

# Capital District Central Office Meeting Minutes

May 8, 2018

Present: Trish M (Chair), Tom O (Data Coordinator/Group Information Coordinator), Fred F Day Scheduler/Night Owl Coordinator, Chip B (Secretary), Justyn B, (Literature) Bill A (Information Technology Coordinator), Terry B, District 2 Central Office Representative - COR, Khalid R, ODAT group COR.

Meeting opened with the Serenity Prayer. Tradition 5 was read and reviewed.

Chair: Continually announcing Service Positions at CDCO.

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

Treasurer: April Report reviewed and accepted with corrections (posted to website).

Night Owl: Shifts filled, always recruiting for new volunteers; new Night Owl is Mike K for every other Saturday.

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; one meeting change updated.

Data Coordinator: Report reviewed, 127 calls received; \$1831 in literature and medallion sales; 91 Office visitors; 1627 website visitors (60% new visitors); Report posted to website.

Literature: Report reviewed and accepted (posted to website); Anniversary Cards ordered, Grapevine order received.

Broken Bottle: working on next edition, submissions appreciated.

IT Coordinator: All reports posted to website, systems running well.

District Reports: D1 - CDCO Monthly Data Report distributed; D1 discussing going 'paperless' in the next year. D2 - Seeking volunteers for Rensselaer County Jail meetings, Memorial Day Picnic planned. D14 - Hosting Area Assembly May 12 in Scotia, Unity Day will be August 18, seeking volunteers for open service positions. D17 & D18, operating smoothly.

Old Business: Service positions -- always announce availability at meetings; Sent D8 email about declining to participate, awaiting response; Nancy R contribution/bequest resolved; 1000 CDCO Business cards to be printed for distribution to individuals & groups.

New Business: Justyn will obtain catalogue for specialized anniversary medallions; Chip suggested Broken Bottle include a Volunteer Spotlight segment highlighting one of our office volunteers.

The meeting closed with the Responsibility Pledge.

Respectfully submitted,  
Chip B.