Westside Central Office Formation Committee Meeting Minutes
10am-11am, October 1, 2011

Opened meeting at 11am with Serenity Prayer.

Introductions: Mark L (Chair), Joe J (Men's Serenity Group), Bob S (Nutbuckets), Joe S (Lit Chair), Andrew W (Hope No Smoke)

Approved Minutes from last meeting

Treasurer Report (John W)

- Treasurer absent. No report was available at time of meeting.

Chair Report (Mark L)

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

Logistics/Facility Subcommittee Report (Vacant)

- No news.

Legal Subcommittee Report (Vacant)

- Annual reports and fees were filed with Oregon Secretary of State and Oregon Department of Justice

Finance Subcommittee Report (John W)

- No news.

Outreach Subcommittee Report (Mark L)

- Mark L and Joe S attended Area 58 Assembly in McMinnville on September 17th. Passed out flyers to Westside Districts.
- Exchanged email with Jeff, new DCM of District 31, requesting that they list our meeting time and mailing address in their meeting schedule. They currently list just our website. He said that the additional information will appear in their October meeting schedule.
- Jeff also indicated that District 31 is looking into adding a WCO Liaison.
- Talked to Paul, DCM of District 37, and he said that he plans to attend one of our business meetings soon in order to gather more information on the WCO for District 37.
- Mark has a WCO presentation scheduled with Women Journey in Recovery (WJIR) group on October 6th.

I.T. Subcommittee Report (Mark L)

- Mark L added a "Meetings" section on our website. The section includes a meeting calendar with all meetings that have asked to be listed in our meeting directory. It also has links to online meeting schedules, sorted by city.

Literature Subcommittee Report (Joe S)

- Received a literature order through our website which bought out our inventory of Big Books and 12x12's.
- Joe will make a motion to replenish our inventory.

Old Business

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

Bob S elected Co-Chair. All other positions remain open.

Tabled Motion #2 from 9/3/2011 Business Meeting to approve a telephone number for WCO passed unanimously.

Seventh Tradition observed.

New Business

Motion #1

To: Westside Central Office (WCO)
From: Mark L, Chair
Motion: To establish the practice of the Finance Subcommittee to propose an annual budget for the following calendar year in November for discussion and/or ratification in December.
Intent and Purpose: The chair is asking that the Finance Subcommittee be tasked with presenting a budget proposal each November. The intent is to inform the participating AA groups of the expenses that WCO may incur in the following calendar year. This practice will allow the participating AA groups to better plan for their 7th Tradition and 12th Step activities with the WCO.
The practice will also give the participating AA groups and WCO trusted servants a month to discuss the budget proposal and return to the next WCO business meeting in December for further discussion and/or ratification.
The Finance Subcommittee is encouraged to get input from all of the WCO trusted servants as well as WCO historical documents (i.e., Treasurer Reports, meeting minutes, etc.) to determine what expenditures are needed in the following calendar year. Some examples of expenditures include:

- Rent for WCO business meeting space
- Website fees
- Business license fees
- P.O. Box fees
- Literature for sale purchases
- Itemized budget proposals for each WCO service position

Current Practice: No annual budget practice has been established. WCO passed 2011 budgets on an "as needed" basis. The WCO monthly Treasurer Report presents each approved budget line item and year to date balance.

Budgetary Impact: None

Motion seconded by Joe S. Motion passed.

Motion #2

To: Westside Central Office (WCO)
From: Mark L, Chair
Motion: To form an Ad-Hoc Committee to recommend/propose formal written job descriptions for Westside Central Office service positions.
Intent and Purpose: The Ad-Hoc Committee will be tasked to recommend/propose written job descriptions such as job duties, terms of service, sobriety requirements, etc. for each recommended WCO service position.

After the Ad-Hoc Committee is established, it shall report at each subsequent WCO Business meeting until it finishes its task.
Current Practice: Some informal job descriptions are posted on our website (www.westsidecentraloffice.org under the "Get Involved" link). Formal job descriptions for the WCO Board of Directors (e.g., President, Secretary, and Treasurer) are in the WCO Bylaws. Some job requirements, such as "failure to report/attend 2 consecutive business meetings will result in an open position" (approved by motion 10/2/2010), have been formally adopted as well.
Budgetary Impact: None

Motion seconded by Joe S. Motion Passed. The following individuals are available for the Ad-Hoc committee: Andrew, Bob, Joe J, Joe S, and Mark.

Motion #3

To: Westside Central Office (WCO)
From: Joe S, Literature Chair
Motion: Add $250.00 to the Literature Subcommittee Budget
Current Practice: Literature budget is currently at $190.30 and its remaining balance is $0.00.
Intent and Purpose: To continue to offer literature to our groups at cost, uninterrupted, for the rest of the year.
Budgetary Impact: $250.00

Motion seconded by Andrew. Motion passed.

Closed with Responsibility Statement at approximately 11am.