WCO Meeting Minutes 2/5/2024

Open 7pm with Serenity Prayer

1. Attendees: Andrew W. (WCO Chair), Dawn W. (Newsletter Chair), Jeff M. (WCO Hotline Chair), Mark L. (WCO IT Chair, President, Finance Chair), Scott C. (WCO Sec., Board VP), Dylan M. (Frog Pond Liaison), Paul V. (Men's Serenity WCO Liaison), Joe S. (WCO Board Sec.), Jeromie (Straight Talk WCO/Intergroup Liaison), Mark M. (D37 WCO Liaison), Curtis F. (New Beginnings D31 Liaison), Gary B. (RAM at the Firehouse Liaison), Clayton D (WCO 12 Step Call Chair), Veronica (12 Straight Up Liaison), Taylor (D23 Liaison)
2. Minutes from 09/18/2023:
    - Motion to Accept: Dylan, 2nd, Dawn: Passed.
3. Treasurer's Report, (Mark L):
    - Beg Balance: $ 13,868.28
    - Monthly Deposits: $ 689.74
    - Monthly Withdrawals: $ 1,856.58
    - Ending balance: $ 12,701.44
    - Prudent Reserve: $ 2,400.00
    - Liabilities: $ ($238.78)
    - Cash Balance: $ 10,062.66

Westside Central Office Itemized Expenses for January 2024

Expense	**Amount**	**Notes**
Treasurer	$2.04	Purchased 3 stamps for mailing in Tigard Business License Application
	Subtotal for Treasurer:	$2.04
Rent	$312.00	Deposit for Tigard Office Lease
	$302.49	One month rent due at signing for Tigard Office Lease ($300 + $2.49 processing fee)
	$147.16	Prorated rent owed to Cedar Hills Shopping Center location (30 days notice required; we paid rent for February 1 - 15, 2024)
	$172.49	February rent owed ($170 + $2.49 processing fee) to Tigard Office

		(includes a $130 credit because we took possession of the new office on January 15, 2024)	
	Subtotal for Rent:		$934.14
Insurance	$29.17	The usual monthly insurance expense	
	Subtotal for Insurance:		$29.17
Telephone	$10.56	The usual monthly phone expense	
	Subtotal for Telephone:		$10.56
Literature Purchases	$663.52	Purchased literature for sale	
	Subtotal for Literature		$663.52
Lit Misc. Expenses	$1.00	Purchased moving van image from canva.com for moving flyer	
	Subtotal for Lit Misc. Expenses:		$1.00
Office Improvement	$8.56	Gave 30 day notice to old landlord by mailing certified letter	
	$1.10	Fee for filing address change with USPS	
	$36.85	Purchased chair mat for new office (lease requires all roller chairs be on chair mats)	
	$77.94	Purchased 24 banker boxes for moving.	
	$37.95	U-haul trailer rental	
	$53.75	U-haul van rental	
	Subtotal for Office Improvement:		$216.15
Total Expenses	$1,856.58		

- Motion to Accept: Motion by Dylan, 2nd by Clayton – Passed

4. Chair Report, (Andrew W):

   Hi Everyone,

   - I do not have much to share, however we did have some big happenings for WCO as we successfully moved into our new office. Thanks to everyone who came to help!

   - The support call program had 2 calls in the past 3 weeks, which is great. Both calls were taken promptly by volunteers.

- We also are holding a training for the support call program on February 19th at 6:30pm. It is an informal training that lasts around 30 minutes.
- If you would like more information, reach out to me at westsidecentralofficechair@gmail.com.

Thank you for your service,
Andrew W.

