received; \$2011 in literature and medallion sales; 98 Office visitors; 1741 website visitors (74% new visitors); (posted to website).

**Literature:** Report reviewed and accepted (posted to website); will file sales tax reports electronically.

**Broken Bottle:** working on next edition, submissions appreciated by March 26, 2018.

**IT Coordinator:** All reports posted to website, Events Posting mechanism updated.

**District Reports:** D1 - Men's Corrections and Literature positions are open; D2 - Made a profit on the Super Bowl party; \$185 in donations, planning for Memorial Day Picnic is underway. D14 - New DCM is Lisa J; \$300 donation; Cabin Fever Reliever March 17, 2018 in Scotia. D17 - Report distributed, \$236 in donations received, still trying to get meetings into the Hudson state facility, bureaucratic nightmare. D18 - meets tomorrow, last month's report reviewed, operating smoothly.

**Old Business:** Trish set up PayPal & Ebay accounts for supplies purchasing (toner, etc.); Service positions always available if anyone is interested.

**New Business:** Will continue to purchase Meeting Schedules until the supply is exhausted or demand stops (up to 100 at a time); NYS Annual Sales Tax report and payment (\$1617) will be done by Justyn; discussed CDCO having a table at the Spiritual Breakfast April 21, 2018; Literature Account will be getting its own checks; discussed inquiry from District 8 (Cooperstown, Oneonta area) regarding joining the CDCO, though that seems unrealistic, Trish will contact them.

The meeting closed with the Responsibility Pledge.

Respectfully submitted,

**Chip B.**