Westside Central Office
Business Meeting Minutes
June 3, 2013

Start at 7:01
Introductions:

Bob: Chair
Sarah: District 23 Liaison
Joe: Literature
Mark: WCO I.T. and Outreach
John: Treasurer
Ben: HNS Representative
Taylor:
Derek: P.I.
Nick: CPC
Hailey: Newsletter

Review of previous Business Meeting Minutes

Derek made motion to accept; 2nd was made by Ben

Treasurers Report

Derek made motion to accept report; 2nd was made by Joe

Chair Report

Thanks was given for Assembly report drafted and given at the Quarerly

Board Report

Next month the office manager job description should be completed for presentation. A physical office space list has been procured and there are some potential locations that may work well for WCO.

Activities Report

Not present; no report given

Finance Report

Nothing new to report

I.T.

109 of 300 prepaid minutes used last month. Search engine ranking has increased and previous problem has been corrected. 37 views to the website per day on average (increase over previous month and previous year). 339 unique visitors to the website.

Literature

Sold books to Milwaukie group. Lost and Found requested 1 case of Big Books. Online order will soon be set up from GSO. Minimum order from GSO increased to $300 for free shipping. District 10 P.I. Chair has requested P.I. workbook to be ordered.

Outreach

Sample meeting schedule was presented. Cost to prepare is $0.37 per copy without folding and stapling. Free shipping of orders over $150. Discussion was made on how to provide copies to groups either free or with a charge. Later

discussion included giving a set number for free annually and then charging for additional copies.

P.I.

Presentations went well. Clearchannel meeting inquiring about advertising radio spots was beneficial. Cost is $108 for a total of 27, 30-second spots (3 spots each of 3 days for 3 weeks) during the *Coast to Coast* program on 1190 KEX. GSO has PSAs we could use. The idea of using Fiverr.com to update PSA with WCO hotline information was also mentioned.

C.P.C.

Chair has overcommitted himself. Made Amends to repair service shortcomings this month.

T.F.

Not present; no report given

Newsletter

Going well. Will email sign-up sheet. Sarah said she would bring a copy of Arizona Newsletter for reference.

Old Business

Elections: Taylor was made available for Hotline Chair; Taylor elected
Ben was made available for 12-Step Call Chair; Ben elected
Co-chair and Corrections still available

New Business

Joe made motion to "Increase maximum literature order from $250-$350. 2nd was made by Derek. Question was asked on why we need to cap purchase? Treasurer (John) responded to question "To ensure we are not inventory heavy". Through discussion it was revealed that there wasn't actually a maximum order cap but a total annual budget cap that needed to increase to allow further purchases. Motion was amended to: "Increase literature budget to $1700 annually". Original 2nd (Derek) was alright with amendment and re-seconded motion. John gave financial approval from the Treasury. Motion passed.

Derek made motion to close; 2nd by John

WESTSIDE CENTRAL OFFICE TREASURER'S REPORT 6/3/2013

INCOME	Group #	Jan	Feb	March	April	May	June	July	August	September	October	November	December		2013 YTD
7th Tradition		$35.00	$103.00	$36.80	$45.00	$80.00									$299.80
AA Member Anon Contribution															$0.00
Beaverton AA Group	111651														$0.00
Beginner's Group	664604				$20.00										$20.00
Dive Into It	177583	$300.00													$300.00
Hope No Smoke	121958				$30.63										$30.63
Men's Serenity	632347				$50.00										$50.00
Milwaukie Group					$2.45										$2.45
Nutbuckets	649466				$50.00										$50.00
Recovery In Motion	600248				$7.50										$7.50
Terwilliger Men's					$0.40										$0.40
Women's Journey in Rec	638942	$10.00		$10.00											$20.00
Literature Sales		$75.20	$110.04	$172.88	$435.05	$22.75									$815.92
TOTALS		$420.20	$213.04	$219.68	$641.03	$102.75	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		**$1,596.70**

EXPENSES	2013 Budget	Jan	Feb	Mar	Apr	May	June	July	August	September	October	November	December	YTD 2013	Remaining Balance
Chair	$65.00													$0.00	$65.00
Secretary	$25.00													$0.00	$25.00
Treasurer	$25.00													$0.00	$25.00
Post Office Box	$76.00			$78.00										$78.00	($2.00)
Rent - Meeting Room	$300.00	$25.00	$25.00	$25.00	$25.00	$25.00								$125.00	$175.00
Telephone	$150.00	$10.18	$10.18	$10.18	$10.27	$10.27								$51.08	$98.92
Web & E-Mail	$100.00					$9.78								$9.78	$90.22
Ins., Lic. & Gov't Fees	$100.00				$10.00									$10.00	$90.00
Area 58 Assemblies	$200.00													$0.00	$200.00
Outreach - committees	$125.00													$0.00	$125.00
TFC	$0.00													$0.00	$0.00
PI	$150.00		$37.36											$37.36	$112.64
CPC	$125.00		$43.32											$43.32	$81.68
GVR	$0.00													$0.00	$0.00
Literature Purchases	$1,000.00	$380.00	($80.68)	$526.44										$825.76	$174.24
Literature Expenses	$50.00													$0.00	$50.00
Misc.	$0.00													$0.00	$0.00
Activities	$200.00													$0.00	$200.00
TOTALS	$2,691.00	$415.18	$35.18	$639.62	$45.27	$45.05	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,180.30	**$1,510.70**

BANK		ASSETS & LIABILITIES AS OF 6/3/2013			2013 YTD Financials			Approved Budget Not Yet Spent:	$1,510.70
Beginning Bal. (1/1/13)	$1,248.71								
Deposits/Credits	$1,596.70	Checking Account	$ 1,665.11		**Donations**		$780.78	1/1/13 LITERATURE INVENTORY	$ 360.59
Withdrawals/Debits	$1,180.30	Literature Inventory	$ 370.43		**Lit. Sales**	+	$815.92	2013 YTD LITERATURE COST	$ 825.76
		Total Assets		$2,035.54	Expenses	-	$1,180.30	2013 YTD LITERATURE SALES	$ 815.92
Current Balance	**$1,665.11**				**Net Income**		**$416.40**	LITERATURE ACCOUNT BALANCE	$ 370.43
less prudent reserve	$ (600.00)	Liabilities	None					COST OF CURRENT INVENTORY	$ 370.43
Available Cash	$ 1,065.11								

Prepared by John W.
6/3/2013