WESTSIDE CENTRAL OFFICE - BUSINESS MEETING AGENDA
May 1st, 2023 7PM to 8PM

• **Serenity Prayer**

• **Introductions :** Tim F. D23Liason, Jeff M. D32 Liason, Joe S. WCO Board Member, Mark L. WCO Board President, Jeromie Straight Talk ALT WCO rep, Paul V. Men's Serenity Group WCO ep, Clayton D D10 Liason/12 step call chair, Andrew W. WCO Chair.

• **Determine who has a vote (Chair)** 7 votes (5 votes - 2/3rd vote)

• **Review Minutes from last meeting (All)** Motion to accept Jeff M. Paul V. 2nd. Approved

• **Treasurer Report (Mark L – standing in)** Report Submitted. Motion to Accept: Jeff M. 2nd: Paul V. Approved

• **Chair Report (Andrew W.) -** 2 patient requests with St. Vincents. We received a few new sign up for training. Training will happen at end of May or June, will confirm with Joe and Clayton after the meeting.

• **Board Report (Mark L)**

Joe and I visited an office space located in Sylvan, off 26. The location was decent since it was just 2 miles from our existing office. However, the office was at the high end of our budget at $445/month. The office was advertised as 324 usable square feet, but it was divided into two offices that are smaller than our current location. This made the space not very optimal for something that is at the high end of our budget. If the space was one 324 square foot office, then we could possibly use the space for other A.A. activities. But since we would be limited to two 162 square foot offices, it would be better to just rent one 162 square foot office at a lower rent if that were possible. So, Joe and I decided that we should keep looking.

Scott provided 1 case of Big Books and 1 case of Daily Reflections for the State Hospital in Salem.He reported that he has 3 cases of English Soft Cover Big Books and 1 case of Spanish Soft Cover Big Books available for the hospitals.

Tonight, we will have a Board meeting. Everyone is welcome to attend. Board members and our Chair are required to attend.

• **I.T. Committee Report (Mark L)**

- Our hotline received 75 calls and consumed 82/300 prepaid minutes during the last billing cycle.
- Our website had 2,281 visitors who viewed 7,812 web pages or 261 web pages per day on average.

- **Finance Committee Report (Mark L) -Nothing to report.**

- **Outreach Chair (Scott C) - Not present**

- **12-Step Call Chair (Clayton D) -** a few hotline 12-step calls, need more female 12-step call support. Flyers are posted at Westside Service Center and on Facebook groups.

- **The following service committees have a vacant Chair. (see attached pages for the position responsibilities) Does anyone have any news/announcements related to the following service committees?**
    - **Treatment Facilities**
    - **Corrections**
    - **Activities**
    - **PI**
    - **AA Hotline - We can use some volunteers who are available to help with calls during the week between 8am and 5pm. Visit our web page and sign-up by visiting the hotline committee page located under the Service tab.**

      https://westsidecentraloffice.com/service/a-a-hotline
    - **CPC**
    - **Newsletter**

- **Seventh Tradition (credit cards accepted)**

- **A.A. related announcements**

Old Business:

- **Elections- Open Positions-**

  Co-Chair

  Activities Chair

  A.A. Hotline Chair

  CPC

  PI

  Corrections

  CTF

  Newsletter

New Business: None

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, 2024).

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).

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