

WCO Board Meeting Minutes

8/3/2020

- We have a quorum
- Notes reviewed
- Old business:
 - We need to find a board member, preferably a treasurer
 - It has been relatively easy during the pandemic
 - They would have to be elected as a board member at the business meeting, then appointed treasurer
 - Potentially hiring an office manager, or paid staff member as book-keeper
 - Could be a contractor, could be hired as an employee
 - Pandemic occurred and deferred the investigation
 - Reopening
 - Bill has offered to sell literature by appointment
 - PPE policy?
 - Policy tracing
 - Joe: because we are a business, the gov't aren't going to be keen on our principle of anonymity - contact tracing will be a must
 - Mark: Using appointments will help with tracing if need arises
- New Business:
 - Still looking for someone to serve as treasurer - rotates out in Sept, so hopefully when someone who can carry through the upcoming term also
 - Going to need at least 3 board members (one can/will be treasurer)
 - Next business meeting is September 21 (7 weeks away)
 - After Sept assembly
 - Please share available service commitments that rotate in September with your groups
 - Lease
 - Looks like the sale of our building may have fell through
 - No news if our building is still being sold; Mark will try to get an update from the landlord.
 - Mark is cautiously optimistic that we can get some type of lease after November.
 - Prefers staying since the current location is pretty convenient and that moving would be a little more challenging during the pandemic
- Adjournment; motion to close Rand, second Carla. Passes

Westside Central Office, Inc. Board Meeting

August 3, 2020 – 8:00pm

Note: Board meetings are scheduled after the regular WCO business meeting in February, May, August,

and October. Everyone has the right of participation at Board meetings, but only Directors of the WCO

Board have a vote. WCO Chair is empowered to cast any tiebreaking votes.

Open with Serenity Prayer

Do we have a quorum (are all or 2/3 of the Directors present)?

Review Minutes from last meeting (Carla)

Old Business:

Need to find a new Board Member; preferably someone who can be our Treasurer.

Can we create a paid position for a part-time bookkeeper or assistant manager? (Mark)

Can be a contractor if it is their business (e.g., a bookkeeping business)

Otherwise, needs to be an employee.

We decided to investigate a payroll service at the 2/3/20 Board meeting.

Update: Mark received a lead for a local payroll service. But did not take any more action due to the COVID-19 pandemic. Suggest deferring this until we resume regular office hours.

New Business:

Discuss Reopening our bookstore hours.

Open by appointment only until most Groups resume face-to-face meetings?

PPE Policy? Require masks for volunteers? Require masks for customers?

Should we limit the payment methods? Credit Card only?

Policy for Contact Tracing? Requiring appointments allow us to keep a log for contact tracing.

Any discussion or motions from the body?

Adjournment