**WCO Meeting Minutes 11/06/2023**

**Open 7pm with Serenity Prayer**

1. Attendees: Andrew W. (WCO Chair), Joe S. (WCO Board Sec), Jeff M. (D31 Liaison), Mark L (WCO IT Chair, President, Finance Chair), Scott C. (WCO Rec. Sec., Outreach Chair), Dylan M. (Frog Pond Liaison), Paul V. (Men's Serenity WCO Liaison), Taylor W. (D23 WCO Liaison), Jeromie (WCO/Intergroup Liaison), Gary B. (RAM Liaison), Mark M. (D37 WCO Liaison), Chris H. Area 58 TF Chair), Patrick D. (Sunrise), Dawn (DCM D31).
2. Minutes from 09/18/2023:
    - Motion to Accept: Dylan, 2nd Jeff: Passed.
3. Treasurer's Report, (Mark L):
    - Beg Balance: $13,058.23
    - Monthly Deposits: $ 1,021.13
    - Monthly Withdrawals: $ 755.23
    - Ending balance: $ 13,324.13
    - Prudent Reserve: $ 1,800.00
    - Liabilities: $ ($243.58)
    - Cash Balance: $ 11,280.55
    - Motion to Accept: Motion by Jeff, 2nd by Dawn – Passed
4. Chair Report, (Andrew W):
    - I hope everyone had a great October. Thank you to Joe for running the meeting last month, I had some family stuff top deal with.
    - As far as the Support Call Program goes, I believe we had 1 patient request. A light month for sure, that we hope will pick up. I also sent out a survey to our untrained patients to find out who is interested in being trained and joining the team. We have had 11 Yes responses out of roughly 30. So that is great news! I am going to send those 11 a survey with a few dates for a training in the coming month or months.
    - It is probably time for us to reach out to Ryan, our contact at the BHIT, and see how things are going. I will have an update for you once we do.

    ⇒ **We need 12 Step Volunteers to get back to in-person/hospital visits. Currently we have @ 7 active male and 2 active female volunteers.**

    Thank you,
    Andrew W., WCO Chair

5. Board Report, (Mark L):

    - Welcome everyone to tonight's WCO business meeting. We are glad you are here.
    - At last month's Board meeting we re-elected Joe to the Secretary of the Board, Scott to the Vice President position, and myself to the President position.
    - The sale of our office space appears to be moving forward. We learned that the management company purchasing Cedar Hills Shopping Center has started buying out tenants' leases.
    - We are now hearing that we will have to move out by the sometime in the Spring of next year.
    - We will continue to look for a new office in the Beaverton/Cedar Hills area.
    - We received an invitation to sell literature at the November Assembly on October 31st from the outgoing Assembly Chair, Wayne D. Wayne informed me that they originally flipped a coin between Portland Area Intergroup and WCO. PAI won. When asked, PAI deferred to us because they are busy. Unfortunately, it is a bit short notice to receive this invitation and I declined the offer based on lack of availability by myself and some of our volunteers. I was then told that Wayne stepped down from the Assembly Chair position, so I told the acting Chair, Roger, our decision.
    - We really need at least 2 months (preferably more) notice to commit to selling literature at an event.
    - On the same note, Wendy W, the Chair of the May 2024 Assembly in Seaside invited us out to sell literature as well. I also declined the offer since it is outside our service area. She said that she figured we would decline, but she was going down the list of tasks for organizing an assembly and one of them is to invite an Intergroup to sell Service Manuals at the assembly.

6. IT Report, (Mark L):

    - Our hotline received 58 calls and consumed 21/300 prepaid minutes. As we have reported, it seems more people are now calling and opting to leave a message on our voice mail instead of waiting for the next available volunteer to take the call.
    - I plan to present a motion in new business to address the Web & Email budget short fall.
    - Web page dedicated to Bridging the Gap. Become a temporary contact to people exiting treatment integrating into A.A.

7. Hotline, (Mark L.):
    - Our website received 2,321 visitors who viewed 7,436 web pages or 240 views per day on average.

8. Finance Report, (Mark L):

    1. Proposed Budget:

WESTSIDE CENTRAL OFFICE - PROPOSED BUDGET FOR 2024

| **INCOME ESTIMATES**** | **2024 Budget** | **2023 Budget** |
|---|---|---|
| Literature Sales | $ 2,136.00 | |
| Group Contributions | $ 7,896.00 | |
| Member Contributions | $ 914.00 | |
| Total | **$ 10,946.00** | |

