WCO Meeting Minutes 4/4/2022

Open 7pm with serenity prayer

- Attendees: Joe S (WCO Chair), Scott C (WCO CPC Chair), Mark L (Finance chair, IT chair, President WCO), Andrew W (WCO PI Chair), Chris M (RAM WCO Rep), Clayton (D10 Liaison, GSR Cedar Hills Friday Night), Jeff M (D31 Liaison), Rand A (WCO Board), Carla (WCO Board), Mark M (D37 DCM)
- Minutes from 3/7/22
    - Motion by – Scott, second by – Jeff. Passed.
- Treasurer's Report, (Mark L):
    - Beg Balance: $8,913.59
        - Monthly Deposits: $ 1,386.61
        - Monthly Withdrawals: $ 870.73
        - Ending balance: $ 9,429.47
        - Prudent Reserve: $ 1,500.00
        - Liabilities: $ 558.95
        - Available Balance: $ 7,370.52
        - Motion to accept by – Rand, Second by – Scott. Passed.
- Chair Report, (Joe)
    - Main focus this month was to do outreach to gain more volunteers for Providence St. Vincent's support call program. Hoping to get more volunteers - has spoken in person to a number of DCMs and sent an email last week.
- Board Report, (Mark L):
    - Our office location, Cedar Hills Shopping Center, has entered into a pending sale to a potential buyer. If the sale closes, we will lose our office space. I do not have any information on a time frame when we would have to move, but since our lease is month to month and rent continues to increase, we probably need to resume our office space search now.
    - I suspect we have between 1 and 1.5 years before we must move. But it's probably better to move sooner than later. Besides increasing rent, office vacancies are declining as people leave their home offices and many downtown companies move to the suburbs. It can be really challenging finding an office in our price range.
    - We would like to remain in the Cedar Hills or Beaverton area, but the average rent is well above our budget. Saying that, I have recently seen one Beaverton office for $354 a month. That's $4 higher than our budget. I don't know if that office is still available, but at least it is indicative that there may still be some Beaverton offices available in our price range.
    - Since we now hold our business meetings on Zoom, we may want to consider offices outside of Beaverton too. The office location mostly mattered when we had monthly face-to-face business meetings. Office space closer to downtown, such as the Sylvan area or SW Portland is much cheaper. But we probably can focus on finding something in the Beaverton area first.
    - We never retired the last Office Search Ad Hoc Committee. It simply went on hiatus when the pandemic hit, and the last potential sale of the shopping center fell through. I would like to restart the Office Search Ad Hoc Committee. Let me know if you are available to help

with the office search. Also, if you know of any realtors in the program who might be willing to donate some of their time with the office search, please send them our way as well.
    - The finance committee plans to entertain a motion during new business that increases our budget for rent. This will provide us a better chance of finding a new office sooner than later.
    - I am happy to report that we were able to assist the Area 58 Treatment Facilities North committee with a literature purchase. That is the partner literature purchase on this month's Treasurer Report. They are providing literature libraries at area Treatment Facilities. They plan to keep these libraries replenished on a quarterly or semi-annually basis. So, they will probably place another order from us again soon.
    - It would be great if we can get our Treatment Facilities Chair position filled so they can assist in this activity. If this sounds interesting to you, then please stand for the position which serves through September of this year.

- IT Report, (Mark L):
    - Our hotline received 43 calls and used 150/300 prepaid minutes during the February 16th – March 15th billing cycle.
    - Our website had 2,322 visitors who viewed 8,497 web pages or 274 web pages per day on average. This is slightly up from February which had 272 web pages per day on average.
    - This past month, I noticed we had a bunch of broken links to aa.org on our website. The aa.org website was upgraded recently so that explained why there would be some broken links. These links are now fixed.
    - The last couple of months I reported that our hotline was receiving fewer calls than our average monthly hotline calls prior to December of last year. The website traffic has also been down a little bit.
    - When GSO upgraded their website, they also upgraded the local AA directory. When I was repairing the broken links on our website, I discovered that we were no longer listed in their AA local directory. They accidentally omitted us. Some of our hotline calls, and website visits, would come through aa.org.
    - Last week, I asked them to put us back into the local AA directory. They out us back in with our phone number. Unfortunately, the link to our website is not currently working. I asked them to repair it, but I have not heard back yet. They also told me that they usually do not update their website until Friday. So, we might not see the link fixed until this Friday.
    - I suspect we will soon see an uptick in our hotline and website traffic after they fully restore our listing on their website.

