WCO Minutes from July 3, 2010

1. Introductions. In attendance – John W, Bob S, Mark L, Joe H
2. Mark L requested volunteer to take minutes. Joe H (Nutbuckets representative) volunteered to take minutes.
3. Reviewed minutes from previous meeting.
4. Treasurer's Report (John W) – $162.22 balance.
5. Observed 7th tradition.
6. Chair Report (Mark L) – new business to be introduced today.
7. Logistics (vacant) – no change from previous meeting. Funding start-up costs of approximately $20K is question that remains unanswered.
8. Legal (Lowell still traveling) –
    a. Mark L has been researching non-profit start-up info.
    b. Lowell creating non-profit for another entity; willing to split costs of start-up information and manuals from the State of Oregon – DIY manuals should not be considered a substitute for professional legal advice.
    c. Business attorney and accountant @ Terwilliger men's meeting are willing to assist in filing paperwork
        i. $400-800 (estimated) IRS filing fees for 501c3
        ii. $50 + $5 (optional) for Oregon Articles of Incorporation – must file annually to report revenues, etc.
9. Finance Report (John W) – WCO needs to speak with Chris H regarding possible donor support from unnamed interests.
    a. WCO may establish a limit on individual contributions.
    b. WCO will need to submit initial budget to accountant for IRS filing.
10. Outreach Report –
    a. District 10 is enthusiastic and interested – Mark L hopes to see new faces and participation from this district soon.
    b. District 9 meets @ Alano Club – Mark L will present at its business meeting.
    c. District 23 DCM will ask district if Mark L can attend its business meeting for a presentation.
    d. District 31 (Hillsboro area) – no reply from DCM yet.
    e. District 36 is aware of WCO; Mark L makes announcement at every business meeting.
    f. District 18 & 37 – no contact yet.
    g. Beaverton/Hillsboro areas are the most interested in WCO.
11. I.T Report (Bob S) –
    a. Website is up: westsidecentraloffice.org (.com redirects to .org)
    b. Encrypted email:
        i. Additional cost for service.
        ii. Email without encryption should be adequate.
    c. Bob S asked for additional input on site design and content:
        i. Meeting guide/schedule?
        ii. I.T. subcommittee may host a separate meeting for website development

    d. HTML – seeking additional resources.
    e. It's very easy to upload .pdf documents by any web user.
12. Old Business – Elections:
    a. Outreach = Mark L
    b. Logistics = open
    c. Co-Chair = open
    d. Secretary = open; Joe H will continue to fill the need until new participants are elected.
13. New Business – 2 motions up for consideration:
    a. Motion 1: Earmark $55 for non-profit corporation with the State of Oregon
        i. Intent: 1st step in forming non-profit in Oregon; will help in establishment of bank account.
        ii. Motion passed unanimously.
    b. Motion 2: Elect 3 trustees to be listed on Articles of Incorporation.
        i. Motion passed unanimously.
            1. Chairperson = Mark L
            2. Treasurer = John W
            3. Member-at-Large = Bob S
14. Meeting adjourned @ 3pm