approved as amended

**WCO Business Meeting** **Monday August 4th, 2014**

**Opening** - Serenity Prayer 7:00pm

**Introductions:**. Josh (Milwaukie group rep, corrections chair), Derek (WCO co-chair and PI) Mark (10:30 beginners meeting), Whitney (WCO rec sec), Mark L. (Finance Chair, IT Chair, treasurer), Joe (WCO lit. chair and activities), Susan (Women's acceptance), Mark O. (RAM rep), Dick (District 31), Butch (Dist. 36), Daphne (HNS), Dick (Dist 31), Hailey (Newsletter), Liam (Helvetia HH).

**Review of Minute from 3/3/2014** Amend. Remove Mark O from attendance Motion to approve Mark O. 2nd- Mark L. Approved

**Treasurer's Report** Motion to accept Dick, 2nd Daphne. Approved

**Chair Report** - Nick F. Participated in ad hoc committee to come up with new volunteer chair and volunteer positions. Will be heading to the coast to give a report at the Area Assembly next month. All positions will be rotating at next months business meeting. Please attend and bring a friend.

**Co-Chair Report** - Derek- Nothing to report.

**Literature Chair Report** - Joe-Almost out of Big Books. Need to place order. Probably tomorrow. 2 soft, 2 hard. Contact if need literature.

**Board Report** - Mark L. - Looking for volunteers for Saturdays. Next month we have elections. Need 3 board members. Annual board meeting is in October.

**Activities Chair Report** - Joe S.- 7th Tradition workshop with Dist 23 and Portland Area Intergroup Aug 23rd 2-4pm at New Thought...Flyer up soon.

**PI Chair Report** - Derek- Gave contact at Beaverton Insight to incorporate Al-Anon. Has not gotten back yet. PI/CPC workshop is going to be Oct. 11th Flyers next month.

**12th Step Chair Report**- OPEN

**Hotline Chair Report** - Andrew. Nothing to report

**IT Report**- Mark L. - Google+ page. Verified business address. Increase in hotline usage. Received 12 step calls.

**Outreach Chair** - OPEN

**CPC Chair Report** - OPEN

**TF chair**- OPEN

**Corrections Report** - Josh- Has connected with 2 men out in Tillamook who expressed an interest in the work. Seeking male candidates interested in going through higher clearance in preparation for a carrying a meeting in on the other weeks. No committee meeting this month because concert.

**Newsletter Report** - Hailey - Sending out newsletter. Email Hailey a story

**Finance Report** - Mark L. - Motion in new business

**Old Business**
Elections: Remained OPEN
Butch: "Nick are you a PE teacher?"
Read through ad hoc committee motion
Motion to Increase prudent reserve-Josh. Round up to $875, motion ~~approved~~ failed.

**7th Tradition/AA Related Announcements**
Skycamp

**New Business**
1.

**To:** Westside Central Office

**From:** Finance Committee

**Motion:** Increase the 2014 *License & Government Fees* budget line item to $110.

**Current Practice:** The 2014 *License & Government Fees* budget line item is abbreviated *Lic. & Gov't Fees* on the Treasurer Report and it is currently set at $100.

**Intent and Purpose:** When the Lic. & Gov't Fees budget line item was established for 2014, we did not yet have a physical office. Therefore, we did not anticipate the City of Beaverton's business license fee. When we moved into our office, we discovered that the $50 annual business license fee was due right away as well as our usual $10 fee to the Oregon Department of Justice. This left only $40 in the Lic. & Gov't Fees budget. On 9/24/2014, our annual $50 fee to the Oregon Secretary of State will be due. This motion is asking that we increase the Lic. & Gov't Fees budget by $10 to cover the Secretary of State fee.

**Budgetary Impact:** $10.00

Joe 2nd. Motion Passes

2. Attached, 2nd Josh and Tabled

**Closing** – Motion to close -Josh 2nd- Derek.
Closed with Responsibility Statement 8:04

**Motion:**

- Add volunteer chair and office volunteer to the WCO guidelines with terms beginning in October 2014.

**Office Volunteer Chair** - 2 years continuous sobriety suggested – 1-year term

- Has the time and energy to serve the Westside Central Office well.
- Well-grounded in the A.A. Twelve Traditions, becoming familiar with the "A.A. Guidelines for Central or Intergroup Offices" from G.S.O., and becoming familiar with the principles and practices of the Westside Central Office.
- Assists the WCO Office Manager (or Board of Directors if WCO Office Manager position is vacant) with finding A.A.s to volunteer at the WCO facility.
- Elected in September by Third Legacy Procedure, as outlined in the A.A. Service Manual.
- Submits an itemized annual budget for the following calendar year, by no later than the date of the October Westside Central Office business meeting, to the Finance Committee Chair.
- Has right of participation, motion making, and voting.
- Failure to meet qualifications or report at/attend 2 consecutive Westside Central Office business meetings will result in an open position.

