WCO Business Meeting **Monday July 7th, 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), Andrew (Hotline), Mark L. (Finance Chair, IT Chair, treasurer), Joe (WCO lit. chair and activities), Phil (Dist. 10), ~~Mark O. (RAM rep),~~ Daphne (HNS liaison), Dick (District 31), Hailey (Newsletter).

Review of Minute from 3/3/2014 Motion to accept Josh 2nd- Derek. Approved.

Treasurer's Report Mark L.

Chair Report - Nick F. Not a whole lot to report. Spending time with family. Has a new motion to present during new business.

Co-Chair Report - Derek. Nothing to report.

Literature Chair Report - Joe- Purchased Square credit card reader. Allows for 7th tradition donations and literature purchases.

Board Report - Mark L. - New office! Thanks Susan for the A/C and thank you Gary for installation. Flea market on Saturdays draws large crowd and could be opportunity to do PI work. May want office hours to be closed during flea market. Still looking for volunteers do do office hours on Saturdays.

Activities Chair Report - Joe S.- 7th tradition workshop will be held Sat. Aug 23rd from 2-4pm at the New Thought Center for Spiritual Learning. Co-sponsored with Dist. 23. Food will be served and there will be flyer on WCO website soon.

PI Chair Report - Derek- A member from Al-anon came to last PI Meeting. They are interested to see how A.A. and Al-anon can cooperate. Still planning WCO PI workshop. More info is TBA

12th Step Chair Report- OPEN

Hotline Chair Report - Andrew - A volunteer stepped down. More volunteers needed. Go to website. Mark mentioned maybe utilizing a Spanish speaker. Andrew said he would reach out to a Hispanic district and see if it was okay to forward Spanish speakers to their intergroup.

IT Report- Mark L. - 514 visitors. Received verification post card in mail for Google local business directory.

Outreach Chair - Daphne- stepped down.

CPC Chair Report - OPEN

TF chair- Curtis- stepped down.

Corrections Report - Josh- Meeting at WCO. Seeking male candidates who are interested in going through higher level clearance. Email resume to Josh: brokerjosh@comcast.net. Reached out to Tillamook area DCM in hopes to gain local support. At meeting this month, they decided to reach out to a few youth facilities.

Newsletter Report - Hailey - Sending out newsletter. Need A.A. related stories, poems, jokes...etc.

Finance Report - Mark L. - Going to present a new motion in new business.

Old Business
Elections:
Board of Directors: OPEN
12th step chair: OPEN
CPC: OPEN

Newly open: TF and Outreach. Take back to home groups.

7th Tradition/AA Related Announcements

New Business
Hailey F.- Makes a motion to form an Ad Hoc Committee to investigate the creation of a Volunteer Chair Position. Motion seconded by Mark L. Motion passes. Nick F and Mark L volunteer for the Ad Hoc Committee.

Mark L.-
From: WCO Finance Committee

Motion: Increase the WCO prudent reserve to $874.98.

Current Practice: Prudent reserve is currently set at three months of rent or $750. Rent is $250/month.

Intent and Purpose: The Finance Committee is recommending that we add the cost of three months of General Liability Insurance and three months of Telephone Service to the WCO prudent reserve.

Below is an itemized list of the proposed prudent reserve additions:

General Liability Insurance: $29.16/month (or $87.48 for 3 months).

Telephone Service: $9.95 + tax per month. We currently budget $12.50/month for telephone. Therefore, we propose $12.50/month (or $37.50 for three months) for telephone service in the prudent reserve.

Total Proposed Additions to Prudent Reserve: ($87.48 + $37.50) = $124.98

Budgetary Impact: None. However, an additional $124.98 will be held in reserve.

Position Statement: The monthly payments for the general liability insurance and the telephone service are automatically deducted from our bank account. Adding these items to our prudent reserve helps maintain a minimum balance in our bank account to cover these expenses. Moreover, including these services in the prudent reserve allows us to keep our office open and receive telephone/hotline calls if our available cash is less than prudent reserve. If we fail to pay the monthly general liability insurance, we not only risk losing the policy, we also risk losing the office because our lease requires us to carry insurance.

Motion seconded by Josh S. Motion tabled until next business meeting.

Closing – Motion to close - Derek 2nd- Andrew. Accepted
Closed with Responsibility Statement: 8

WESTSIDE CENTRAL OFFICE TREASURER'S REPORT 7/7/2014

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								$258.94
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			$46.60	$37.00									$119.10
Men's Serenity	632347							$50.00							$50.00
Milwaukie Group															$0.00
Nutbuckets	649466	$22.80													$22.80
R.A.M. Group	635977	$80.00			$40.00										$120.00
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								$86.00
Women's Journey in Rec	638942				$10.00										$10.00
Literature Sales		$182.60	$290.00	$468.00	$185.00	$594.00	$273.00								$1,992.60
TOTALS		$647.15	$596.30	$559.00	$343.28	$760.45	$387.75	$119.45	$0.00	$0.00	$0.00	$0.00	$0.00		**$3,413.38**

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						$1,200.00	$1,800.00
Insurance	$350.00			$58.40	$29.16	$29.16	$29.16							$145.88	$204.12
Telephone	$150.00	$10.27	$10.27	$10.27	$10.27	$10.27	$10.27							$61.62	$88.38
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	$250.00	$0.00	$0.00	$0.00	$0.00	$0.00	$3,795.11	**$4,246.89**

BANK		ASSETS & LIABILITIES AS OF 7/7/2014				2014 YTD Financials			Approved Budget Not Yet Spent:	$3,742.89
Beginning Bal. (1/1/14)	$1,682.11	Accounts Receivable		$0.00						
Deposits/Credits	$3,413.38	Checking Account		$1,300.38		**Donations**		$1,420.78	**1/1/14 LITERATURE INVENTORY**	**$ 612.62**
Withdrawals/Debits	$3,795.11	Literature Inventory		$ 544.44		**Lit. Sales**	+	$1,992.60	**Adjustment from 6/7/14 inventory**	**$34.06**
Current Balance	**$1,300.38**	Total Assets			$1,844.82	Expenses	-	$3,795.11	**YTD LITERATURE PURCHASED**	**$2,071.00**
less prudent reserve	$ (750.00)					**Net Income**		**($381.73)**	**YTD LITERATURE ON ORDER**	**$515.00**
less Liabilities	($172.00)	**Liabilities**			**Accounts Receivable**				**YTD LITERATURE SALES**	**$1,992.60**
Available Cash	$ 378.38	District 23	Lit Purchase	$117.00					**YTD LiteratureSales Liabilities**	**$172.00**
		District 23	Lit Preorder	$55.00	**Total AR**	**$0.00**			**Adjustment for Income, S&H, etc.**	**$162.36**
		Total Liabilities		**$172.00**					**LITERATURE ACCOUNT BALANCE**	**$ 544.44**

Prepared by Mark L
7/7/2014