Westside Central Office Business Meeting

7pm-8pm, December 2nd,2013

Agenda

Serenity Prayer

Introductions- Nick F (chair), Hailey F(newsletter), Mark L(Finance & IT Chair), Joe S (Literature), Michelle(Women's Acceptance Liaison), Ben P (12 Step Call), Josh S (Corrections) Derek T (PI), Dick(District 31 Liaison), Ann (District 23 Liaison, and Daphne S(Hope No Smoke Liaison)

Determine Total Votes and 2/3 Majority- 10 Votes and 2/3= 7 votes

Review Minutes From Last meeting (ALL)- APPROVED

Treasurer Report (Mark L)- Motion to Accept- Ben P. 2nd Derek T.- APPROVED
CHANGE- $19.70 for Women's Journey in Recover is actually a literature sale instead of a contribution- AMENDED.

Chair Report- Wrote the WCO report for the Oregon Area assembly this past month. This month is planning on doing some outreach to meetings on the Westside.

Co-Chair Report (Vacant)

Literature Committee Report

Board Report (Mark L)-Made a presentation to the Terwilliger Men's group this past month. We began visiting potential office spaces. WCO is looking for a 3rd board member- Treasurer.

Activities Committee Report (Vacant)

Public Information Committee Report (Derek T)- had 1 presentation this past month at the Insight group in Beaverton.

12th Step Call Committee Report (Ben P)- need more volunteers for the 12 step call list, please take that back to your groups.

Hotline Committee Report (Andrew W)

I.T. Committee Report (Mark L)- the hotline used 106 minutes this past month. The website saw the heaviest traffic of YTD averaging 51 views per day.

Outreach Committee Report (Vacant)

Cooperation with the Professional Community Committee Report (Vacant)

Corrections Committee (Josh S)- made flyer for the correction committee monthly meeting 3rd Thursday of the month @ 6:30 at Starbucks 10010 SW Barbur Blvd Portland, OR 97219.

Newsletter Committee Report (Hailey F)- 85 active newsletter subscribers. Looking for a member that would write a short story about being sober during the holidays; Derek T volunteered to write the story.

Finance Committee Report (Mark L) Proposed 2014 Budget in old business.

Old Business

- Proposed 2014 Budget- PASSED

New Business

- Motion #1 see attached- Motion – Mark L 2nd- Joe S.-**TABLED**
- Motion #2 see attached- Motion – Mark L 2nd- Josh S. –**TABLED**

MOTION #1

Note: This tabled motion was amended from the original motion presented at the 12/2/2013 business meeting.

To: Westside Central Office

From: Mark L, Finance Chair

Motion: Change prudent reserve for calendar year 2014 to three months' rent at $250/month or $750 total.

Current Practice: Prudent reserve is currently three months' rent at $200/month or $600 total.

Intent and Purpose: Making this adjustment will bring the prudent reserve to a more realistic level based on market conditions. Market research by the Finance Chair has shown that entry level offices are available in the $160 - $225/month range. Below are some examples that were found on Craig's List in November 2013:

1. 180 square feet for $225/month in Portland's Multnomah Village
2. 120 square feet for $219/month (includes use of 2 conference rooms) on SW Barbur in Portland
3. 122 square feet for $160/month off Beaverton Hillsdale Hwy (10 minutes from Beaverton) in Portland

Making this adjustment could also offer some flexibility in securing a future office for Westside Central Office.

Financial Impact: An additional $150.00 will be held in reserve for calendar year 2014.

MOTION #2

Note: This motion was tabled at the 12/2/2013 business meeting.

To: Westside Central Office (WCO)

From: Mark L, President of the Board

Motion: Authorize the Board to secure a physical office space for WCO when the following conditions are met:

1. An office is available in Beaverton, West Portland, or Tigard
2. The total expense for rent (including utilities and a space for our monthly business meeting) does not exceed the per month rent established by the prudent reserve.
3. The term of a lease does not exceed 6 months.
4. Prior to signing a lease, the WCO checking account has funds to cover the deposit plus the total amount for the lease (e.g., if the lease is 6 months, then we shall have cash for 6 months' rent and any applicable deposit at the time of signing the lease).

Current Practice: We set our 2013 prudent reserve to 3 months' rent at $200/month in anticipation of possibly renting an office in 2013. A similar prudent reserve has been proposed for calendar year 2014.