- Finance Report, (Mark L):
    - The finance committee will like to make a motion to increase the rent budget during new business.

- CPC, (Scott):
    - Slow month this month - have been announcing that we need funds for the hospital's literature
    - Hospital will be opening for in-person 12th step volunteers
    - Hopes to host another training session soon so more volunteers are available

- PI, (Andrew):
    - Hello WCO, This past month has been uneventful as your PI chair. Our AA Support Call Program with Providence St. Vincent only received 4 patient requests. However, they are getting ready to allow in-person visits. This means we will need many more volunteers than we currently have. Please take this back to all groups you attend. Thank you, Andrew W.
- Announcement Related to Open Committees:
    - Treatment Facilities, Corrections, Newsletter, Hotline, Activities, Outreach, WCO Co-Chair, Office Volunteer, Treasurer, 12 Step Call Chair
        - **Please** bring these open service positions back to your groups, sponsees and fellows.
- AA Announcements:
    - None
- Old Business:
    - Elections:
        - Treatment Facilities, Corrections, Newsletter, Hotline, Activities, Outreach, WCO Co-Chair, Office Volunteer, Treasurer, 12 Step Call Chair
        - **Please** bring these open service positions back to your groups, sponsees and fellows.
- New Business:
    - **Motion:** Increase the WCO's rent budget to $450/month.
        - **Intent and Purpose:** To give WCO a better chance at finding a new office location in the Beaverton area, the Finance Committee is requesting that we increase our monthly rent budget by $100/month.
        - **Current Practice:** We currently budget $350/month for rent. The rent at our current office is $284.50/month. $350/month is well below the average rent in the Beaverton area. For reference, one office in Beaverton was found on loopnet.com on 3/21/22 for $375/month. When offices in our price range become available, we must make a quick decision since offices in our price range are claimed quickly. Many small offices in Beaverton are in the $600/month or higher range which is probably too pricey for us right now.
        - **Budgetary Impact:** Eight full months remain in 2022, so the budgetary impact is $800 ($100 increase to the monthly rent budget) or $5000 total rent budget for 2022. Also, the prudent reserve, which includes three months of budgeted rent, will increase by $300 or $1800 total.
        - **Discussion:**
            - "As a budget motion, this is a no brainer"; however, prudent to be looking for new office spaces. But, what would be the process for a "quick decision"?

        - The quick decision would fall to the Ad Hoc committee (to be formed in the next motion). Because office spaces are renting so quickly, we do need to be aggressive.
        - But, there is nothing to prevent the body from directing the ad hoc committee in what to look for in office spaces
    - What is the purpose of a new office space? Do we intend to open for regular office hours, like pre-pandemic? Will this meeting ever go back to in-person?
        - The goal is to allow for regular office hours - which has been the goal since the beginning of the pandemic (health/safety allowing). An actual office is ideal for protecting anonymity, storing and selling literature. Given the way that rent is looking in the Beaverton area, we are not likely to find a space with enough room for an in-person monthly WCO meeting.
  - **Motion** by Mark, Second by Rand. Passed.
- **Motion:** Form an Office Search Ad Hoc Committee to secure a new office location in the Cedar Hills/Beaverton Area with a month-to-month or 1 year lease that does not exceed WCO's budgeted rent.
  - **Budgetary Impact:** None
  - **Discussion:**
    - Given the current parameters, would this limit the Ad Hoc committee to searching within the Beaverton/Cedar Hills area?
      - Yes, if the committee was to exhaust options within the Beaverton/Cedar Hills area, they could bring this back to the body.
  - **Motion** by Mark, Second by Jeff. Passed

- Discussion/Questions:
  - None
- Motion to close by – Jeff, second by – Dylan. Passed.