Westside Central Office Formation Committee Meeting Minutes
March 5, 2011

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

Introductions: Mark L (Chair), David H (Men's Serenity Group), Carol M (Women's Journey in Recovery), Tracie B (Women's Journey in Recovery), John W (Treasurer)

Approved **Minutes** from last Meeting.

Treasurer Report (John W)

- Reported $511.50 in treasury at start of meeting.

Chair Report (Mark L)

- Chair spent most of his time with I.T. and Outreach activities
- Shared an email that he received from a member involved in starting a new Intergroup in the San Diego Area (East County Intergroup). They asked how our effort was going and they were curious if we face similar challenges that they are facing. Our challenges are very similar to theirs. Hopefully we can have some more dialogs with them and learn from their experience as well.
- WCO received an invitation to attend the Service Meet and Greet workshop held on February 19th. This workshop was spearheaded by the Portland Area Intergroup. Because WCO does not yet have service committees, the chair attended as the District 36 Archivist and a member of District 36 TF Committee (which are his other service positions). The aim of the workshop was to discuss how service committees at every level (group, Intergroup, District, and Area) can better communicate and coordinate their efforts. Dave A, emcee of the event, mentioned that he hopes that this workshop becomes an annual event. Perhaps after WCO gets their service committees up and running, we can have a more active role in this event.

Logistics/Facility Subcommittee Report (Chair Vacant)

- Tracie B offered to check on a couple churches in Beaverton to see if they are options for hosting our business meeting and some "office hours".

Legal Subcommittee Report (Chair Vacant)

- WCO is now registered with the Oregon Department of Justice (DOJ) (which is required for all non-profit charitable corporations).
- DOJ requests that we send them a copy of our IRS tax determination letter after we apply for 501c3.
- DOJ requires us to file a report with them by May 15th. They will mail us the necessary forms sometime prior to this date.

Finance Subcommittee Report (John W)

- John W is still working on the new format of the treasurer report.
- He passed around a rough draft of the new format.

Outreach Subcommittee Report (Mark L)

- Andres, DCM of District 36, gave a WCO report on our behalf at the Area 58 Assembly on February 26th in Eugene. The report will also appear in the Area 58 Business Meeting Minutes.

- Mark came up with a "Big Book" bookmark that he'd like to offer members as a free keepsake and outreach device for the WCO. It contains a "Big Book" index and the words "Compliments of the Westside Central Office", followed by our mailing address and website. Mark passed around a sample. Overall the body liked it. One suggestion was to try to set the "Westside Central Office" language in bold face.

I.T. Subcommittee Report (Chair Vacant)

- ISP was informed that we would like to use our $45 credit to cover web hosting for the rest of the year and to renew our domain for one year.
- I.T. added a new section to our website called "Archives". It's located under the "About" tab on the website. This section will include historical documents on the WCO including monthly business meeting minutes and treasurer reports.

Literature Subcommittee Report (Chair Vacant)

- Nothing new to report.

Old Business

Elections: Secretary, Logistics/Facility Sub-Committee Chair, Legal Sub-Committee Chair, Literature Subcommittee Chair, I.T. Sub-Committee Chair, Co-Chair
All of these positions remained open

Seventh Tradition observed.

New Business

Motion from Mark L, Chair of Outreach Subcommittee: Provide a budget for calendar year 2011 in the amount of $33.48 to the WCO Outreach Subcommittee.
Intent and Purpose: The chair is requesting a budget in the amount of $33.48. The budget will be used for producing "Big Book" bookmarks. The bookmarks will include a "Big Book" index and "Compliments of the Westside Central Office" along with its mailing and web address. This item can be used as a keepsake and an outreach device to members of AA. Below is the itemized budget:

1 ream of 65lb white card stock (100 sheets)	$9.99
1 Black ink pack for Canon MP470 printer	$23.49
Total Requested:	$33.48

Current Practice: There is no current practice for providing an annual budget to the Outreach Subcommittee.
Budgetary Impact: $33.48
Motion seconded by John W. Motion passed

Motion from John W, Treasurer: Pay $60 for 1 year rent of WCO Post Office Box
Intent and Purpose: Rent for WCO post office box is due on 3/31/2011. Treasurer recommends that we pay for 1 year at $60.
Current Practice: WCO paid $60 last year to rent post office box for 1 year.
Budgetary Impact: $60
Motion seconded by David H. Motion Passed.

Close with Responsibility Statement at approximately 3pm