Westside Central Office Formation Committee Meeting Minutes

2-3pm, February 5, 2011

Attendance: Mark L (Chair), John W (Treasurer), Joe S (Hope No Smoke II and District 23 Ad-Hoc Committee)

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

Treasurer Report (John W)

- John W reported $499.50 at start of meeting

Chair Report (Mark L)

- Chair spent most of his time performing activities with the Logistics, Legal, and I.T. Subcommittees.

Logistics/Facility Subcommittee Report (Chair Vacant)

- Mark L did a little investigation on the web at office space this last month. Mark found one management company that offers a 20% discount to non-profits. This particular company also offers discounts when you sign a 5 year or longer lease. Their prices are about $1.25 a square foot. Smallest space was 556 square feet at $695/month.
- Smaller executive suite office spaces are also available for about $200-$300 a month (100-200 square foot range) and generally include utilities except Internet and phone.
- In the meantime, feel free to let us know about any temporary space that may be available for a couple hours a week, say, on a Saturday.

Legal Subcommittee Report (Chair Vacant)

- Mark L filed our organization with the Oregon Department of Justice (DOJ).
- All non-profits need to file with the Oregon DOJ
- Mark has not heard back from them yet. If they're anything like the Oregon Secretary of State, they'll take at least a month to get back to us. He mailed it on January 9th, so hopefully he'll hear back from them soon.
- The only outstanding action item is the 501c3.

Finance Subcommittee Report (John W)

- John W working on a new format for our treasurer report/financial statement.
- New format will include annual budget information.

Outreach Subcommittee Report (Mark L)

- Andres, the DCM of District 36, has again offered to read a report on the WCO at the February 24th Area 58 Assembly in Eugene.
- Ron W, the Area 58 Registrar, contacted WCO this past week to see if we would like to be listed in the Area 58 Roster. Area 58 publishes a quarterly roster of all of its group contacts, GSRs, and trusted servants. The roster is then distributed to

all GSRs and Area 58 trusted servants at each assembly. The Area 58 Roster will now include our mailing address, web address, and email address.

- Outreach Subcommittee is interested in teaming of with Literature Subcommittee to possibly offer some literature for sale when we visit groups. Maybe we can coordinate some efforts.

I.T. Subcommittee Report (Chair Vacant)

- Encountered some "under the hood" server side problems with the website. Sent an email to our ISP. They promptly resolved them.
- I.T. heard back from ISP on what our negotiated web hosting prices are. It turns out that when our last I.T. Subcommittee Chair negotiated a price with the ISP, the ISP offered us a great deal of $25/year. However, that was actually a typo in their email and our ISP intended to offer us hosting at $25/month. They were nice enough to honor the $25/year last year, but now the best they can offer us is $5/month. This is still a great deal and cheaper than any of their other clients. We gave them $140 last year. After set up fees, domain registration fees, and hosting fees, we had a $75 credit with them on January 1. Since it's now February and we're already into the New Year, I.T. went ahead and authorize them to use $30 of the $75 towards the first 6 months of hosting. That leaves us with $45. The ISP bills every 6 months, so our next payment will be in June. Also our domain registration expires in May. Domain renewal is $15. We essentially have 3 options for our website expenses this year:

    1. We can renew the domain for 1 year (so it expires in May 2012 instead of May 2011) and use the remaining $30 for web hosting the second half of the year. Then we'll renew again next year. 2011 budgetary impact is none.
    2. We can renew the domain for 2 years (so it expires in May 2013) and use the remaining $15 towards the second half hosting. 2011 budgetary impact is $15.
    3. We apply the $45 to three more years of domain registration and then pay $30 for the second half of the year in June. 2011 budgetary impact is $30.

I.T. recommended alternative one.

Literature Subcommittee Report (Chair Vacant)

- We are now selling literature!
- Literature Chair had to stepped down, but he is still interested in helping out with the committee.

Old Business

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

No one elected to these positions.

Seventh Tradition observed.

New Business

Motion To: Westside Central Office
From: I.T. Subcommittee
Motion: Apply our $45 credit with our Internet Service Provider (ISP) towards renewing our domain for 1 year and web hosting for 6 months (June 2011 – December 2011).
Intent and Purpose: Our ISP charges us $5/month to host our website. They bill us every 6 months. We are currently paid through May 31, 2011. Our next payment of $30 is due on June 1, 2011. Our domain expires in May of this year. Our ISP charges $15/year for domain renewal.
Current Practice: No regular practice has been established. Last year we paid $140 up front for website services. We were left with a $75 credit with our ISP on January 1, 2011. $30 was then paid out for 6 months of web hosting on January 1, 2011. This left us with a $45 credit.
Budgetary Impact: None

Motion seconded by John W. Motion passed.

Closed at approximately 3pm with Responsibility Statement