

WESTSIDE CENTRAL OFFICE - BUSINESS MEETING AGENDA

January 6th, 2020 7PM to 8PM

- Serenity Prayer
- Introductions
- Determine who has a vote (Chair)
- Review Minutes from last meeting (All)
- Treasurer Report (Mark L)
- Chair Report (Rand A)
- Board Report (Mark L)
- I.T. Committee Report (Mark L)
- Finance Committee Report (Mark L)
- Hotline Report (VACANT)
- Corrections (John)
- Treatment Facilities (Alan)
- Activities (Tami)
- Outreach (Tami)

- The following service committees have a vacant Chair. (see attached pages for position responsibilities) Does anyone have any news/announcements related to the following service committees?
 - Public Information
 - Secretary
 - 12th Step Call Committee
 - Newsletter
 - Hotline
- Seventh Tradition (credit cards accepted)
- A.A. related announcements

Old Business:

- Motion by Mark: Approve proposed budget, with amendment to increase Prudent Reserve. Second by Ted.
 - John (treasurer): biggest increases will be rent and website; we have a strong cash position still. This should be fine.
 - Passes unanimously

New Business:

Motion to Close

A.A. Service Opportunities at the Westside Central Office

The Westside Central Office (WCO), an A.A. Central/Intergroup Office serving the western Portland, Oregon metropolitan area, has the following service position opportunities:

Chair – Facilitates WCO business meeting; presents a quarterly report on WCO at each Area 58 Quarterly Assembly; emails business meeting minutes to Area 58 Archivist (4 or more years continuous sobriety suggested, serves through September 30, 2020).

Co-Chair – If Chair resigns or is unable to serve for any reason, the Co-Chair steps in and assumes Chair duties and responsibilities; records WCO business meeting minutes in absence of recording secretary (2 or more years continuous sobriety suggested, serves through September 30, 2020).

Recording Secretary – Records WCO business meeting minutes; distributes meeting minutes via email and at the start of each business meeting (1 year or more continuous sobriety suggested, serves through September 30, 2019).

Finance Chair - Receives and approves annual budget requests from committees; compiles itemized annual budgets into a report for the November WCO business meeting; monitors and documents WCO expenditures; reconciles expenditures to annual budget (2 years or more continuous sobriety suggested, serves through September 30, 2020).

Board of Directors – The WCO Board of Directors consist of three to seven individuals that act as the legal custodians of Westside Central Office, Inc. and oversee the day-to-day operations of WCO (4 years or more continuous sobriety suggested¹, serves through September 30, 2020).

12 Step Call Committee Chair - Maintains a list of 12th Step Volunteers for participating groups; receives calls from Hotline volunteers; and refers 12th Step volunteers to incoming calls (2 years or more continuous sobriety suggested, serves through September 30, 2019).

Activities Chair - Brings suggestions for WCO-sponsored events to Co Reps for approval; Organizes volunteers to host activities; Finds the facilities to host activities; Prepares flyers for distribution to A.A. community for events (2 years or more continuous sobriety, serves through September 30, 2019).

A.A. Hotline Committee Chair - Maintains a calendar of individuals and groups willing to answer the WCO phone (2 years or more continuous sobriety suggested, serves through September 30, 2019).

Cooperation with the Professional Community Committee Chair - Hosts A.A. presentations to professionals, such as health care workers, counselors, law enforcement, etc. who come into contact with active alcoholics (2 years or more continuous sobriety suggested, serves through

September 30, 2020).

Corrections Committee Chair - Carries the A.A. message to alcoholics behind the walls of correctional institutions (2 years or more continuous sobriety suggested, serves through September 30, 2020).

Outreach Chair - Informs A.A. groups and members of the available services and opportunities for service at the WCO; Maintains the Westside Central Office Frequently Asked Questions (F.A.Q.) form (2 years or more continuous sobriety suggested, serves through September 30, 2019).

Public Information Chair – Informs the public on “what A.A. is” and “what A.A. is not” through literature, presentations, and public service announcements (2 years or more continuous sobriety suggested, serves through September 30, 2020).

