

**Capital District Central Office
Steering Committee Minutes
February 13, 2024**

Present: Trish M (Chair), Chip B (Secretary), Ed M (IT Coordinator; Newsletter Editor), Kate O (Data Coordinator), Justyn B (Literature Coordinator), Jill S (District 1 Central Office Representative) -- COR), Valerie S (District 2 COR), Zane D (District 3 COR), Lois M (District 14 COR).

The meeting opened with the Serenity Prayer.

Tradition 2 was read and reviewed.

Chair: Office running smoothly; emails answered.

Secretary: Minutes approved, posted to website.

Treasurer: Report accepted, posted to website.

Scheduler: NA -- no known issues.

Group Information Coordinator: Vacant -- no known issues, notices are posted as they are received at the CDCO.

Data Coordinator: 103 calls, \$1392 (Literature/Medallions/Cards), 5079 Website visitors. Report approved, posted to website.

Literature: Large order received that was sent as 'Freight' so it was very slow getting delivered -- will discuss this with the GSO; Medallions replenished; Physical literature inventory count is needed to reconcile with the online information.

Newsletter: Current edition sent to us for review and distribution next week. Comments requested.

IT Coordinator: Issues with the Volunteer Forms and the website were resolved with software updates to both sites; new interface on website for volunteers to enlist.

District 1 (Jill): Times Union campaign completed, several positions still open, planning to print meeting schedules, assisting with start-up for Spanish-Language meeting, meeting site accessibility issues being reviewed and Accessibility Checklist shared.

District 2 (Valerie): Super Bowl party well-attended (100+ participants), Jail meetings are ongoing, planning Founder's Writings Town Hall Meeting for March 23 @ St. John's in Troy, printed schedules distributed, new Grapevine meeting Tuesday @ 600PM in Cohoes.

District 3 (Zane): Seeking volunteers for Greene and Columbia County jail meetings, Alternate DCM vacant, planning Spring Fling with HVYPAA, seeking to resolve issues with phone use during meetings.

District 13 (John): NA -- not able to attend -- no known issues.

District 14 (Lois): New GSRs getting oriented, budget review underway, bowling event went well, Cabin Fever Reliever being planned for March.

District 17 (): NA -- No known issues.

District 18 (): NA -- No known issues.

Old Business:

Trish will resolve the Tom O Memorial Grapevine subscriptions by ordering five print version only.

New Business:

Chip noted an update is needed to the By-Laws and will review for report at next month's meeting. We agreed to set up a review and update for all our documentation.

The meeting closed with the Responsibility Pledge.

Respectfully Submitted,

Chip B
Secretary