WCO Meeting Minutes 8/07/2023

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 (D31 DCM and Banks Bondage Breakers), Dylan M. (Frog Pond Liaison), Paul V. (Men's Serenity), Joe S. (WCO Board Secretary), Susan H. (Straight Talk liaison), Tim F. (D23 Liaison).

2. Minutes from 06/05/2022:

    - Motion to Accept: Jeff, 2nd Paul: Passed.

3. Treasurer's Report, (Mark L):

    - Beg Balance: $11,969.77
    - Monthly Deposits: $ 865.26
    - Monthly Withdrawals: $ 473.36
    - Ending balance: $ 12,361.67
    - Prudent Reserve: $ 1,800.00
    - Liabilities: $ ($282.98)
    - Cash Balance: $ 10,278.69
    - Motion to Accept: Motion by Dylan, 2nd by Jeff – Passed

4. Chair Report, (Andrew W):

    Hi Everyone,

    Health Unit at Providence Hospitals. We did have one in-person request that was taken by a volunteer, however, I have not heard if contact was made.

    I do not have anything else to share, please let me know if I can help anyone with any service opportunities.

    We need 12 Step Volunteers to get back to in-person/hospital visits. **We currently have @ 6 male active volunteers and @ 3 active female volunteers, @ 30 total trained volunteers.**

    Thank you for being here,
    Andrew W.

5. Board Report, (Mark L):

    - We purchased 140 new printed meeting schedules this month.
    - This is the first printed meeting schedule that we have produced since the meeting schedule we produced before the pandemic in the Winter of 2020.

- This edition features all the westside in person meetings. Prior to this schedule, we only listed meetings that asked to be listed. This was mostly to keep costs down and because it was easy to maintain the schedule.
- After receiving requests to list all the westside meetings, we needed a new method for creating the meeting schedule. Adding all the westside meetings meant the schedule would double in size and become very difficult to maintain.
- After some investigation, we now have a method that imports meetings into a meeting schedule document. The process is not 100% automated, but it still improves the publication process.
- The old publication method could take 3-4 hours, depending on the number of meeting changes. The new process, which included doubling the number of meetings, took about an hour.
- Now that the meeting schedule is back from the printers, we are in the process of folding and stapling the schedules. We should have these available for pickup at our office soon.
- The schedules will remain free, however, a voluntary contribution to help defray printing costs is appreciated. The schedules cost around $1.06 each to produce.
- We have used up most of our Office Improvement Budget. The expenditures were for hosting booths, like we had for PNC, and other supplies needed at the office. Since we still anticipate needing to move sometime this year, we would like to entertain a motion during new business to increase our Office Improvement Budget.
- As a reminder, next month's business meeting will be held Monday, September 18th from 7pm to 8pm. Since 2016, we have regularly held our September business meeting on the third Monday of the month in lieu of the Labor Day Holiday.
- Terms for our 1-year service positions are coming to an end on September 30th. We will hold elections for the next term of 1-year service positions at our September business meeting.
- We will include a list of these 1-year service positions in the August newsletter.

6. IT Report, (Mark L):
    - Our hotline received 48 calls which consumed 83/300 prepaid minutes.
    - Our website had 2,323 visitors who viewed 7,757 web pages or 250 web pages per day on average.
7. Hotline, (Mark L.):
    - Nothing to report.
8. Finance Report, (Mark L):
    - Nothing to report.
9. Outreach, (Scott C):
    - Nothing to report.
10. 12 Step Call Chair (Clayton D.):
    - Less calls this month on the hotline.
    - Getting the word out for volunteers.

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.**
    - **Need a Tuesday and Thursday 8am to 5pm, or any portion of that time would be awesome. Please!**
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:
    - **September WCO Business Meeting will be held 9/18 due to Labor Day.**
    - 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
    - Portland Area Intergroup annual picnic August 20th @ Oaks Park!
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:

    Motion: Increase the Office Improvement Budget by $200.

    Current Practice: We budgeted $410 for Office Improvement this year. All but $13.90 of $410 has been spent on booth supplies and other items needed for our office.

    Intent and Purpose: Since we anticipate the need to move this year, we are asking for an additional $200 for the Office Improvement Budget to cover potential moving expenses.

    Budgetary Impact: $200

    Urgent/Administrative: **Yes**

    Motion: PASSED

16. Discussion/Questions:
    - No Discussion questions.

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

Responsibility Statement