**Office Volunteer** - 2 years continuous sobriety suggested – 1-year term

- Note: Office Volunteer position is appointed by the WCO Office Manager (or Board of Directors if Office Manager position is vacant).
- Has the time and energy to serve the Westside Central Office well.
- Well-grounded in the A.A. Twelve Traditions, becoming familiar with the "A.A. Guidelines for Central or Intergroup Offices" from G.S.O., and becoming familiar with the principles and practices of the Westside Central Office.
- Volunteers at the WCO facility for one or more office shifts.
- If volunteering for the first office shift of the day, opens the WCO facility.
- If volunteering for the last office shift of the day, locks up the WCO facility.
- Sells A.A. literature to WCO facility patrons.
- Answers questions/provides information on A.A. to anyone who stops by the office.
- If unavailable to work an assigned shift, informs the WCO Office Manager (or WCO President if Office Manager position is vacant) as soon as possible.
- Failure to meet qualifications will result in an open position.

**Intent/Purpose:**

- To provide the opportunity to have the WCO office open during hours to be agreed upon in the future.

**Current Practice:**

- We do not currently have either positions

**Budgetary Impact:**

- Unknown, but limited as the positions do not require heavy travel or literature budgets.

WESTSIDE CENTRAL OFFICE TREASURER'S REPORT 8/4/2014

| INCOME | Group # | Jan | Feb | March | April | May | June | July | August | September | October | November | December | | 2014 YTD |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 7th Tradition | | $40.00 | $46.54 | $41.00 | $36.40 | $60.00 | $35.00 | $50.00 | | | | | | | $308.94 |
| A Vision For You Too | 643618 | | $71.94 | | | $29.45 | | | | | | | | | $101.39 |
| Beaverton Group | 111651 | | | | | | | $40.00 | | | | | | | $40.00 |
| Beginner's Group | 664604 | $10.00 | | | | | | | | | | | | | $10.00 |
| Carry the Message | 666715 | | | $50.00 | | $40.00 | | | | | | | | | $90.00 |
| Dive Into It | 177583 | $220.00 | | | | | | | | | | | | | $220.00 |
| Hope No Smoke | 121958 | $35.50 | | | $46.80 | $37.00 | | $20.20 | | | | | | | $139.30 |
| Men's Serenity | 632347 | | | | | | | $50.00 | | | | | | | $50.00 |
| Milwaukie Group | | | | | | | | | | | | | | | $0.00 |
| Nutbuckets | 649466 | $22.80 | | | | | | | | | | | | | $22.80 |
| PALS Group | | | | | | | | $1.00 | | | | | | | $1.00 |
| Primary Purpose | 693366 | | | | | | | $25.00 | | | | | | | $25.00 |
| R.A.M. Group | 635977 | $80.00 | | | $40.00 | | | $50.00 | | | | | | | $170.00 |
| R.A.W. Group | 634522 | | | | $24.88 | | | $29.45 | | | | | | | $54.33 |
| Recovery In Motion | 600248 | | | | | | | | | | | | | | $0.00 |
| Sat Night Cheers Group | 661764 | | | | | | $50.00 | | | | | | | | $50.00 |
| Step into the Promises | | | | | $0.40 | | | | | | | | | | $0.40 |
| Tues Night Lake Grove | 111702 | | $187.82 | | | | | | | | | | | | $187.82 |
| Women's Accept.L.O. | 111642 | $56.25 | | | | | $29.75 | $52.00 | | | | | | | $138.00 |
| Women's Journey in Rec | 638942 | | | | $10.00 | | | | | | | | | | $10.00 |
| **Literature Sales** | | $182.60 | $290.00 | $468.00 | $185.00 | $594.00 | $273.00 | $184.00 | | | | | | | $2,176.60 |
| **TOTALS** | | $647.15 | $596.30 | $559.00 | $343.28 | $760.45 | $387.75 | $501.65 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | | **$3,795.58** |

