

**Capital District Central Office (CDCO) Minutes  
February 8, 2022**

Present: Trish M (Chair), Fred F (Day Scheduler/Night Owl Coordinator, Ed M (IT Coordinator/ Newsletter Editor, Justyn B (Literature), Tom O (Data Coordinator/Group Information Coordinator, Gene R (Treasurer), Helen F (COR D2), Zane D (COR D3), John D (COR D13), Lois M (COR D14), and Cathy P (DCM D17).

The meeting opened with the Serenity Prayer. Tradition 2 was reviewed.

Chair: Office is running smoothly. Will ask later for review of old business or intro of new business.

Secretary: Minutes reviewed and approved.

Treasurer: Report reviewed and approved.

Night Owl/Day Scheduler: Night owl shifts are all covered. A couple of temporary openings in the day schedule are being covered. Trained a person who will help cover these. We received permission from the administration to use a space heater in the office.

Group Information Coordinator/Data Coordinator: All meeting changes and event flyers are current. Data: 112 calls, \$988 literature/medallion sales, 5,752 website visitors, 13 emails.

Literature: Will do an inventory soon of all literature, pamphlets, medallions in the office and on-line. Preparing the approximately \$1,300 in state sales tax for payment next month.

IT: Google will increase the cost of their G Suite (some administrative capabilities) by \$6 per month. Working to improve the volunteer website software and sent the changes to Fred F, Justyn B, and Tom O who all said they looked really good. Also working on a special order function for literature.

District Reports: D1 (absent), D2 The Super Bowl party is still a go. The district business meeting is this coming Thursday. If the party should be cancelled, I will call that into the CDCO. Otherwise, all is good in District 2. D3: All positions are filled except Activities Chair. We lost a little money with the New Year's Eve party, but a good time was had by all. D13: Rob S. is our new DCM. The Alternate DCM is open. Our finances are limited. D17: The new DCM, Cathy P., is working to get the district organized. Hopefully, we will be doing some good work. D18: The district is doing well. There are still some issues with mask mandates at the meetings.

Old Business: None

New Business: A \$50 increase per quarter in the CDCO donation to the GSO was approved by vote.

Respectfully submitted,  
Tom O', substitute Secretary