Westside Central Office Business Meeting Minutes
7pm-8pm, November 7, 2016

Opened meeting at 7:00pm with Serenity Prayer

Attendees: Nick F (Secretary of the Board, Tonight's Facilitator), Mark L (President of the Board, I.T. Chair, Finance Chair), Marilyn D (Rep for A Vision For You Too Group), Carla (Rep for Women's Journey in Recovery Group), Lauren H (Rep for Hope No Smoke Group), Tony F (Treatment Facilities Chair and Rep for Men's Serenity Group), Bill L (Rep for Disorderly Conduct Group), Marilyn H (Interim Liaison for District 36).

Reviewed **Minutes** from last meeting. Motion to accept minutes as submitted by Marilyn H. Seconded by Tony. Motion passed.

Treasurer Report was presented by Nick since our Treasurer, John H, was absent.

Mark L presented **Board Report**. Highlights include our Second Saturday volunteer had to step down for health reasons. We are looking for a volunteer to take over the second Saturday; 12noon-4pm. 2 or more years of sobriety is suggested. Contact us at info@westsidecentraloffice.com for more information or to apply. Our office will be closed Saturday, November 26, 2016 in observance of Thanksgiving. District 31 asked if they can store some archives at our office. They offered to pay us a storage fee. We suggested that they see if there's room at the Area 58 Archives repository. If not, they may be able to rent a storage locker with one or more other Districts. If neither suggestions work out for them, we may be able to add a shelf to a wall that they could use. However, this would require further discussion/approval at a WCO business meeting.

During **Open Service Committees Discussion**, Mark reported that we had a 12th Step Call from someone in Wilsonville this last month. We could use more 12th Step Call volunteers from Wilsonville – especially women. Marilyn H asked what is the difference between the 12th Step Call Committee and the A.A. Hotline Committee. The Hotline Committee answers the phone calls that come into the office and when they receive a 12th Step Request, they pass the information onto a 12th Step Call Volunteer. Hotline volunteers are provided a confidential list of 12th Step Volunteers. 12th Step Volunteers are A.A. members that are available to call/meet individuals who are seeking help with their drinking.

Treatment Facilities (Tony F) – nothing to report at this time.

I.T. Committee Report (Mark L) – 1080 visitors to our website in October; 95 web pages viewed per day on average. Our Hotline used 51/300 prepaid minutes during the last billing cycle.

Finance Committee Report (Mark L) – passed out 2017 Proposed Budget. We will discuss/vote on it at next month's business meeting.

Old Business – Elections: No one elected to an open service position.

Seventh Tradition Observed.

A.A. related announcements: Mark reminded everyone to take some meeting schedules with them.

New Business - Motion to close by Marilyn D. Seconded by Bill. Motion passed

Close with Responsibility Statement at 7:41pm

A.A. Service Opportunities at the Westside Central Office

The Westside Central Office (WCO), an A.A. Central/Intergroup Office serving the western Portland, Oregon metropolitan area, has the following service position opportunities:

Chair – Facilitates WCO business meeting; presents a quarterly report on WCO at each Area 58 Quarterly Assembly; emails business meeting minutes to Area 58 Archivist (4 or more years continuous sobriety suggested, serves through September 30, 2018).

Co-Chair – If Chair resigns or is unable to serve for any reason, the Co-Chair steps in and assumes Chair duties and responsibilities; records WCO business meeting minutes in absence of recording secretary (2 or more years continuous sobriety suggested, serves through September 30, 2018).

Recording Secretary – Records WCO business meeting minutes; distributes meeting minutes via email and at the start of each business meeting (1 year or more continuous sobriety suggested, serves through September 30, 2017).

12 Step Call Committee Chair - Maintains a list of 12th Step Volunteers for participating groups; receives calls from Hotline volunteers; and refers 12th Step volunteers to incoming calls (2 years or more continuous sobriety suggested, serves through September 30, 2017).

Activities Chair - Brings suggestions for WCO-sponsored events to Co Reps for approval; Organizes volunteers to host activities; Finds the facilities to host activities; Prepares flyers for distribution to A.A. community for events (2 years or more continuous sobriety, serves through September 30, 2017).

A.A. Hotline Committee Chair - Maintains a calendar of individuals and groups willing to answer the WCO phone (2 years or more continuous sobriety suggested, serves through September 30, 2017).

Cooperation with the Professional Community Committee Chair - Hosts A.A. presentations to professionals, such as health care workers, counselors, law enforcement, etc. who come into contact with active alcoholics (2 years or more continuous sobriety suggested, serves through September 30, 2018).

Corrections Committee Chair - Carries the A.A. message to alcoholics behind the walls of correctional institutions (2 years or more continuous sobriety suggested, serves through September 30, 2018).

Literature Chair - Reaches out to groups and districts on the Westside to provide literature; maintains stock of the WCO literature, purchasing as needed; coordinates purchases of literature by groups or districts through WCO website or WCO hotline (2 years or more continuous sobriety suggested, serves through September 30, 2018).

Outreach Chair - Informs A.A. groups and members of the available services and opportunities for service at the WCO; Maintains the Westside Central Office Frequently Asked Questions (F.A.Q.) form (2 years or more continuous sobriety suggested, serves through September 30, 2017).

Public Information Chair – Informs the public on "what A.A. is" and "what A.A. is not" through literature, presentations, and public service announcements (2 years or more continuous sobriety suggested, serves through September 30, 2018).

Newsletter Committee Chair - Publishes the Westside Central Office's monthly newsletter *Into Action!* (2 years or more continuous sobriety suggested, serves through September 30, 2017).

Individuals interested in these service positions are encouraged to attend the Westside Central Office business meeting. Additional information is available on our website, www.westsidecentraloffice.com, by emailing info@westsidecentraloffice.com, or by phone at 503-684-0415 (extension 0).