Treatment Facilities Committee Chair - Contacts Treatment Centers and offers assistance in coordinating A.A. meetings and presentations at their facility (2 years or more continuous sobriety suggested, serves through September 30, 2020).

Newsletter Committee Chair - Publishes the Westside Central Office’s monthly newsletter [Into Action!](#) (2 years or more continuous sobriety suggested, serves through September 30, 2019).

Individuals interested in these service positions are encouraged to attend the Westside Central Office business meeting. Additional information is available on our website, www.westsidecentraloffice.com (click on the Help Wanted link), by emailing info@westsidecentraloffice.com, or by phone at 503-684-0415 (extension 0).

¹ Non-alcoholic Directors may serve on the Board provided that the Alcoholic Directors out number the Non-alcoholics by at least a 2/3 majority. For example, if there are 3 Directors, then no more than one Director may be a Non-alcoholic.

Office Volunteer Chair – Assists the Office Manager (or Board of Directors) with finding A.A.s to volunteer at the WCO facility (2 or more years continuous sobriety is suggested, serves through September 30, 2019).

Office Manager – Manages the Westside Central Office and its volunteers. 5 or more years continuous sobriety is suggested. Serves through September 30, 2020. Note: Office Manager is appointed by the Board of Directors. Please email your service resume to info@westsidecentraloffice.com.

WCO Notes 12/2/19

Open 7pm with serenity prayer

- Attendees: Rand (WCO Chair), Mark (Finance chair, IT chair, President WCO), Tim (District 23 WCO Liaison), Ted (WCO Rep DCG), John H (WCO Treasurer)
- Minutes from October
 - Motion by Ted, Second by John. Passed.
- Treasurer's report, presented by John
 - \$5,610 Beg Balance
 - Monthly:
 - \$35 7th Tradition
 - \$638 group donations
 - \$359 literature sales
 - \$109 expense, website/email
 - \$599 literature purchase
 - Ending balance: \$6,309
 - Motion to accept Mark, second Ted. Passed.
- Chair report, (Rand)
 - Attended Area Assembly and gave a report on behalf of WCO
- Board report, (Mark L)
 - Landlord rectified issue with last month's rent
 - Landlord clarified terms of lease; cannot offer month to month because of pending sale. We renewed for a year lease.
 - Proposed 2020 budget is \$73 higher than our current lease.
Recommending keeping
 - Added new meetings to online meeting schedule
 - Next edition of of meeting schedule may lack a few meetings as it is difficult to revise the existing printed guide
 - New schedules to be printed in Jan
 - One Saturday volunteer still needed. Email info@westsidecentraloffice.com
 - John H's last month is this week! Good luck and thank you for all your service!
 - Opening for treasurer; open through Sept of 2020. Email info@westsidecentraloffice.com for more info. 4 years suggested sobriety, and accounting background is a plus. Treasurer also serves on the Board of WCO.
- IT report (Mark L):
 - Website has been updated to the new version of PHP; new theme required minimal changes to the website
 - 1,172 visitors; 150 pgs/day.
 - Hotline: 54 calls, 79/300 minutes used
- Finance report (Mark L):

- Increase 2020 prudent reserve to \$1300; original prudent reserve did not account for higher rent
 - Higher prudent reserve will allow for unexpected expenses if we move before our lease ends
- Corrections Chair (John)
 - Absent; out of town
 - Going into prison meeting next week.
- Treatment Facilities Chair (Alan)
 - Not present
- Activities (Tami)
 - Sent out Flyer for Traditions Meeting
 - Wants to cast actors by late January
 - Wants to find a speaker and venue asap
- Outreach (Tami)
 - Attended two other meetings, distributing tri-fold flyer and price lists
- Announcement related to Open Committees:
 - None
- AA Announcements:
 - None
- Elections:
 - Tami was elected as Outreach
- Old Business:
 - Proposed budget
- New Business:
 - Motion by Mark: Approve proposed budget, with amendment to increase Prudent Reserve. Second by Ted.
 - John (treasurer): biggest increases will be rent and website; we have a strong cash position still. This should be fine.
 - Passes unanimously
- Discussion/Questions:
 - None
- Motion to close Ted, second John. Passed