Westside Central Office Formation Committee Meeting Minutes

May 7, 2011

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

Introductions: Mark L (Chair), Taylor W (Hope No Smoke II), Joe S (Hope No Smoke II), Tracie B (WJIR), Greg F (Sunrise Session), John W (Treasurer), Nathan (Nutbuckets)

Approved **Minutes** from last meeting.

Treasurer Report (John W)

Reported balance of $453.02 before start of meeting

Chair Report (Mark L)

Chair spent most of his time this last month with I.T. and Outreach Subcommittees.

Logistics/Facility Subcommittee Report (Chair: Vacant)

Back in March, Tracie B offered to check on a couple churches in Beaverton to see if they may be available as a new location for our business meeting. Tracie B returned this month with a report. She reported that Unity Church of Beaverton has space/time available on Saturday (12noon to 3pm) for our business meeting and/or open house. They quoted $20-$25 rent per meeting or $55/month for a weekly meeting (4 meetings/month). General consensus was to entertain a motion during new business to form an Ad-Hoc committee to investigate the Unity Church of Beaverton as a possible new location for our business meeting and/or open house.

Legal Subcommittee Report (Chair: Vacant)

No news.

Finance Subcommittee Report (Chair: John W)

No news.

Outreach Subcommittee Report (Chair: Mark L)

This past month Outreach Chair visited Hope No Smoke II and Men's Serenity Group. He made announcements about WCO and passed out Big Book bookmarks. He also gave information to a member of Real Alcoholic Men's group.

I.T. Subcommittee Report (Chair: Vacant)

Mark L informed the body that our website's domain has been renewed for another year after several attempts. Because our ISP was the one who registered the domain, we had to wait on them to renew it. Our domain was set to expire on May 12th and we finally got it renewed this week (May 4th). Mark will look into getting the domain transferred over to us since that would make it a lot easier to renew the domain in the future (i.e., next year).

Our domain is westsidecentraloffice.org. However, our previous I.T. Chair also registered westsidecentraloffice.com. The .com redirects to the .org. Mark said that he had forgotten about the .com until recently. The .com is set to expire May 12th unless we renew it for $15. Mark recommends that we save our money and not renew the .com. A .com web address implies a "for profit" entity and .org implies a "non-profit" entity. Since we're non-profit, he thinks it is best that we stick to using the .org exclusively. As it is, the .org is the web address we tell people to use and the address that we publish in our literature. It's also the address that comes up in the search engines. Allowing the .com to expire will probably not affect too many people (if any at all). If anyone disagrees, then feel free to make a motion during new business so we can discuss it.

Literature Subcommittee Report (Vacant)

No news

Old Business

Elections: Joe S elected to Literature Subcommittee Chair.
Mark L elected to I.T. Subcommittee Chair.

Seventh Tradition Observed.

New Business

Motion made by Tracie B: Create an Ad-Hoc committee to investigate Unity Church of Beaverton as a possible meeting location and/or Open House for WCO. Seconded by John W. Motion passed. Tracie, John, Joe, and Mark volunteered for Ad-Hoc committee. Tracie will coordinate the meeting. Ad-Hoc will tour the Unity Church location on May 19th at 7pm.

Motion to Close by Joe S, seconded by John W. Motion passed.

Close with Responsibility Statement at approximately 3pm.

Next Meeting Scheduled: Saturday, June 4, 2011 @ 2pm

AA Service Opportunities at the Westside Central Office

The Westside Central Office, a new AA Central/Intergroup Office serving the western Portland, Oregon metropolitan area, has the following service position openings:

Secretary – Records the minutes at each Westside Central Office business meeting, emails the minutes to business meeting attendees, and provides hard copies of the previous month's minutes at each business meeting.

Co-Chair – Assists the Westside Central Office Chair and fills in when the chair is unavailable to perform their duties.

Logistics/Facility Subcommittee Chairperson – Leads the Logistics/Facility Subcommittee in their search for an office location, office equipment, etc.

Legal Subcommittee Chairperson – In charge of all of the legal aspects of Westside Central Office including filing articles of incorporation, bylaws, 501c3, tax I.D., annual reports, etc.

Literature Subcommittee – maintains a stock of AA Grapevine/Conference approved literature and offers it for sale to AA members and groups.

Outreach Subcommittee - Informs the AA Groups and Members on what the Westside Central Office is all about by making announcements, passing out flyers, and putting on presentations at Group and District business meetings.

Finance Subcommittee - Works closely with the Westside Central Office treasurer to establish annual budgets, prudent reserves, and accounting practices.

I.T. Subcommittee Subcommittee – In charge of all I.T. aspects of the Westside Central Office such as the Westside Central Office website, email, computers, printers, software, etc.

Individuals interested in these service positions are encouraged to attend the Westside Central Office business meeting, held the first Saturday of each month, 2pm, at the St. Barnabas House (adjacent to the St. Barnabas Episcopal Church), 2025 SW Vermont Street, Portland, OR 97219. Additional information is available on our website, www.westsidecentraloffice.org or by emailing info@westsidecentraloffice.org