Approval

WCO Ad Hoc Committee Report

10/2/2017

From: WCO Ad Hoc Committee consisting of Carla, Nick, Tim, and Mark

To: WCO Business Meeting Attendees

Purpose of this Committee: The Ad Hoc Committee was formed at the August 7, 2017 WCO business meeting to investigate and/or make recommendations to the WCO Guidelines that can encourage more electronic document distribution and less paper copies.

Recommendation:

The Committee recommends the following changes to the WCO Guidelines to encourage more electronic document distribution and less paper copies.

For the discussion below, please refer to our Guidelines available at http://westsidecentraloffice.com/wp-content/uploads/2011/02/wco-guidelines-9-7-2015.pdf.

The Chair has the following duty in our Guidelines (page 4):

- Distributes meeting agenda at start of each WCO Business Meeting.

We recommend changing this to:

- Emails the WCO Business Meeting Agenda and Treasurer Report to the WCO Business Meeting participants within 24 hours of the WCO Business Meeting.
- Provides hard copies of the WCO Business Meeting Agenda and Treasurer Report to anyone who wants a hard copy at the business meeting. The Chair shall determine the number of hard copies to bring to the WCO Business Meeting.

The Treasurer has the following duty in our Guidelines (page 19):

- Provides monthly report and budget balance at each monthly Westside Central Office business meeting. The monthly report shall include all budget balances for each WCO service position and operating expense.

We recommend keeping the above duty and adding the following (after the above job duty):

- Emails the monthly report to the WCO Chair within 24 hours of the WCO Business Meeting.

In addition to the above changes to the Guidelines, we recommend that we use the same email distribution list for the WCO agenda and Treasurer Report as we do for the WCO Business Meeting Minutes.

We also recommend that the WCO I.T. Chair create a new web page on the WCO website that allows people to better manage their email subscriptions. They can opt out/in the "meeting minutes/agenda/treasurer report" list as well as opt out/in the WCO newsletter list.