

# Capital District Central Office Meeting Minutes

April 10, 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, Jen R., Out-to-lunch Bunch. COR.

Meeting opened with the Serenity Prayer. Tradition 4 was read and reviewed.

Chair: Discussed obituary controversy as no-AA members are sending contributions -- contacted GSO, Area 48 Delegate, and past Delegate for guidance, advised to return all donations except those clearly marked as being from an AA member so that's what we'll do; Continually announcing Service Positions at CDCO.

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

Treasurer: We could not confirm the GSO \$200 donation was made; Report reviewed and accepted with corrections (posted to website).

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

Day Scheduler: 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; two meeting changes updated.

Data Coordinator: Report reviewed, 144 calls received; \$2751 in literature and medallion sales; 94 Office visitors; 1729 website visitors (59% new visitors); (posted to website).

Literature: Report reviewed and accepted (posted to website); NYS sales tax report filed electronically.

Broken Bottle: working on next edition, submissions appreciated.

IT Coordinator: All reports posted to website, printer output is very light; Bill will check and test with Justyn.

District Reports: D1 - CDCO Monthly Data Report distributed; Area Delegate presented and requested feedback for the Upcoming Conference; Urged attendance at area events to give input; D1 is researching charter buses for NERASSA next year; Safety issues raised and Safety Card publication was referenced. D2 - Meeting is this coming Thursday. D14 - reports distributed. D17 & D18, operating smoothly.

Old Business: NYS Sales taxes paid (\$1617); Service positions -- always announce availability; Sent D8 email about declining to participate, awaiting response.

New Business: Discussed obituary bequests and agreed to review and return with explanation ("self-supporting..."); discussed printing supply of 'CDCO Business Cards' (modeled from the ones Marcia had made in the past) with telephone number and website contact information -- Chip will work with Fred to produce 1000; CDCO will order a supply of Safety Cards so we can take them to District

Business Meetings; Printer output quality is deficient (generic toner?), Bill and Justyn will test and repair .

The meeting closed with the Responsibility Pledge.

Respectfully submitted,  
Chip B.