Westside Central Office Formation Committee Meeting Minutes
2-3pm, January 8, 2011

Meeting opened at 2pm with **Serenity Prayer**

Introductions
John W (Treasurer), Mark L (chair), Nathan N (Nutbuckets Rep)

Reviewed **Minutes** from last meeting (Vacant)

Treasurer Report (John W)
John W reported $527.23 in treasury at start of meeting.

Chair Report (Mark L)
The Chair spent most of his time filling in for vacant I.T. Subcommittee chair.
He received an email from Kim J, Treasurer of Portland Area Intergroup, requesting our 2010 financial statements and list of group contributions. He was curious to see this information since PAI's group contributions were down substantially and wondered if WCO was the beneficiary. Chair will send him the latest treasurer report.

Logistics/Facility Subcommittee Report (Vacant)
No news. Chair just reiterated discussion from last month of possibly finding a meeting location in the Beaverton area.

Legal Subcommittee Report (Vacant)
No news. Mark L has not heard back from attorney with regard to registering with Oregon Attorney General. He'll make another attempt to follow-up with attorney this month.

Finance Subcommittee Report (John W)
John W reports that he is working on a new format for our treasurer report. He hopes to have it done by next business meeting.

Outreach Subcommittee Report (Mark L)
No news. Mark L is waiting on formal invitations for presentations from two interested groups.

I.T. Subcommittee Report (Vacant)
Tracie B, of WCOR, submitted a compressed pdf version of the WCO F.A.Q. for our website (the old version exceeded the 2MB attachment limit). Mark L will put it up on our website soon. He tried putting it up the night before the business meeting but ran into a server error. He sent an email to our ISP. Hopefully it will get resolved soon.

Since we started keeping stats on our website, we had 60 page views in November 2010 and 141 in December, for a total of 201. Since the beginning of the year, we have seen 100 page views. However, about 30 of those page views are from maintenance of the

website. Still, 70 page views in just one week are impressive. Many visitors are finding us through the search engines. Some of the search engine terms are "westside central office", "westside cental office Oregon", "marathon aa meeting hillsboro Westside", "westside intergroup", and "westside central office" +" alcoholics anonymous".

Literature Subcommittee Report (Parlan B)
Parlan did not attend meeting but did submit a report to the Chair:
I ordered 8 big books today, 6 hard cover 1 large print and a pocket size. the total was $66.30. I called John W. with the amount. A possible topic for discussion for the next meeting is how do we want to handle the money and inventory for the literature? At this point my finances limit how much I want to put out of my pocket at a time. I'm willing to stock our inventory a little at a time and get reimbursed as we go. I was thinking if we had $170.00 and as we sold things we would restock.

Old Business

Elections: Secretary, Logistics/Facility Sub-Committee Chair, Legal Sub-Committee Chair, I.T. Sub-Committee Chair, Co-Chair

These positions remain open.

New Business

Motion by John W, Treasurer: Proceeds from the sale of literature are turned back into the treasurer and returned to the WCO general fund.

Intent and Purpose: When money collected for literature sales returns to the WCO general fund, it allows the money to either be used to purchase more literature or it can be used for other 12th step work. This allows the groups to decide how future proceeds from literature sales be used. If the literature subcommittee chair spends their entire budget, they can always request more funding at a WCO business meeting.

Current Practice: None

Budgetary Impact: None

Seconded by Mark L. Motion passed.

Motion by Mark L, Chair: Provide a budget for calendar year 2011 in the amount of $84.05 to the Chair of the Formation Committee.

Intent and Purpose: The Chair is requesting a budget in the amount of $84.05. The budget will be used for making copies of business meeting agendas, minutes, flyers, and for keeping archives. Below is the itemized budget (totaling $84.05):

1 Heavy Duty "View" 3-ring binder: $12.99

1 box Acid-Free heavyweight sheet protectors (100/box): $15.59

2 Black ink packs for Canon MP470 printer @ 23.49/each: $46.98

Multipurpose Inkjet paper 20lb (500 sheets): $8.49

The binder and sheet protectors will be used for keeping and preserving our archives. Printer ink and paper is requested in lieu of paying 9 cents/copy at Kinko's.

Current Practice: There is no current practice for providing an annual budget to the Chair.

Budgetary Impact: $84.05

Seconded by John W. Motion passed.

Motion by Mark L, Chair Outreach Subcommittee: Provide copies of Westside Central Office (WCO) business meeting minutes and financial statements, such as treasurer reports, on the WCO website.

Intent and Purpose: Members of two separate groups (John's Landing and Men's Serenity Group) have asked the Chair of the Outreach Subcommittee if WCO business meeting minutes and financial statements will be made available on the WCO website. The Outreach Chair said that he would bring this idea back to the WCO business meeting for further discussion.

Providing this information online as well as in our business meeting will only help maintain our transparency and keep the groups informed of our activity. We would only need to preserve the anonymity of our members by not publishing last names.

Current Practice: Last names are not currently published in our treasurer reports and meeting minutes.

Budgetary Impact: None

Motion seconded by John W. Motion passed.

Close with Responsibility Statement at 3pm

WESTSIDE CENTRAL OFFICE
TREASURER'S REPORT

DATE	DESCRIPTION	$$ IN	$$ OUT	BALANCE
2/6/2010	7th Tradition	$ 17.00		
	Rent		$ 10.00	
3/6/2010	7th Tradition	$ 30.00		
	Rent		$ 10.00	
4/3/2010	7th Tradition	$ 35.00		
	Rent		$ 10.00	
4/5/2010	**Wendy W - Contribution**	$ 60.00		
	P.O. Box rent		$ 60.00	
	Chris H - Contribution	$ 140.00		
5/1/2010	7th Tradition	$ 25.00		
	Rent		$ 10.00	
	Website development, Bob S		$ 140.00	
6/5/2010	7th Tradition	$ 30.00		
	Rent		$ 10.00	
	Nutbuckets - Contribution	$ 85.22		
7/3/2010	7th Tradition	$ 10.00		
	Rent		$ 10.00	
8/7/2010	7th Tradition	$ 16.00		
	Rent		$ 10.00	
	State of Oregon - Filing Fee		$ 55.00	
9/4/2010	**Chris H - Contribution**	$ 50.00		
	Rent		$ 10.00	$ 163.22
	7th Tradition	$ 15.00		
	Tues Nite Lk Grv - Contribution	$ 200.00		$ 378.22
10/2/2010	Rent		$ 10.00	$ 368.22
	7th Tradition	$ 20.00		
	S.O.S - Contribution	$ 10.00		$ 398.22
10/14/2010	Open checking Acct/new checks		$ 26.19	
11/6/2010	Rent - check #1001		$ 10.00	
	7th Tradition	$ 42.00		
11/11/2010	**Men's Serenity Gp. - Contribu**	$ 200.00		
12/4/2010	Rent - check #1002		$ 10.00	$ 594.03
	7th Tradition	$ 12.00		
12/6/2010	Bank Service Charge		$ 2.50	
1/8/2011	Rent - check #1003		$ 10.00	
	Literature - check #1004		$ 66.30	$ 527.23
	7th Tradition			

CONFIDENTIAL

Prepared by: John W