Westside Central Office Board Meeting Minutes
October 7, 2013 (6:30pm – 7:00pm)

Open meeting with Serenity Prayer

Quorum Present? Yes.

- 2 Directors must be present to have this meeting

Old Business: None

Announcements

- Mark's I.T. Chair term is coming to an end (10/31/2013).
- We are now soliciting service resumes for I.T. Chair and I.T. Co-Chair.
- Terms begin 11/1/2013 and run through October 2014.
- Job descriptions are available online at www.westsidecentraloffice.com/archives.

New Business

- Elections for the following Officer Positions (Note: We need at least President and Secretary filled): President, Secretary, Treasurer, Vice President
- Joe elected to Secretary.
- Mark elected to President.
- Mark will serve as Interim Treasurer until we elect a new Treasurer.

Close

WCO Business Meeting **Monday October 7th ,2013**

Opening - Serenity Prayer 7:00 PM

Introductions:. Joe S. (Acting Chair, Literature Chair) , Michelle (Women's Acceptance rep), Anne (District 23 Rep), Tom (Cornelius Men's serenity rep), Josh (Milwaukie group rep), Ben (12th Step Committee Chair), Nick (CPC), Hailey (Newsletter), Steve (Beaverton Men's rep) Derek (District 10 rep, PI), Whitney (Secretary), Andrew (Hotline Chair), Mark L. (Finance Chair, IT Chair, Treasurer)

Review of Minute from 9/2/2013 - Motion to accept Ben - 2nd by Hailey - Approved

Treasurer's Report Mark L. -Motion to accept Andrew - 2nd by Ben - Approved

Chair Report - OPEN - Nothing to report

Co-Chair Report - OPEN

Literature Chair Report - Joe - Went over budget. Lots of literature. Fall price list is online. PDF to print. Literature is at cost. Will deliver.

Board Report - Mark L. - Renewed non-profit. Looking for nominations for IT Chair (not board position), "Director of Board," and Treasurer. (both board positions)

Activities Chair Report - OPEN

PI Chair Report - Derek - Finalized PSA with Clear Channel. $496 for Districts 23, 36, 37, and WCO. I Heart Radio App. Mainly reaching Portland, October 14th-December 2nd. Looking to start committee for more presentations.

12th Step Chair Report- Ben - 2 Phone calls, a little rocky, but worked out. Still learning. Saved list to google drive. Need to set up "guidelines" for hotline list.

Hotline Chair Report - Andrew - Not much happened. Received a couple calls (1 hung up). Need coordination with 12th step/literature/meetings.

IT Report- Mark L. - Record amount of visitors. 459 on website, 1,467 page views (intergroup was down). 45 visitors (average without Portland Area Intergroup being down) Paypall donation link 2.9%/$.30 per transaction, or 2.2% with 501C. 69 of 300 minutes used on hotline

Outreach Chair - OPEN

CPC Chair Report - Nick - List of lawyers. Plans to connect with them and people from WCO

Newsletter Report - Hailey - good. Sent out

Finance Report - Mark L. - Fixing next year's budget proposal. Send itemized proposal if

needed. Approve at November business meeting.

Old Business
Elections:
WCO Chair: Nick
Co-Chair: OPEN
Board of Directors (1 position to fulfill treasurer term): OPEN
12th Step call Committee Chair: Ben
Activities Chair: OPEN
Corrections committee Chair: OPEN
Outreach Chair: OPEN
Treatment Facilities Chair: OPEN

Motion to approve job descriptions for Office Manager and Assistant Office Manager. (Needed to sign lease). No set office hours -Talked about being open on Saturdays initially. Currently we have a "virtual office."
-Motion passes.

7th Tradition/AA Related Announcements
Derek- Portland Area Women's Roundup November 1st-3rd
Joe- Presentations in Districts 23 and 37 on October 18th, all day. November 14th and 15th at Rosemont Ridge Middle School in Tualatin. Volunteers are needed.

New Business
Joe- Motion to increase Literature budget from $1,700 to $2,500. Has already had to increase budget 3x this year. 2nd by Josh
We do not currently have the money - Mark L.
Motion Tabled.

Closing – Motion to close - Mark L. 2nd- Derek. Accepted
Responsibility Statement 8:05

WESTSIDE CENTRAL OFFICE TREASURER'S REPORT 10/07/2013

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	$28.00	$56.00	$59.00	$57.00					$499.80
Beaverton AA Group	111651														$0.00
Beginner's Group	664604				$20.00		$18.00			$15.00					$53.00
Dive Into It	177583	$300.00													$300.00
Hope No Smoke	121958				$30.63			$24.67	$102.37						$157.67
Men's Serenity	632347				$50.00				$40.00						$90.00
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 Accept.L.O.	111642								$132.50						$132.50
Women's Journey in Rec	638942	$10.00		$10.00				$10.00							$30.00
Literature Sales		$75.20	$110.04	$172.88	$435.05	$22.75	$40.00	$350.77	$81.00	$22.60					$1,310.29
TOTALS		$420.20	$213.04	$219.68	$641.03	$102.75	$86.00	$441.44	$414.87	$94.60	$0.00	$0.00	$0.00		**$2,633.61**

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						$3.00							$3.00	$22.00
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	$25.00	$25.00	$25.00	$25.00	$25.00			$250.00	$50.00
Telephone	$150.00	$10.18	$10.18	$10.18	$10.27	$10.27	$10.27	$10.27	$10.27	$10.27				$92.16	$57.84
Web & E-Mail	$100.00					$9.78								$9.78	$90.22
Ins., Lic. & Gov't Fees	$100.00				$10.00					$50.00				$60.00	$40.00
Area 58 Assemblies	$200.00													$0.00	$200.00
Outreach - committees	$125.00							$71.48		$53.52				$125.00	($0.00)
TFC	$0.00													$0.00	$0.00
PI	$250.00		$37.36							$72.00				$109.36	$140.64
CPC	$125.00		$43.32											$43.32	$81.68
GVR	$0.00													$0.00	$0.00
Literature Purchases	$1,700.00	$380.00	($80.68)	$526.44				$500.00		$500.00				$1,825.76	($125.76)
Literature Expenses	$50.00													$0.00	$50.00
Misc.	$0.00													$0.00	$0.00
Activities	$200.00									$38.70				$38.70	$161.30
TOTALS	$3,491.00	$415.18	$35.18	$639.62	$45.27	$45.05	$38.27	$606.75	$35.27	$749.49	$25.00	$0.00	$0.00	$2,635.08	**$855.92**

BANK	
Beginning Bal. (1/1/13)	$1,248.71
Deposits/Credits	$2,633.61
Withdrawals/Debits	$2,635.08
Current Balance	**$1,247.24**
less prudent reserve	$ (600.00)
Available Cash	$ 647.24

ASSETS & LIABILITIES AS OF 9/18/2013		
Checking Account	$1,247.24	
Literature Inventory	$ 876.06	
Total Assets		$2,123.30
Liabilities	None	

2013 YTD Financials		
Donations		$1,323.32
Lit. Sales	+	$1,310.29
Expenses	-	$2,635.08
Net Income		**($1.47)**

Approved Budget Not Yet Spent:	**$855.92**
1/1/13 LITERATURE INVENTORY	**$ 360.59**
2013 YTD LITERATURE COST	**$1,825.76**
2013 YTD LITERATURE SALES	**$1,310.29**
LITERATURE ACCOUNT BALANCE	**$ 876.06**
COST OF CURRENT INVENTORY	**$ 876.06**

Prepared by Mark L
10/7/2013