WESTSIDE CENTRAL OFFICE - GROUP INVENTORY
October 13, 2018
(503) 684-0415, westsidecentraloffice.com

Attendees: (name, position, home group)

Bill L.	WCO Office Volunteer, Horizon
Carla M.	WCO Board Secretary
Charity B.	Horizon Literature Rep.
Chris H.	Facilitator
Jeff M.	District 10 Liaison, Beaverton Group Rep
John H.	WCO Treasurer
John W.	WCO Hotline, Saturday Reflection
Mark L.	WCO President of the Board
Mark O.	WCO Office Volunteer, RAM
Renee K.	WCO Office Volunteer

Opened with the Serenity Prayer

The group inventory format is per page 29 of The AA Group Pamphlet

1. Reading of opening paragraph.
2. The desire of the meeting it to evaluate how well is the Westside Central Office functioning to support AA as a whole.
3. Requested that people only share once unless no others.

QUESTIONS from AA pamphlet "The AA Group … where it all begins" AA Group Inventory.

1. What is the basic purpose of our group?

- Per WCO's Guidelines, page 2: Westside Central Office is an Alcoholics Anonymous (A.A.) service office that involves partnership among A.A. groups in the western Portland Oregon metropolitan area. Westside Central Office carries out certain functions common to all the groups—functions which are best handled by a centralized office—and it is maintained, supervised, and supported by these groups in their general interest. It exists to aid the groups in their common purpose of carrying the A.A. message to the alcoholic who still suffers.
- Able to supply groups with literature at cost and assist those who

2. What more can our group do to carry the message?

- Mark L. pointed out that WCO currently has an outreach service position that the purpose is to go to groups that are unfamiliar with WCO and introduce our services. The problem is that this position has been difficult to fill.
- Trouble filling current outreach position - Perhaps current reps/members could work together to cover these areas.
- Consensus: Reach out to groups not involved with WCO to make sure they are aware of the benefits of WCO.:

- Educational points so groups understand how WCO can support them:
  - ✶ Renee: give WCO website info so they can put their meeting on website. Let them know that this doesn't require them to participate.
  - ✶ Jeff: Let groups know that they can request large amount / variety of literature available. WCO is generating a Request List that people can fill out.
  - ✶ Renee: For the Hispanic customer looking for meetings we have 1-2 copies of Spanish meeting schedule, Spanish Intergroup information, Connection card, and Al-Anon info connection info.
  - ✶ Bill: Training for staff. List of numbers (suicide hotline etc.)
  - ✶ Mark L. - We have Hotline Handbook for the volunteer with tips on how to handle calls including Al-Anon.
  - ✶ Mark L. - We also need Hotline Chair. Details available on the website in the "Hotline Handbook". Hardcopies available upon request.
  - ✶ Renee - Asked if it's possible to have a training session for phone volunteers (recap). Possibly a have a workshop.

3. Is our group attracting alcoholics from different backgrounds? Are we seeing a good cross section of our community, including those with accessibility issues?

- Jeff M.: Portland Area Intergroup is working on including Spanish speaking meetings in their list instead of just referencing elsewhere.
- Renee K.: Commented about the language barrier on some calls. Had to run around trying to find the needed information. It was frustrating for both parties, made it difficult to be of service.
- Mark L.: Suggested someone to contact the Spanish intergroup
- Bill: Develop a crib sheet.
- John H: Commented that WCO hasn't had much communication with special needs; for example, deaf access.

4. Do new members stick with us, or does the turnover seem excessive? If so, why? What can we as a group do to retain members?

What can WCO do as a group to retain WCO representation.

- Call new people after their first meeting.
- Renee K.: This is where the Outreach position is important - calls new members.
- Bill L.: If they come to one meeting and not the next WCO to call and say hello, we missed you.
- Mark L.: WCO does well at retaining new members, lately business meetings have been attended very well. Would be interesting to see why people stop coming.

5. Do we emphasize the importance of sponsorship? How effectively? How can we do it better?

- Most people are sponsored into service, therefore if we have sponsees, we should encourage them to consider an open service position at WCO.

6. *Are we careful to preserve the anonymity of our group members and other A.A.s outside the meeting rooms? Do we also leave what they share at meetings behind?*

- General comment: WCO does well at this.
- The members of WCO observes AA recommended guidelines.

7. Does our group emphasize to all members the value of keeping up with the kitchen, set-up, clean-up and other housekeeping chores that are essential for our Twelfth Step efforts?

