**Westside Central Office Business Meeting Minutes**

7pm-8pm, March 6, 2017

**Open** meeting at 7:00pm with the Serenity Prayer

**Attendees**: Nick F (Secretary of the Board, Tonight's Facilitator), Mark L (President of the Board, IT Chair, Finance Chair), Jamie (GSR 4th Dimension, District 23 Liaison), Bill (Disorderly Conduct Rep.), John H (Treasurer), Marilyn D (A Vision For You Too Rep.), Bruce (District 31 Liaison), Carla (Women's Journey in Recovery Rep.), Marilyn H (District 36 DCM), Tim S (Hotline Committee and CO rep)

**Minutes**: Reviewed Minutes from last meeting. **Amended motion passes unanimously.**

**Treasurer Report**: Presented by John H. Motion to accept treasurer report. **Motion passes unanimously.**

**Board Report**: Presented by Mark L. This month marks 3 years since the Westside Central Office has had physical office space. Still seeking a volunteer for the 5th Saturday of the month at the WCO. This commitment only happens a few times a year, from noon-4pm. Two or more years sobriety required. The board is still working on the 501C3 application with hopes to file soon. WCO was open every Saturday in February.

**Treatment and Facilities Committee**: Tony was absent. Chair position is now open.

**IT Committee**: Presented by Mark L. The WCO used 71 pre-paid minutes, average is usually 100 a month. So far this month we've used 120 pre-paid minutes, so we're busier this billing cycle. Record month for website in Feb, we had 1282 visitors who viewed 3437 pages.

**Finance Committee Report**: Presented by Mark L. Nothing to report.

**Hotline Committee:** Presented by Tim S. Went through list to ensure all still want to be on the list. All is going well.

**Newsletter**: Mark is still writing the newsletter, but is looking for a replacement. Also, the group is looking for original content to be added. If interested please contact info@westsidecentraloffice.com.

**Old Business**: Elections: Carla is available for Chair. Motion to elect Carla to Chair. **Motion passes unanimously.**

**Seventh Tradition Observed.**

**Announcements**: Nick – Many open positions with WCO. Marilyn H. Districts 15, 36 &37 holding a Sponsorship workshop, Saturday March 11th. Info is on the website. She can also use speakers to come and share their experience, strength and hope at a treatment facility in SW Portland. One time commitment, Wednesdays at 5:30. Sobriety requirement of 6 months. Contact at dcmdistsrict36@gmail.com or 971-533-6609.

**Motion to close.**

**Close with Responsibility Statement.**

# 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:*

**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).

**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).

**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).

**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, 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 or more years continuous sobriety suggested, serves through September 30, 2018.

**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).

**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).

**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).

**Treatment Facilities Committee Chair –** Contacts Treatment Centers and offers assistance in coordinating A.A. meetings and presentations at their facility (2 or more years continuous sobriety is suggested. Serves through September 30, 2018).

**Office Volunteer –**volunteers at Westside Central Office one Saturday a month from 12noon-4pm. Job duties include opening and closing the office, selling literature, and answering questions about A.A. to anyone who stops by the office (2 or more years of continuous sobriety is suggested, serves through October 2017). Note: This is an appointed position. Please email your availability to info@westsidecentraloffice.com or call us at 503-684-0415 (extension 0).

*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).*