

**CDCO Steering Committee Meeting
December 12, 2023**

Present: Trich M (Chair), Chip B (Secretary), Gene R (Treasurer), Ed M (IT Coordinator; Newsletter Editor), Kate O (Data Coordinator), Justyn B (Literature Coordinator), Jill S (District 1 COR), Valerie S (District 2 COR), Zane D (District 3 COR), Lois M (District 14 COR), Marcia N (Volunteer), Tim (Visitor), Mark Q (Area 48 Archivist).

The meeting opened with the Serenity Prayer.

Tradition 12 was read and reviewed.

Chair: Office running smoothly.

Secretary: Minutes reviewed, accepted, posted to website.

Treasurer: Report reviewed, accepted, posted to website. Treasurer clarified that the literature sale is being subsidized by funds donated to support local outreach and benefit.

Day Scheduler/Night Owl Coordinator: N/A. No issues identified.

Group Information Coordinator: Vacant; recruitment efforts underway.

Data Coordinator: 106 calls; \$2351.77 Literature/Medallion sales; 4602 website visitors. Sue is assisting with data coordinator functions.

Literature: Robust sales; Token Shop (medallions) double charge is being corrected; The Literature Sale is for all World Services Literature only; technical considerations in our store preclude limiting quantities, so we are essentially offering Buy 1, Get 1 Free (lesser value product) sales; \$900 of the allotted \$2500 has been used for the Sale; NYS Sales Tax account at \$1400; \$1300 World Services order submitted.

Newsletter: Next edition pending.

IT: Upgrading software for announcements/Bulleting Board for the Volunteer's website; New phones purchased and installed in the office; Setting up separate (district) website for volunteer campaign (\$132/year), moving 7th Tradition and VolunteerAA.org websites; TU Ad Campaign website pages set up and ready to go.

District 1 (Jill): New officers transitioning into positions; CDCO donation budgeted for payment. TU Ad Campaign planned for the Christmas & New Year holidays.

District 2 (Valerie): Next business meeting Thursday (12/14/23); CDYPAA provided lunch for Area event; Printed meeting schedule list in process; Two (2) meetings being held at the women's jail; Super Bowl party being planned to be held at Cohoes Senior Center.

District 3 (Zane): Elections completed last month -- Bill C is new DCM.

District 13: NA

District 14 (Lois): No business meeting this month; New DCM and Treasurer elected. Clubhouse events planned for Christmas and New Year.

District 17: NA

District 18 (Trish): New DCM is Mike C; Some meetings are not going to meet on December 24 and/or 31; discussed how to publicize these cancellations, suggested the meeting Change Form on the Area website (also will note on the Volunteer Website Bulletin Board).

Old Business:

No reply from Grapevine for Online Subscriptions in honor of Tom O (hung up in their computer system).

CDCO 'mailing lists' guidance is to use 'official' AA addresses on the TO: Line, and BCC personal and non-AA addresses to protract anonymity. Kate will develop the 'official' distribution list for all to use.

Area 48 Archives request -- Per Albany Management, there is no space available in their office park at this time; locating in another office park would cost \$1900/month rent. CDCO is unable to provide archives display space at this time.

New Business:

Discussed temporary meeting change information updates; two ways to do through the Area website -- meeting change form and meeting-specific change form. Ed proposed a CDCO internal system notification process.

The meeting closed with the Responsibility Pledge.

Respectfully Submitted,

Chip B.