

**Capital District Central Office
Steering Committee Meeting
November 12, 2024**

Present: Trish M (Chair), Chip B (Secretary), Justyn B (Literature), Gene R (Treasurer), Ed M (IT Coordinator; Newsletter Editor), Kate O (Data Coordinator), Jill S (District 1 COR), Zane D (District 3 COR), Susan C (District 13 DCM), Albert C (District 13), Ali (District 14), Alvaro (Volunteer).

The meeting opened with the Serenity Prayer.

Tradition 11 was read and reviewed.

Alvaro (Volunteer) reported on an incident where the phone did not get forwarded to him in a timely fashion.

Secretary: Minutes corrected from previous month to clarify Conference Scholarships for CDCO Volunteers decisions; Report accepted and posted to website.

Treasurer: Report reviewed, accepted and posted to website.

Scheduler: NA

Data Coordinator: 92 calls, \$1947 literature/medallion sales, 11555 website visitors.

Literature/Medallions: Plain language Big Book -- 57 pre-orders, 50 copies in stock and 60 copies on order.

Newsletter: New edition in process; Newsletter Editor needed, also Events Coordinator to collect/post information on upcoming events.

IT Coordinator: Over 11,000 unique visitors last month, new website update progressing with expected roll-out in January 2025.

District 1 (Jill): Home-Group internet-based service adopted; several Committee positions open.

District 2: Elected new DCM, Alternate DCM and Treasurer with additional elections planned for December.

District 3 (Zane): Cluster hosted Area Fellowship Day with 88 in-person attendees; seeking Corrections Chair; county jail meetings covered; challenges to get access in state prisons for meetings.

District 13 (Susan/Albert): New service manual in place,; Alt DCM and Functions positions open.

District 14 (Ali, Acting COR): New to COR position this month (Welcome!); Elections scheduled in November; budget preparation underway; Cluster planning to host Area Inventory Day in November (Oneonta).

District 17: NA

District 18: NA; Thanksgiving Alkathon pending.

Old Business:

Nominations/Elections: Chip nominated for Chair, Trish nominated for Alternate Chair, Jill nominated for Secretary -- All elected unanimously. Other positions remained filled by current occupants.

New Business:

New printer needed for office, approved budget of \$300 (Justyn and Ed to research and purchase).

Amazon account proposed by Gene for CDCO purchases; approved (Gene and Chip to coordinate application).

The meeting closed with the Responsibility Pledge.

Respectfully Submitted,

Chip B