Westside Central Office Formation Committee Meeting Minutes
10am-11am, August 6, 2011

Opened meeting at approximately 10am with Serenity Prayer

Introductions: Mark L (Chair), John W (Treasurer), Tracie B (WJIR), Carol M (WJIR), Nathan N (Nutbuckets)

Approved minutes from last meeting.

Treasurer Report (John W)

- Reported $609.00 in treasury

Chair Report (Mark L)

- Chair spent most of his time this past month with Outreach, Logistics, Legal, and I.T. Subcommittees.

Logistics/Facility Subcommittee Report (Vacant)

- Joe S investigated a possible telephone provider for WCO and sent a report to Mark L.
- Mark summarized the provider's offerings: local or toll free phone number, 5 extensions, 300 minutes/month (or 4.9 cents per each additional minute) for $9.95/month.
- Provider offers a web interface that would allow us to program each extension to forward calls to a particular phone number depending on the day and/or time.
- Service can possibly be used as an AA hotline.
- Mark also investigated professional answering services. The cheapest he found was $29/month and $1.75 per call.

Legal Subcommittee Report (Vacant)

- Mark L reported that we must file annual financial report and $10 fee with Oregon Attorney General.
- We may also need to file a $20 late fee since we missed May 15th deadline. Our CPA will see if they can waive this fee.
- Good news is that we do not yet have to file anything with IRS.
- Next month, we will need to renew our registration with the Oregon Secretary of State. Mark believes the renewal fee is $50. We should know for sure when they send us the renewal notice. We must renew by September 24, 2011.

Finance Subcommittee Report (John W)

- John stated that he separated literature purchases from other expenses in the financial statement.
- He will contact our CPA to see if there is a better way to present this information.

Outreach Subcommittee Report (Mark L)

- Mark L attended Delegate's Post Conference Report on July 16th. All Westside Districts were invited to participate.
- Mark passed out flyers and bookmarks to trusted servants from Districts 10, 23, 31, 36, and 37.
- Christy, Alt DCM of District 10, said that their district is in the process of revising their District job descriptions. One of the revisions suggests that the Intergroup Liaison attend both WCO and PAI business meetings.
- Nick F, DCM District 23, said that they have an open WCO Liaison position at their district.
- Dylan M, secretary and archivist at District 37 said that they are considering creating a WCO Liaison position.
- District 36 is also considering revisions to their guidelines which include a WCO Liaison position. They will vote on the revisions at either this month's or next month's District 36 GSR meeting.

I.T. Subcommittee Report (Mark L)

- Mark L spent the month updating our meeting location on the website. All web pages and documents should now mention Unity Church of Beaverton as our meeting location.

Literature Subcommittee Report (Joe S)

- Joe was unable to attend today's meeting but sent a report.
- Joe passed out flyers and gave a report on the WCO at this week's District 23 business meeting.
- Joe plans to purchase additional literature this month since we are currently sold out of most of our literature.

Old Business

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

No one elected.

Seventh Tradition observed.

New Business

Motion #1

To: Westside Central Office Formation Committee

From: Mark L, Chair

Motion: Approve $30 fee to Oregon Attorney General for annual financial report

Intent and Purpose: WCO must pay $10 fee as part of its annual financial report filing with the Oregon Attorney General. Because we missed the May 15th deadline, we also need to include a $20 late fee.

Current Practice: None

Budgetary Impact: $30

Motion seconded by Tracie B. Motion passed.

Motion #2

To: Westside Central Office Formation Committee

From: Mark L, Chair

Motion: Form an Ad-Hoc Committee to investigate/recommend a telephone answering service for WCO.

Intent and Purpose: Establishing a telephone number appears to be the next logical step in forming the WCO. By establishing a telephone number, GSO will list WCO in their Intergroup/Central Office/Answering Services directory. Also WCO can operate as a virtual office until a physical office is established.

The scope of the Ad-Hoc Committee is to investigate/recommend a telephone answering service including the service provider(s), type of phone number (e.g., local or toll free), fees, and service positions required for maintaining the telephone service.

After the Ad-Hoc Committee is established, it will report at each subsequent WCO business meeting until it finishes its investigation.

Current Practice: None

Budgetary Impact: None

Motion seconded by Nathan. Motion passed.

Chair asked for volunteers to serve on the Ad-Hoc committee. Mark and Nathan volunteered. Prior to the meeting, Joe S informed the chair that he would be available for the Ad-Hoc committee as well.

Closed at approximately 11am with Responsibility Statement.