**WCO Meeting Minutes 7/03/2023**

**Open 7pm with Serenity Prayer**

1. Attendees: Andrew W (Chair), Jeff M. (D31 Liaison), Mark L (WCO IT Chair, President, Finance Chair), Clayton D. (WCO 12 Step Call Chair), Scott C. (WCO Rec. Sec., Outreach Chair), Dawn (Banks Bondage Breakers), Dylan M. (Frog Pond Liaison), Paul V. (Men's Serenity).
2. Minutes from 06/05/2022:
    - Motion to Accept: Clayton, 2nd Jeff : Passed.
3. Treasurer's Report, (Mark L):
    - Beg Balance: $12,362.76
    - Monthly Deposits: $ 765.83
    - Monthly Withdrawals: $ 1,158.82
    - Ending balance: $ 11,969.77
    - Prudent Reserve: $ 1,800.00
    - Liabilities: $ ($282.98)
    - Cash Balance: $ 9,886.79
    - Motion to Accept: Motion by Dylan, 2nd by Dawn– Passed
4. Chair Report, (Andrew W):

    Hi Everyone,

    The past month the AA Support Call Program had 7 patient requests to be connected to an AA member. Up a few from last month, which is great. We also held another volunteer training last week, and actually had 2 people show up! Which is fantastic in comparison to the last one. .

    We are working on a new format for the training, as we think it may be pertinent to have a recorded version to simply share with members who want to join. This could help us increase our trained volunteer pool quite a bit.

    Thank you for being here,
    Andrew W.

5. Board Report, (Mark L):
    - Welcome everyone to tonight's business meeting. Happy 4th of July everyone!
    - The main activity to report is our booth at PNC. Overall, it was great. It was a great Outreach event for us. Many attendees were surprised by our low literature prices.

- I would like to especially thank our booth volunteers who were able to assist me during the weekend: Jeff M, Clayton B, Dylan M, and Scott C. It was also great seeing Dawn and Joe and many others at the event.
- See PNC financials (attached in email with this Meeting Minutes).

6. IT Report, (Mark L):
   - In June, our hotline received 2,269 visitors who viewed 7,687 web pages or 256 views per day on average.
   - Our hotline consumed 63/300 prepaid minutes and received 58 calls during the last billing cycle.
7. Hotline, (Mark L.):
   - Nothing to report.
8. Finance Report, (Mark L):
   - Nothing to report.
9. Outreach, (Scott C):
   - Worked with Mark at the PNC Lit Table Sunday. It was good, I think we sold 1 item.
   - Talk to a lot of people about the 12 Step Volunteer registration and AA hotline.
10. 12 Step Call Chair (Clayton D.):
    - 4-5 Hotline calls.
    - Training for the 12 Step Volunteers training with Joe, Andrew, and 2 volunteers.
    - Had one new 12 Step Volunteer signup.
    - Working on getting a meeting into one of the hospital's BHU's.
11. Announcement Related to Open Committees:
    - Co-Chair, Treasurer, 12 Step Call Chair, AA Hotline Chair, Treatment Facilities Chair, Corrections Chair, Newsletter Chair, Activities Chair, Office Volunteer Chair
    - **Please bring these open service positions back to your groups, sponsee's, and AA Fellows.**
12. 7th Tradition Break:
    - When we observe the 7th Tradition in our meeting, you can use the following link to make an online contribution to WCO:
    - https://checkout.square.site/pay/3c2b1e44bdd24354b66bb270a7eda83b
13. AA Announcements:
    - WCO is looking for Volunteers for the 12 Step Volunteer Program at the hospitals.
      - Signup here: https://westsidecentraloffice.com/service/twelfth-step-calls
      - Make sure to check the box at the bottom "In Person (Hospital Visits)".
    - WCO Twelfth Step Call Committee needs volunteers for the Hotline.
      - Female AAs are in great need!

- Signup here: https://westsidecentraloffice.com/service/twelfth-step-calls

- Area 58 November Assembly Hosted by D31.
  - Volunteers to help at the assembly, please contact:
    - Wayne D. D31 Assembly Chair 971-226-3803
    - Roger D31 Assembly Cochair 503-516-6558
    - Volunteers are always

14. Old Business:

- OPEN Positions:
  - Co-Chair, Treasurer, AA Hotline Chair, Treatment Facilities Chair, Corrections Chair, Newsletter Chair, Activities Chair, Office Volunteer Chair.
  - **Please** bring these open service positions back to your groups, sponsee's and fellows.

15. New Business:

16. Discussion/Questions:
    - No Discussion questions.

Motion to close: Motion by Dylan, 2nd by Paul – PASSED.

