Westside Central Office - Monthly Business Meeting Minutes - 11/5/11

Meeting Called to order at 10am.

Opened with Serenity Prayer.

Reviewed and accepted minutes from prior meeting.

Introductions – Attendees:

- Joe S. - WCO Literature Chair
- Andrew W. - Hope No Smoke Representative
- John W. – WCO Treasurer/Finance Committee Chair
- Mark L. – WCO Chair
- Megan O. – Women's Journey In Recovery Representative
- Jim A. – filling in for Joe J. – Men's Serenity
- Bob S. – WCO Co-Chair/Nutbuckets Representative

Treasurer's Report – John W.

- Treasurer's written report was distributed and reviewed.
- *Motion to Accept Treasurer's Report – Joe S.*
- Motion Seconded – Andrew W.

Chair Report – Mark L.

- Having recently acquired a phone number, Chair took steps to register WCO with GSO.
- GSO registry includes listing of website and phone number on GSO website, which is already generating interest in WCO and its service offerings.
- A letter was presented from the GSO to the WCO, and was read aloud.
- WCO received a service number from GSO.

Logistics Report – (vacant)

Legal Report – Mark L.

- After further discussion with our CPA, the 2 year window to file a 501c3 can begin at any time, not retroactive to September 2010, as we originally thought.
- After learning this information and given the cost to file a 501c3, the sense of the group regarded the urgency of filing the 501c3 as less immediate.
- We will continue to revisit this issue as individual contributions increase.

Financial Report – John W.

- A worksheet for annual budget forecasting was presented, to be addressed during new business.

Outreach Report – Mark L.

- Mark L. presented WCO to Women's Journey in Recovery (WJIR) group on October 6th.
- Mark L. will be presenting WCO report to Area 58 at the Red Lion in Jantzen Beach on November 18, 2011 (during District/Intergroup Reports some time between 8am and 9:50am).

I.T. Report – Mark L.

- Taxes were omitted from approved motion to establish a local phone number (approved at October 1, 2011 WCO business meeting). A motion will be presented to approve payment of taxes during new business.

Literature Report – Joe S.

- WCO sold 2 Big Books, and 3 12x12's from existing stock.
- Received a new order for 7 more 12x12's, 4 more Big books.
- Ordered 30 Big Books and 10 12x12's, to replace borrowed books, and fill stock.
- Submitted inventory numbers to finance committee.
- Has seen a 5-7 day shipping on ordered books for stock.
- Presented WCO at District 23, and will be presenting a motion for them to elect a WCO representative.

Ad-Hoc Committee Report – Mark L.

- Rough draft of service position descriptions in progress, and will be completed via email, within the group.
- Finished draft will be presented to at next month's WCO business meeting.
- Approved descriptions may be posted to website.

Old Business

- Open Positions
    - Secretary – Andrew W. elected unanimously.

New Business

Motion #1

To: Westside Central Office

From: Mark L, I.T. Subcommittee Chair

Motion: Approve payment of taxes for the Westside Central Office telephone number.

Current Practice: Westside Central Office (WCO) approved to pay $9.95/month for 300 minutes plus 4.9 cents for each additional minute. The $9.95/month fee does not include taxes.

Supporting Statement: All telephone providers collect tax on behalf of the federal government. The taxes are currently Federal USF Cost Recovery at 2.84% of $9.95 or $0.28 and Regulatory Fees and Surcharges at 10.28% or $1.02. Our total bill for the month of October was $11.25.

Intent and Purpose: Pay the tax which will be around $1.30/month if we do not exceed our 300 minutes/month.

Budgetary Impact: Approximately $1.30/month

Seconded by John W. Motion passed.

John W. presented a budgetary forecast worksheet to be presented to the groups.

- The worksheet was explained as having several purposes:
    - To inform the groups how much, and where the money is slated to be spent.
    - To let the groups know what our budget looks like, and how much we are in need of contributions.
    - John W will email the completed worksheet to the participating members.

Meeting closed at approximately 11am with responsibility statement.

WESTSIDE CENTRAL OFFICE - PROPOSED BUDGET FOR 2012

INCOME SOURCES

Group Contributions	$ 950.00	
Fundraising Events	$ -	
Total		$ 950.00

EXPENSES

P.O. Box	$ 60.00	
Rent, for monthly meeting space	$ 120.00	
Phone Service	$ 150.00	
Web & E-mail	$ 100.00	
Insurance, Licenses & Gov't Fees	$ 100.00	
Chair	$ 65.00	
Secretary	$ 25.00	
Treasurer	$ 25.00	
Outreach: committies, (when formed) meeting directory, flyers, bookmarks, etc.	$ 125.00	
Area 58 Assemblies	$ 200.00	
Literature (expenses, not inventory)	$ 50.00	
Total		$ 1,020.00

Prudent Reserve has not yet been established

Inventory of AA Approved literature to be maintained at a level of approximately $300.00. It is our policy to sell literature at our cost & place our orders to GSO in amounts sufficient to avoid shipping charges.

As of November 5, 2011:

Bank account balance	=	$ 492.60
Literature inventory @ cost	=	$ 277.60

Submitted by the Finance Committee for approval by the AA Groups, 11/07/2011