

Capital District Central Office Minutes
October 9, 2018

Present: Trish M (Chair), Fred F Day Scheduler/Night Owl Coordinator, Chip B (Secretary), Tom O Data Coordinator/Group Information Coordinator, Justyn B, Literature; Terry B, District 2 COR, Bill A IT Coordinator.

Meeting opened with the Serenity Prayer. Tradition 10 was read and reviewed.

Chair: Continually announcing Service Positions and volunteer opportunities at the CDCO; Office is running smoothly.

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

Treasurer: September Report reviewed, (noted that GSO Contribution should be \$250 so will be \$300 next quarter) and accepted (posted to website).

Night Owl: All shifts covered; phone roll-over being done on the computer now.

Day Scheduler: All shifts covered; Fred still fills in when other volunteers cannot make it, seeking volunteers to fill in short-notice coverage gaps; still highlighting new Monthly Medallions price change, new volunteer Gary trained.

Group Information Coordinator: Events/Announcements Binder is current; meeting changes updated.

Data Coordinator: Report reviewed, 136 calls received; \$1952 in literature and medallion sales; 98 Office visitors; 1111 website visitors (87% new visitors); Report posted to website.

Literature: Report reviewed and accepted (posted to website); additional meeting schedules obtained from District 1.

Broken Bottle: Fall 2018 Edition distributed; always seeking stories.

IT Coordinator: tonight's reports to be posted, otherwise all are current; HMB has an email for Flyers to be posted at the HMB website; all office systems running well.

District Reports: D1 - Record-Keeper position filled; website development committee formed; District 1 Inventory Day set for November 12. D2 - Jail meeting needs people to go in; Elections in December; Super Bowl Party planning underway. D14 - Armistice Day workshop planned; running smoothly. D17 - Minutes reviewed; open positions noted; Holiday Party planned for December 15. D18 - Meeting tomorrow.

Old Business: Lowered the price of medallions to 50 cents (\$0.50), need to remind volunteers.

New Business: Agreed to donate a Big Book, 12 & 12 and Living Sober "Welcome Kit" to new groups that form in our service area.

The meeting closed with the Responsibility Pledge.

Respectfully submitted,
Chip B.