WCO Board Meeting Minutes
6/1/2020

- Meeting cancelled in May, so having tonight
- 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
- New Business:
    - 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
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Westside Central Office, Inc. Board Meeting
June 1, 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