Westside Central Office Formation Committee Meeting Minutes
2-3pm, June 4, 2011

Opened with Serenity Prayer at approximately 2pm.

Introductions: Mark L (Chair), Carol M (WJIR), Tracie S (WJIR), Joe S (Hope No Smoke II), John W (Treasurer)

Approved Minutes from last meeting

Treasurer Report (John W)

- Reported $462.22 in treasury

Chair Report (Mark L)

- Mark L spent most of his time this past month with the I.T., Outreach, and Ad-Hoc Subcommittees. Mark reported that he will not be available to attend the July 2nd meeting and suggested that we consider rescheduling it to Saturday, July 9th.

Logistics/Facility Subcommittee Report (Vacant)

- Last month, we formed an Ad-Hoc committee to investigate a possible new location in Beaverton for our business meeting.

- Logistics/Facility Ad-Hoc Subcommittee Report (Tracie S)
    - Tracie reported that we could rent Youth Building at Unity Church of Beaverton for $10 per 1 hour hour meeting or $25 per 3 hour meeting. Rent includes key to building. First Saturday of the month at 10am is available. All other weekday/evening hours are not available.

Legal Subcommittee Report (Vacant)

- No news. Mark L wondered if we need to file anything with IRS or Attorney General. He thought there may be some filings due. Filing with the Secretary of State is not required until September of this year. He was under the impression that they would mail us the required forms and has not received any yet. He will investigate this some more.

Finance Subcommittee Report (John W)

- No news.

Outreach Subcommittee Report (Mark L)

- Mark L exchanged a few emails with Joe S, our new Literature Subcommittee chair, about teaming up with him to create a flyer, discuss meetings to attend, and to hold a committee meeting outside the regular business meeting. We're in the early stages of planning these activities.

- Area 58 hosted their May assembly on May 20th through May 22nd in Corvallis. Andres, the DCM of District 36, was kind enough again to present a report on the WCO for us

during the District and Intergroup Reports portion of the assembly. A copy of the report will appear in the Assembly meeting minutes.

I.T. Subcommittee Report (Mark L)

- Mark L spent most of this past month working on our website. He was excited to report that he got rid of the "add your comment" forms on the static pages.Now, our web site looks more like a real website and less like someone's BLOG. ☺

- He also added an online form that groups can use to order literature from us. When a group fills out the form, their order is emailed to our literature subcommittee.

- Mark also reported that our website and email has been unavailable since Friday, June 3rd. He will contact the ISP to see what the problem is.

Literature Subcommittee Report (Joe S)

- Joe reported that he visited the following groups: RAM @ Noon, L.O. Men's, and Promises, Promises.

- Joe presented a draft of a flyer that advertises the literature we have for sale.

Old Business

Elections: Secretary, Logistics/Facility Sub-Committee Chair, Legal Sub-Committee Chair, Co-Chair

All positions remained open.

Seventh Tradition Observed.

New Business

- Tracie S motioned to hold the next WCO business meeting at 10am on July 9th at the Unity Church of Beaverton. Seconded by John W. Motion passed.

- Tracie S motioned to hold the WCO business meeting at Unity Church of Beaverton each first Saturday of the month from 10am to 11am starting in August. Seconded by Joe S. Motion passed.

- Joe Motioned to make 25 color copies of the proposed WCO literature flyer. Financial Impact: $20. Seconded by Mark L. Motion passed.

Close with Responsibility Statement at approximately 3pm.