Westside Central Office, Inc. Board Meeting

November 3, 2014 6:00pm

Do we have a quorum (are all or the majority of the Directors present)?

Yes. Ron W. Treasurer, Mark L., Mike G., Joe S.

Old Business: None

New Business:

- Officer Elections:
    - President (required position): Mark L. (4 yes votes)
    - Secretary of the Board: Joe S. (4 yes votes)
    - Vice President (optional). Treasurer filled by Ron W.
- Note: Bylaws state that each Officer "…shall be appointed for a term of one year and shall serve until his or her successor is duly appointed unless removed as provided by these Bylaws" [Article 5, *Officers*, Section 1].
- Appointment of I.T. Chair : Mark L. (4 yes votes)
- Appointment of I.T. Co-Chair : Mike G. (4 yes votes)

Motion:

To: Westside Central Office (WCO) Board of Directors

From: Mark L, Board Member

Motion: Adopt the WCO store policy that all sales are final.

Current Practice: There is no formal "return policy" for WCO. No one has ever tried to return an item.

Intent and Purpose: The intent and purpose of this motion is to establish a formal policy on all items sold in the WCO facility. This motion proposes the formal policy that *all sales are final*. This policy simplifies our accounting. It also simplifies the duties of office volunteers because we do not have to maintain a certain level of cash in our office to satisfy returns. Moreover, office volunteers will not be required to determine if something can be returned. We can post the policy in our office and on our receipts.

Budgetary Impact: None

2nd- Ron W. **MOTION PASSED**

Discussion on Future Meetings:

- Current Practice: We typically hold an annual Board meeting in October and a Board meeting in November or later to appoint the I.T. Chair and I.T. Co-Chair. The October meeting is required so

the Directors can organize themselves after they are elected. All other meetings are scheduled on an “as needed” basis.

- Do we want to schedule additional Board meetings?

Motion: To hold a quarterly board meeting in corresponding months with Oregon Area 58 quarterly assemblies (February, May, September, and November). Board meetings can be held outside of quarterly meeting on an as needed basis.

2nd- Mike G. **MOTION PASSED**