- WCO has a check list to close. The office is typically always in order and clean. Pack it in pack it out.

8. Are all members given the opportunity to speak at meetings and to participate in other group activities?

- WCO does well. No one to WCO's knowledge hasn't been given the opportunity.

9. Mindful that holding office is a great responsibility not to be viewed as the outcome of a popularity contest, are we choosing our officers with care?

- WCO voting process: Person provides service resume, written ballot is used and voting participants have the opportunity to write in "none of the above".
- Mark L.: WCO provides all information about the position in our Guidelines so the person understands the position to the fullest.
- Renee K.: People without the suggested recovery time be considered when their commitment is there.

10. Are we doing all we can to provide a safe, attractive and accessible meeting place?

- Renee K.: Office Volunteer was concerned about the safety since the office is downstairs with no egress when a male present.
- Carla M.: Suggested to develop a "fire plan", provide a sounding horn to draw attention, the piano studio is usually active.
- John H.: Suggested re-arranging the desk/furnishings so your back isn't against the wall, move along the side walls as you enter.
- Jeff M.: New location is better for accessibility, elevator available.
- Renee: The WCO sandwich sign could be lighter

11 Does our group do its fair share toward participating in the purpose of A.A. — as it relates to our Three Legacies of Recovery, Unity and Service?

- Mark L.: Yes, good with service but could improve on recovery and unity. Need activity chair filled to help with those 2 legs.
- Jeff M. Noted lacking in service by having so many positions vacant. Which affect unity as well.

12. What has our group done lately to bring the A.A. message to the attention of professionals in the community — the physicians, clergy, court officials, educators and others who are often the first to see alcoholics in need of help?

- Jeff M.: Very little
- Mark L.: Talked with others on hot line and request thru email address website. Need to fill CPC Chair position. When position was filled, we did quite a bit (presentations to DUII attorney, law enforcement, etc.).

13. How is our group fulfilling its responsibility to the Seventh Tradition?

- John H.: WCO currently has a large stock pile of funds above prudent reserve that is not utilizing. There is budgeted amount for committees that are not filled, should WCO hold the money for those positions when apparently not needed? Is there something else we can be doing with those funds?
- John W.: Can WCO donate surplus to Portland Area Intergroup?
- Mark L.: It's a problem for us to contribute to other entities; the donations were made for WCO's use. We could purchase big books for jails, host a work shop, etc. While it's great to have financial support by the groups, it would be even better if more participated at our business meeting and suggested how we should spend their 7th Tradition contributions".
- Jeff M.: Would need to consult the bi-laws for contributions outside the organization.
- Mark L.: Our bi-laws discuss contributing to other entities only when we go out of business or dissolve. The bi-laws do encourage cooperation with other A.A. entities such as Area 58, Districts, and Intergroups.
- Renee K.: Mentioned that she was aware of times when they only had 1 AA Big Book in Clackamas County jail, and no books are in Washington County jail.

- Bill L.: If one person is always the one to purchase for a group then that may lead to resentments. Might be better if others were purchasing Big Books also.
- Jeff M.: His home group has purchased for jail library.

ADDITION QUESTION:

14. What are we doing to fill the open positions and what can be done.

- Renee: Suggested in a meeting talk about the open positions, share an encouraging message on individual level.
- Jeff M.: Create a flier that advertises monthly meeting and distribute to meetings as outreach as well as talking about it.
- Mark L.: Convey what you got from your service position Make it sound exciting and fun. Attraction rather than promotion.
- Mark L.: In his experience in doing service work, people are sponsored into service work. Encourage people to get involved.
- Renee K.: When your term is ending look for your replacement. Have the people who have done service in that position to share their experience and the rewards to bring interest to the potion
- Mark L: Go through past meeting minutes for people who have done the position. Calling others to stop by and chat about what they got out of the service position.
- Mark O: Comments he has heard from people are they "don't want to get into the politics"
- Jeff M.: Comes from principals before personalities. Stress that there are 3 legacies for a reason, 3-legged stool won't stand on just one leg.

GENERAL COMMENTS:

- Mark L.: The Chair gives a report at three Area 58 Assemblies per year. Perhaps the Chair can do more Outreach for WCO at these Assemblies. For example, pass out a flyer about WCO to the Districts that are in our service area, copies of our meeting schedule, etc.

CONSISTENT CONCLUSION POINTS:

Overall, WCO is doing well in most aspects and has plans for the areas it's lacking in. The consistent problem in improving on the lacking area is participation. It's up to us to make it work by getting involved.