Westside Central Office Business Meeting Minutes

10am-11am, June 2, 2012

Meeting opened at 10am followed by the serenity prayer.

Introductions: Mark L (Chair), John W (Treasurer), Andres H (Nutbuckets Co Rep)

Minutes reviewed and amended to reflect correct date of May 5, 2012 business meeting. Motion to accept minutes by Andres H. Seconded by John W. Motion passed.

Treasurer Report (John W) (see attachment)
Andres H moved to accept Treasurers Report. John W seconded. Motion passed.

Chair Report (Mark L) –Chair made a recommendation that we begin pursuing a physical office location based on frequent inquiries by our membership and on the falling cost of office space rent due to a sluggish economy. Chair also discussed the Unity Church holding a fundraiser by charging $5 to park in their lot. They are targeting patrons of the nearby Farmers Market. Chair will contact the church to see if this will be a regular occurrence this summer. If so, we may want to consider a new location for our business meeting.

Co-Chair Report (Bob S) – no report

Board Report (Mark L) – no report

Activities Committee Report (Andrew W) – no report

Finance Committee Report (John W) - no report

I.T. Committee Report (Mark L) – Website averaged 29 views per day for the month of May. We used 91/300 minutes on our telephone system this past month.

Literature Committee Report (Joe S) – no report

Outreach Committee Report (Mark L) – Last meeting was held before the May WCO business meeting, so nothing new to report from the committee. Committee Chair attended the May 2012 Area 58 Assembly (May 18th – 20th) and presented a summary of his experience. The Outreach Committee meeting is held on the first Tuesday of the month, 7pm, at the Starbucks located on the corner of SW Capitol HWY and Barbur Blvd in Portland. The next two Outreach Committee meetings will be held June 5th and July 3rd.

Public Information Committee Report (Joe S) – no report

Old Business

- Elections: 12 Step Call Chair, A.A. Hotline Chair, TF Chair, CPC Chair, Corrections Chair – *no one elected.*
- Motion to approve WCO Guidelines (Note: Motion tabled until July WCO business meeting)

Seventh Tradition Observed.

New Business

Motion made by John W, seconded by Andres H:

Motion: To approve a budget amount of $1000 for the calendar year 2012 for the purchase of AA Approved Literature for re-sale to AA groups and members. The previously approved amount of $250 as a target inventory level to remain unchanged.

Current Practice: WCO financial statements have a budget line item called *Literature Expenses* that reports administrative costs (e.g., photocopies) by the Literature Committee. It does not report the amount spent on literature for resale.

Intent and Purpose: Treasurer is asking that we add a line called *Literature Purchases* on the financial statement to report how much literature we are purchasing for resale during the calendar year. Treasurer also recommends a $1000 amount for this budget line item based on year-to-date and projected order amounts.

Financial Impact: None

Motion deemed administrative by the body. Motion passed.

Motion made by Andres H, seconded by John W:

Motion: To increase the remaining WCO 2012 rent budget to $200/month

Current Practice: Rent is currently budgeted at $10/month and is used to pay for our monthly business meeting location.

Intent and Purpose: This motion is asking that WCO be allowed to start budgeting for a physical office. The increase in rent will allow WCO to earmark a portion of its remaining 2012 budget to open and rent an office if the opportunity to rent an office at $200 (or less) per month presents itself.

Depending on the office size (and/or amenities), we may still require a separate meeting space for the monthly business meeting. Therefore, monthly rent may be broken down as follows:

- Business Meeting Space Rent: $ 10.00
- Office Space Rent: $190.00

Supporting Statement: A survey of office space rent was conducted by the WCO Chair in May 2012. The Chair found that the average rent for a small office (approximately 100 square feet) is $300/month. The Chair also found that there are some offices available for less with the least expensive one priced at $150/month. All of these offices include a month-to-month lease, garbage removal, cleaning, heat, AC, and electric. Some of these offices also include one or more of the following: an alarm system, use of a conference room, and Wi-Fi.

Financial Impact: For the remainder of 2012, the financial impact will range between $0 (if no office is found or if WCO chooses to take no action on an office this year) and at most $1000 (if we begin a $200/month lease in August 2012).

Motion Tabled.

Closed at approximately 10:30am with Responsibility Statement.