

## CDCO Minutes

June 9 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), Bill R (IT Coordinator), Leslie M, (District 2 COR), Lois M (District 14 COR), Paul M (Volunteer), Sue S (Volunteer). **Meeting conducted via Zoom.**

Meeting opened with the Serenity Prayer. Tradition 6 was read and reviewed.

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

Secretary – Minutes accepted, to be posted to website.

Treasurer – Report accepted, to be posted to website.

Night Owl/Day Scheduler – Day shifts taking calls remotely, volume down, all shifts covered; inquiries about face-to-face meetings – (Hillhurst Park, Schenectady), Monday, Friday, Saturday.

Group Information Coordinator/Data Coordinator – Quiet, only one announcement, 125 calls, \$69 literature/medallion sales, no website data due to re-vamp of the site.

Literature/Medallions – Slow month due to office closure.

IT Coordinator – New website edits, links added.

District Reports – D1 running smoothly, re-opening discussion and guidelines posted; D2 No meeting; D14 meeting pending, Unity Day hopefully late August; D17 re-opening guidelines discussed, picnic postponed; D18 no meeting yet.

Old Business – New website launched, working to add donation and store features/functions. Re-opening plan; Fred will survey volunteers to see how they feel about coming back into the office when it is permissible; Ed and Tom will pre pare re-opening plan as per government guidelines; discussed needs for sanitizing products, wipe-downs, face masks; contact-less curbside pick-ups – deliver orders on the ledge outside the main building entrance (exact change, check); plan to start literature orders online with Saturday pick-up at the office once we're ready with plan and procedures. Other domain names to be reserved ([Give2AA.com/org](http://Give2AA.com/org); [GivetoAA.com/org](http://GivetoAA.com/org); [VolunteerAA.com/org](http://VolunteerAA.com/org)) for future projects. Justyn reviewed the online store functions and funds were approved for hardware & software to use Square platform for payment processing and inventory control.

New Business – Picking mail at the office (no longer being forwarded); will check with Districts re: Zoom ID's and posting events to CDCO website.

The meeting closed with the Responsibility Pledge.

Respectfully Submitted,

Chip B

ADDENDUM June 2, 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), Marcia P (Volunteer).

Re-opening Plans -- Saturdays from 12-4PM, call when arrive and order will be delivered to the vehicle would prefer payment by check; Online ordering for literature, can now do using Square; New Website has 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. Orders can be placed on-line, or on the phone Saturdays when the office is open. Justyn will prepare a training module for the first week in July; will go Live for online sales July 6, with first pick-up date Saturday 7/11/20. This will be announced in the Broken Bottle and in Zoom meetings.

Respectfully Submitted,

Chip B

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