| EXPENSES | 2014 Budget | Jan | Feb | Mar | Apr | May | June | July | August | September | October | November | December | YTD 2014 | Remaining Balance |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Chair | $50.00 | | | | | | | | | | | | | $0.00 | $50.00 |
| Co-Chair | $20.00 | | | | | | | | | | | | | $0.00 | $20.00 |
| Secretary | $20.00 | | | | | | | | | | | | | $0.00 | $20.00 |
| Treasurer | $20.00 | | | | | | | | | | | | | $0.00 | $20.00 |
| Post Office Box | $80.00 | | | $40.00 | | | | | | | | | | $40.00 | $40.00 |
| Rent | $3,000.00 | $25.00 | $25.00 | $150.00 | $250.00 | $250.00 | $250.00 | $250.00 | $250.00 | | | | | $1,450.00 | $1,550.00 |
| Insurance | $350.00 | | | $58.40 | $29.16 | $29.16 | $29.16 | $29.16 | | | | | | $175.04 | $174.96 |
| Telephone | $150.00 | $10.27 | $10.27 | $10.27 | $10.27 | $10.27 | $10.27 | $10.27 | | | | | | $71.89 | $78.11 |
| Web & E-Mail | $100.00 | | | | | | | | | | | | | $0.00 | $100.00 |
| Lic. & Gov't Fees | $100.00 | | | | | $60.00 | | | | | | | | $60.00 | $40.00 |
| Area 58 Assemblies | $200.00 | | | | | | | | | | | | | $0.00 | $200.00 |
| Outreach Committee | $20.00 | | | | | | | | | | | | | $0.00 | $20.00 |
| TF Committee | $20.00 | | | | | | | | | | | | | $0.00 | $20.00 |
| PI Committee | $250.00 | | | | | | | | | | | | | $0.00 | ($265.00) |
| CPC Committee | $20.00 | | | | | | | | | | | | | $0.00 | $20.00 |
| Corrections Committee | $417.00 | | $18.00 | | | | $109.90 | | | | | | | $127.90 | $289.10 |
| Newsletter Committee | $20.00 | | | | | | | | | | | | | $0.00 | $20.00 |
| Hotline Committee | $20.00 | | | | | | | | | | | | | $0.00 | $20.00 |
| 12th Step Committee | $20.00 | | | | | | | | | | | | | $0.00 | $20.00 |
| Literature Purchases | $2,500.00 | $500.00 | $1,056.00 | | | | $515.00 | | | | | | | $2,071.00 | $429.00 |
| Lit Misc Expenses | $50.00 | | | | | | | | | | | | | $0.00 | $50.00 |
| Lit Travel Allowance | $225.00 | | | | | | | | | | | | | $0.00 | $225.00 |
| Lit Meeting Schedules | $320.00 | | | | | | $77.71 | | | | | | | $77.71 | $242.29 |
| Lit S&H Reimbursement | $0.00 | | | | | $11.00 | | | | | | | | $11.00 | $0.00 |
| Finance Committee | $20.00 | | | | | | | | | | | | | $0.00 | $20.00 |
| Activities Committee | $50.00 | | | | | | | | | | | | | $0.00 | $50.00 |
| **TOTALS** | $8,042.00 | $535.27 | $1,109.27 | $258.67 | $289.43 | $360.43 | $992.04 | $289.43 | $250.00 | $0.00 | $0.00 | $0.00 | $0.00 | $4,084.54 | **$3,957.46** |

| BANK | | | ASSETS & LIABILITIES AS OF 8/4/2014 | | | | 2014 YTD Financials | | | | Approved Budget Not Yet Spent: | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Beginning Bal. (1/1/14)** | $1,682.11 | | Accounts Receivable | $0.00 | | | | | | | | |
| **Deposits/Credits** | $3,795.58 | | Checking Account | $1,393.15 | | | **Donations** | | $1,618.98 | | 1/1/14 LITERATURE INVENTORY | $ 612.62 |
| **Withdrawals/Debits** | $4,084.54 | | Literature Inventory | $ 622.72 | | | **Lit. Sales** | + | $2,176.60 | | Adjustment from 7/7/14 Inventory | $34.06 |
| **Current Balance** | **$1,393.15** | | Total Assets | | $2,015.87 | | Expenses | - | $4,084.54 | | YTD LITERATURE PURCHASED | $2,071.00 |
| less prudent reserve | $ (750.00) | | | | | | **Net Income** | | **($288.96)** | | YTD LITERATURE ON ORDER | $0.00 |
| less Liabilities | $0.00 | | **Liabilities** | | **Accounts Receivable** | | | | | | YTD LITERATURE SALES | $2,176.60 |
| *Available Cash* | $ 643.15 | | | | | | | | | | YTD LiteratureSales Liabilities | $0.00 |
| | | | **Total Liabilities** | **$0.00** | **Total AR** | | **$0.00** | | | | Adjustment for Income, S&H, etc. | $81.64 |
| | | | | | | | | | | | LITERATURE ACCOUNT BALANCE | $ 622.72 |

Prepared by Mark L