Responsibility Statement

PNC Financials June 23-25, 2023

Expenses:

| | | |
|---|---|---|
| Total Literature Purchased for PNC (budgeted) | | **$500.00** |
| Supplies (budgeted from office improvement fund) | | |
| | Table Runner | $112.11 |
| | Rubber Bands | $4.99 |
| | Box of 12 pens | $9.49 |
| | Tool Box | $43.00 |
| | large bottle Hand Sanitizer | $14.79 |
| | square reader for Iphone | $9.88 |
| | 2 pack phone chargers | $16.99 |
| | White duct tape | $5.78 |
| | flash light | $4.89 |
| | 2 screw drivers (flat & Philips) | $9.18 |
| Total for Supplies | | **$231.10** |
| Literature Losses | | |
| | B-70 Our Great Responsibility | $10.00 |
| | 2 P-46 "If you are a professional" pamphlets | $0.40 |
| | 2 P-19 "GSR" pamphlets | $0.12 |
| | B-7 Living Sober Book | $6.00 |
| Total Literature Losses | | **$16.52** |
| Credit Card Transaction Fees | | **$0.22** |

Income

| | | |
|---|---|---|
| Literature Sales | | |
| | Cash Sales | $223.25 |
| | Credit Card Sales | $57.22 |
| Total Literature Sales | | **$280.47** |
| Anonymous cash contributions | | **$16.93** |

**Sales and Contribution Subtotal** $305.80

| | | | |
|---|---|---|---|
| less literature losses and credit card fee | | ($16.74) | **$289.06** |
| | | | |
| Unclaimed Literature Sold | | | |
| | 1 M-45i Corrections Workbook | | $2.40 |
| | 1 B-7 Living Sober Book | | $6.00 |
| Total unclaimed Literature Sold | | | **$8.40** |

| | |
|---|---|
| Total Income from PNC (adding back in unclaimed literature) | ($8.34) |

Note: This was not a fundraising event for us. We sell all literature at cost, so we wanted to break even.

Literature Sold at PNC June 23-25, 2023

| Item | Quantity | Amount | Total |
|---|---|---|---|
| B-1 Big Book | 1 | $9.50 | $9.50 |
| B-3 AA Comes of Age | 1 | $12.00 | $12.00 |
| B-14 12x12 large print | 2 | $8.90 | $17.80 |
| B-85 Visual History of AA | 4 | $12.00 | $48.00 |
| P-19 GSR pamphlets | 7 | $0.06 | $0.42 |
| P-35 Problems Other than Alcohol pamphlets | 3 | $0.12 | $0.36 |
| P-42 A Brief Guide to AA pamphlets | 1 | $0.25 | $0.25 |
| P-55 Twelve Steps Illustrated pamphlet | 4 | $0.24 | $0.96 |
| P-86 God Word pamphlet | 1 | $0.32 | $0.32 |
| BM-31 Service Manuals | 11 | $4.00 | $44.00 |
| SBM-31 Spanish Serv Manual | 2 | $4.00 | $8.00 |
| B-16 Large Print Big Books | 5 | $9.50 | $47.50 |
| B-2 12x12 book | 1 | $8.90 | $8.90 |
| B-7 Living Sober | 2 | $6.00 | $12.00 |
| B-70 Our Great Responsibility | 1 | $12.00 | $12.00 |
| P-8 12 Concepts pamphlet | 2 | $0.36 | $0.72 |
| P-15 Q&A on Sponsorship pamphlet | 1 | $0.30 | $0.30 |
| P-16 The AA Group pamphet | 5 | $0.36 | $1.80 |
| P-41 A Members Eye View pamphlet | 1 | $0.20 | $0.20 |
| P-43 12 Traditions Illustrated pamphlet | 4 | $0.36 | $1.44 |
| P-46 If You Are a Professional pamphlet | 2 | $0.20 | $0.40 |
| P-47 Understandig Anonymity pamphlet | 1 | $0.20 | $0.20 |
| P-83 Access to AA pamphlet | 1 | $0.40 | $0.40 |
| M-27i PI Workbooks | 2 | $2.00 | $4.00 |
| M-40i TF Workbooks | 2 | $2.00 | $4.00 |
| M-41i CPC Workbook | 2 | $2.00 | $4.00 |
| M-44i Archives Workbooks | 2 | $2.00 | $4.00 |
| M-45i Corrections Workbooks | 3 | $2.00 | $6.00 |
| M-48i Access Workbooks | 2 | $2.00 | $4.00 |
| B-18 As Bill Sees It (Soft Cover) | 1 | $11.00 | $11.00 |
| B-20 Experience Strength and Hope | 2 | $5.00 | $10.00 |
| B-20 Experience Strength and Hope * | 1 | $6.00 | $6.00 |
| **Total** | | | $280.47 |

Popular Items:

large print big books
A Visual History of AA Books (sold out)
Service Committee Workbooks (sold out all but CPC)
Service Manuals (one person bought 5 of the 11 sold)

Items that were requested that we did not have:

6/23/23: Dr. Bob and the Good Oldtimers
6/24/23: A Visual History of AA Book (we sold all 4 we had and had at least one more request for one)
6/25/23: Pocket size books

* new price since we sold out at the old price at PNC