Intent and Purpose: The intent and purpose of this motion is to authorize the Board to secure a physical office space for WCO if the opportunity presents itself. Entry level offices in the $150-$225/month range typically do not stay on the market long. Providing pre-approval to secure an office if certain conditions are met, provides us a better chance of finding something within our price range. Otherwise, waiting until a WCO business meeting for approval may result in someone else leasing the office. Anyone interested in helping us find an office is welcome to get involved.

Financial Impact: $0 - $2700 annually. This figure depends on whether we lease an office, the rent amount, and the terms of the lease.

Supporting Statement 1:

The WCO website has an online survey that asks "where should the new Westside Central Office be located?" The participant can rank Beaverton, Hillsboro, Tigard, and West Portland as their first choice, second choice, third choice, or fourth choice. Below are the results as of 12/1/2013. The number in parentheses indicates the number of "first choice" votes cast by survey participants.

First Choice: Beaverton (17)

Second Choice: West Portland (13)

Third Choice: Tigard (8)

Fourth Choice: Hillsboro (4)

Total Votes Cast: 42

Supporting Statement 2:

Below are some examples of offices spaces that are available (or were available in November 2013):

1. 180 square feet for $225/month in Portland's Multnomah Village (source: Craig's List)
2. 120 square feet for $219/month (includes use of 2 conference rooms) on SW Barbur in Portland (source: Craig's List)
3. 122 square feet for $160/month off Beaverton Hillsdale Hwy (10 minutes from Beaverton) in Portland (source: Craig's List)
4. 165 square feet for $295/month on SW Hall Street near Washington Square Mall and 217 in Beaverton (source: loopnet.com)

WESTSIDE CENTRAL OFFICE TREASURER'S REPORT 12/31/2013

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	$28.00	$41.00	$36.00		$604.80
A Vision For You Too	643618											$138.00			$138.00
Beaverton Group	111651												$37.50		$37.50
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		$58.76	$12.60			$229.03
Men's Serenity	632347				$50.00				$40.00				$55.00		$145.00
Milwaukie Group					$2.45										$2.45
Nutbuckets	649466				$50.00										$50.00
Recovery In Motion	600248				$7.50										$7.50
Terwilliger Men's	657114				$0.40										$0.40
Women's Accept.L.O.	111642								$132.50			$51.00			$183.50
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	$90.24	$80.70	$92.50		$1,573.73
TOTALS		$420.20	$213.04	$219.68	$641.03	$102.75	$86.00	$441.44	$414.87	$94.60	$177.00	$323.30	$221.00		**$3,354.91**

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	$25.00	$25.00	$300.00	$0.00
Telephone	$150.00	$10.18	$10.18	$10.18	$10.27	$10.27	$10.27	$10.27	$10.27	$10.27	$10.27	$10.27	$10.27	$122.97	$27.03
Web & E-Mail	$100.00					$9.78						$69.68		$79.46	$20.54
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		$95.00		$204.36	$45.64
CPC	$125.00		$43.32											$43.32	$81.68
GVR	$0.00													$0.00	$0.00
Literature Purchases	$2,500.00	$380.00	($80.68)	$526.44				$500.00		$500.00				$1,825.76	$674.24
Literature Expenses	$50.00												$40.94	$40.94	$9.06
Misc.	$0.00													$0.00	$0.00
Activities	$200.00									$38.70				$38.70	$161.30
TOTALS	$4,291.00	$415.18	$35.18	$639.62	$45.27	$45.05	$38.27	$606.75	$35.27	$749.49	$35.27	$199.95	$76.21	$2,921.51	**$1,369.49**

BANK	
Beginning Bal. (1/1/13)	$1,248.71
Deposits/Credits	$3,354.91
Withdrawals/Debits	$2,921.51
Current Balance	**$1,682.11**
less prudent reserve	$ (600.00)
Available Cash	$ 1,082.11

ASSETS & LIABILITIES AS OF 12/31/2013

Checking Account	$1,682.11	
Literature Inventory	$ 612.62	
Total Assets		$2,294.73
Liabilities	None	

2013 YTD Financials

Donations		$1,781.18
Lit. Sales	+	$1,573.73
Expenses	-	$2,921.51
Net Income		**$433.40**

Approved Budget Not Yet Spent:	**$1,369.49**
1/1/13 LITERATURE INVENTORY	**$ 360.59**
2013 YTD LITERATURE COST	**$1,825.76**
2013 YTD LITERATURE SALES	**$1,573.73**
LITERATURE ACCOUNT BALANCE	**$ 612.62**
COST OF CURRENT INVENTORY	**$ 612.62**

Prepared by Mark L
1/6/2014