Westside Central Office Formation Committee Meeting Minutes
10am-11am, July 9, 2011

Opened meeting at approximately 10am with Serenity Prayer

Introductions: Mark L (Chair), Nathan (Nutbuckets Group), Joe (Hope No Smoke Group), Tracie B (WJIR Group), John W (Treasurer)

Minutes approved from last meeting (Vacant)

Treasurer Report (John W)

- $484.71 in treasury

Chair Report (Mark L)

- Mark spent most of the month working with I.T. and Logistics Subcommittees. He will give separate reports later.
- Chair shared an email from a new Intergroup forming in San Diego called the East County Intergroup. They first contacted us in February and asked us some questions. Mark responded and asked for more information on their virtual office.
- Their latest reply offered some interesting information and ideas on how we may be able to establish a virtual office prior to opening a permanent physical office.

Logistics/Facility Subcommittee Report (Vacant)

- We are now meeting at the Unity Church of Beaverton, first Saturday of the month from 10am-11am.
- Mark reported that he signed the lease agreement ($10/month) with Unity church of Beaverton and received a key to the building.
- Mark also reported that he told the Barnabas House that we will no longer be meeting there and returned their key.

Legal Subcommittee Report (Vacant)

- Mark will contact the committee's CPA to determine what needs to be filed with Oregon Attorney General and possibly IRS.
- Oregon Attorney General probably requires form CT-12 and $10 plus a $20 late fee since we missed the May 15th deadline.

Finance Subcommittee Report (John W)

- No news

Outreach Subcommittee Report (Mark L)

- No news

I.T. Subcommittee Report (Mark L)

- Mark reported that we were without a website and email for two weeks (June 3rd through June 17th) due to our ISP experiencing a hardware failure.

- Some of our email accounts were unavailable until June 23rd. Email in our archives account went away, but Mark has back ups of this email in another account.
- As a result of this outage, Mark changed our email account policy so that all westsidecentraloffice.org email accounts will act as aliases and forward email to each account holder's personal email account. For example, archives@westsidecentraloffice.org will get forwarded to a gmail account dedicated to the WCO archives.
- Mark spent the rest of his I.T. activities updating the website to reflect our new business meeting time and location.

Literature Subcommittee Report (Joe S)

- Joe passed out Westside Central Office Literature flyers.

Old Business

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

No one elected.

Seventh Tradition Observed

New Business

- No motions, but we had some discussion on obtaining a phone number/answering service. Joe said that he would investigate and report back next month with some possible phone carriers.

Close with Responsibility Statement at approximately 11am