| **EXPENSES** | | |
|---|---|---|
| P.O. Box | $ 200.00 | $ 190.00 |
| Rent for office***** | $ 6,000.00 | $ 5,400.00 |
| Phone Service | $ 150.00 | $ 150.00 |
| Web & E-mail | $ 600.00 | $ 500.00 |
| Insurance | $ 350.00 | $ 350.00 |
| Licenses & Gov't Fees**** | $ 70.00 | $ 70.00 |
| Chair | $ 20.00 | $ 20.00 |
| Co-Chair | $0.00 | $0.00 |
| Secretary | $0.00 | $0.00 |
| Treasurer*** | $ 20.00 | $ 20.00 |
| Outreach Committee*** | $ 20.00 | $ 50.00 |
| PI Committee*** | $ 20.00 | $ 20.00 |
| CPC Committee*** | $ 20.00 | $ 20.00 |
| TF Committee*** | $ 20.00 | $ 20.00 |
| Corrections Committee*** | $ 20.00 | $ 20.00 |
| Newsletter Committee | $0.00 | $0.00 |
| Hotline Committee | $0.00 | $0.00 |
| 12th Step Call Committee | $ 30.00 | $ 30.00 |
| Area 58 Assemblies | $0.00 | $0.00 |
| Literature Inventory Purchases | $ 2,000.00 | $ 1,500.00 |
| Literature (expenses, miscellaneous) | $ 25.00 | $ 25.00 |
| Literature (Meeting Schedules) | $ 150.00 | $ 150.00 |
| Activities*** | $ 20.00 | $ 20.00 |
| Finance Committee | $0.00 | $0.00 |
| Office Volunteer Chair | $0.00 | $0.00 |
| Video Conferencing (Zoom) | $ 180.00 | $ 180.00 |
| Office Improvement | $ 500.00 | $ 410.00 |
| Literature to sell at PNC | $0.00 | $500.00 |
| Literature for A.A. Support Call Committee | $ 500.00 | $500.00 |
| Total | **$ 10,915.00** | **$ 10,145.00** |

** Income estimates are based on 2023 averages 1/1/23 - 10/31/23.
*** This line item represents seed money for an open service position.
**** $20 to DOJ and $50 to SOS
***** Rent based on estimated $500/month due to possible move
Prudent Reserve is $2400 representing around 3 months of expenses
Proposed at the 11/6/2023 WCO Business Meeting

9. Outreach (vacant):

10. 12 Step Call Chair (Clayton D.):

    No report this month.
    Mark L. stated we did get quite a few 12 Step calls this month.

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, PI Committee, CPC Committee.
- **<u>Please</u> bring these open service positions back to your groups, sponsee's, and AA Fellows.**
- Chris H, Area 58 Treatment Chair:

  Scan the QR Code to get more info on "Bridging the Gap" Service from the AA Member exiting treatment into the AA communities. The 1st 24hrs out of treatment is critical to success in AA and we would love to see all the help Treatment Committee can get!

  WCO website link to get involved: https://westsidecentraloffice.com/service/bridging-the-gap-committee

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:

- Oregon Area 58 November 2023 Quarterly Assembly

  November 17-19th 2023
  Holiday Inn Portland Columbia Waterfront
  909 N. Hayden Island Drive Portland OR 97217

Register here:
https://area58.wufoo.com/forms/november-2023-quarterly-assembly/
Book rooms (starting at $119 per night): https://book.passkey.com/e/50676213
Or by calling using Oregon Area 58 as the block code.
Assembly Contacts:
Registration Chair- Sarah P.
(503) 875-8074

## Hospitality, Registration, and Greeters volunteers needed, PLEASE!

- 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

- Oregon CPC PI Monthly Meeting

  Join Zoom Meeting
  https://zoom.us/j/97712923509?pwd=TC9RZmd6UytUSVlZbDJPc2RWTEpaQT09
  Meeting ID: 977 1292 3509
  Passcode: 638922
  One tap mobile
  +12532158782,,97712923509# US (Tacoma)
  +13462487799,,97712923509# US (Houston)
  Dial by your location
  +1 253 215 8782 US (Tacoma)
  +1 346 248 7799 US (Houston)
  +1 669 900 6833 US (San Jose)
  +1 301 715 8592 US (Washington DC)
  +1 312 626 6799 US (Chicago)
  +1 929 205 6099 US (New York)
  Find your local number:

  Meeting ID: 977 1292 3509
  https://zoom.us/u/avnKGo4DM

14. Old Business:

  - OPEN Positions:
    - Co-Chair, Treasurer, AA Hotline Chair, Treatment Facilities Chair, Corrections Chair, Newsletter Chair, Activities Chair, Office Volunteer Chair, PI Chair, CPC Chair.
    - **Please** bring these open service positions back to your groups, sponsee's and fellows.
    - Elections: None made

15. New Business:

**To:** WCO

**From:** Mark L, I.T. Chair

**Motion:** Increase the Web & Email budget by $61.00 to cover unbudgeted increases to Web Hosting and Domain Registration.

**Current Practice:** WCO's 2023 Web & Email budget is currently $500.00.

**Intent and Purpose:** An unexpected increase to our web hosting has caused us to overspend the budget by $38.76. The Web Hosting bill was received on 10/13/23 and automatically deducted from our checking account on 10/19/23. We still have an additional $22.17 for 1-year of domain registration due on 12/17/23. This motion requests an increase to our Web & Email budget to reflect the true expense for our website's domain and hosting.

**Budgetary Impact:** $61.00

**Motion Unanimously Passed**

**Enc: Sent as attachment with minutes**

16. Discussion/Questions:
    - No Discussion questions.

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

Responsibility Statement