

## CDCO Minutes

May 12, 2020

Present: Trish M (Chairperson), Tom O (Data Coordinator/Group Information Coordinator), Fred F (Day Scheduler/Night Owl Coordinator), Ed M (Treasurer), Chip B (Secretary), Justyn B (Literature), Deb P (Newsletter Editor), Bill R (IT Coordinator), Leslie M, (District 2 COR), Lois M (District 14 COR). **Meeting conducted via Zoom.**

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

Broken Bottle (Deb), seeking input for next newsletter, led to discussion of medallions and literature orders and fulfillment, basically on hold due to office shutdown.

Chair – Office closed, little action, phones being answered, emails done.

Secretary – Minutes accepted, to be posted to website.

Treasurer – Dex Media (telephone book listing, is discontinued, \$831 in, \$803 out this month, report accepted, to be posted to website.

Night Owl/Day Scheduler – Day shifts taking calls remotely, volume down, fully covered at this time.

Group Information Coordinator/Data Coordinator – Quiet, only one announcement, 110 calls, \$113 literature sales, 1071 website visitors (91% new).

Literature/Medallions – Slow month due to office closure.

IT Coordinator – Website fixed, up-to-date

District Reports – D1 running smoothly, business meeting via Zoom; D2 Memorial Day Picnic doubtful; D14 meeting pending; D17 Concerns with face -to face meetings; D18 Using 'virtual basket' and Zoom meetings, small groups meeting face-to-face.

Old Business – Website update [www,GoAAnow.com](http://www.GoAAnow.com) prototype set up for review and discussion (lones platform), this is a 'jumper' site to our own domain [AAAlbanyny.org](http://AAAlbanyny.org), features links, information, and can do literature sales and receive contributions, next actions = analytics.

New Business – GoAAnow approved for new website, launch discussed, out-reach to Districts; Tom suggested inviting volunteers to our Zoom business meetings – approved; Ed will explore migrating the telephone line to a different internet service (e.g., MagicJack).

The meeting closed with the Responsibility Pledge.

Respectfully Submitted,

Chip B

ADDENDUM May 26, 2020 (**Meeting conducted via Zoom.**)

Present: Trish M (Chairperson), Tom O (Data Coordinator/Group Information Coordinator), Fred F (Day Scheduler/Night Owl Coordinator), Ed M (Treasurer), Chip B (Secretary), Justyn B (Literature), Bill R (IT Coordinator), Leslie M, (District 2 COR), Lois M (District 14 COR).

Discussion about Re-opening the Office; per NYS guidelines, we will need to prepare a written plan for re-opening for submittal to the appropriate public health authorities – Volunteers are not interested in rushing back into the office as New York State moves into phased re-openings of operations and businesses; we will need to provide access to Sanitizer, face masks, Disinfecting Wipes etc.; discussed literature m/medallions sales options, could do curbside pick-up at the office, for example Saturdays from 12-4PM, call when arrive and order will be delivered to the vehicle would prefer payment by check; Online ordering for literature, could do using Square; New Website will have an online store and capacity to take credit card orders for payment, synchronizes with inventory control, seeking to integrate user-friendly ordering process, using scan bar code.

Decisions: We (CDCO, as the employer, will provide PPE for all volunteers and, as necessary, visitors to the office; Website update continues, prefer Reports page with tables as in previous format.

Respectfully Submitted,

Chip B

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