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

⇒ **Reevaluating training schedule, will let you know ASAP.**

Thank you,
Andrew W., WCO Chair

5. Board Report, (Mark L):

- Welcome everyone to tonight's Westside Central Office business meeting.
- As we reported last month, we secured a new office space. We moved into the new office on January 27, 2024.
- Thanks to Andrew, Dylan, Jeff, Joe, Mark M, Scott, and Shawn from the RAM Group for their help with the move. They did all the loading and unloading after I boxed up our old office. So, I really appreciate the help. Scott did great when he brought Shawn to our move. Shawn was once a professional mover, and he easily handled our bulky fire safe and other items. Also thanks to Jeff and Scott for renting U-hauls.
- After we moved out of our old office space, one of our old property managers showed up to see if he could lend a hand for our move. He did this because the elevator in the old building was out of service. Fortunately, we were able to tackle the stairs just fine. I thanked the old property manager for allowing us to rent from them the last 6 years. I also was able to turn in all our keys directly to him.
- I gave the wrong address to our new office at last month's business meeting and in our newsletter. The correct address is 6950 SW Hampton ST Suite 117, Tigard, OR 97223. It is in the Hampton Square Building near SW 72nd AVE and HWY 217.
- I also had the wrong address on the flyers I posted at the old location. I have since replaced those flyers with ones that have the correct address.
- I sent in our business license application to the city of Tigard. It should not cost us anything since we are a 501.C3 organization. I also filed our 990-N e-postcard with the IRS that keeps our 501.C3 status active.
- I still need to make the address change with Google so Google searches will have our correct address. This requires a verification step where I record some video of our new office.
- Our mail is now forwarding from the old office to our PO Box. We did not receive much mail at the old office, but occasionally a Group would send us a contribution to the old address. Please remind your Group's secretary to mail 7th Tradition contributions to our mailing address, which is PO Box 19911, Portland, OR 97280-0911. You can also get the mailing address off our website by clicking on the Contact link.

- Tonight, we will hold a Board meeting right after the regular business meeting. Board members and the Chair need to attend. Attendance is optional for all others.

6. IT Report, (Mark L):

   - Since I was unable to give an I.T. report last month, tonight's hotline report will include two billing cycles that run from November 16th through January 15th. I will also provide statistics for all of 2023.
   - During that time, the Hotline received 65 calls and consumed 36/300 prepaid minutes. The hotline was rather quiet during this time frame. It may be partially due to the holidays during that that time. Since January 16th, we received 33 calls with 10 more days left in the current billing cycle. So, we might be back to our usual 50 calls per billing cycle average.
   - For all of 2023, our hotline received 639 calls and consumed 664 minutes. In 2022, our hotline received 531 calls and consumed 829 minutes. So, in 2023 we received 133 more calls, but used 164 less minutes. The fewer minutes may be due to an increased tendency for our callers to leave voicemail instead of staying on the line and wait for the next available volunteer.
   - Our website in December had 2,463 visitors who viewed 8,014 web pages or 259 web pages per day on average.
   - Our website in January had 2,350 visitors who viewed 7,826 web pages or 243 web pages per day on average.
   - For all of 2023, we had 27,698 visitors who viewed 90,878 web pages or 7,573 web pages per month or 249 web pages per day on average.
   - In 2022, we had 25,573 visitors who viewed 91,519 web pages. So, 2023 had 2,125 more visitors but slightly more webpage views at 641.

7. Hotline, (Jeff M.):

   - Looking for volunteers to add to the rotation list.

8. Finance Report, (Mark L):

   - Nothing to report.

9. Outreach (vacant):

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

    - Received a slight increase in hotline calls.
    - Greatest number from women in Beaverton, OR City.
    - More female volunteers would be great to talk with female callers.

Thanks,

Clayton D
WCO 12 Step Call Chair

11. Hotline Chair (Jeff M.):
    - Getting settled in.
    - Working on form issue on the website.
12. Newsletter Chair (Dawn W.):
    - Got the Jan newsletter out, thanks Dawn!
    - D9, D10, D18, D23, D31, and D37 are the main Districts supported by WCO, but WCO serves all Districts wanting our services.
    - Working on Feb Newsletter, feel free to send Dawn and email with your submission to newsletter@westsidecentraloffice.com or from the WCO Website at https://westsidecentraloffice.com/newsletter .
13. Announcement Related to Open Committees:
14. Co-Chair, Treasurer, 12 Step Call Chair, AA Hotline Chair, Treatment Facilities Chair, Corrections Chair, Activities Chair, Office Volunteer Chair, PI Committee, CPC Committee.
15. **Please bring these open service positions back to your groups, sponsee's, and AA Fellows.**
16. 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
17. 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

18. AA Announcements:

- 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

19. Old Business:

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

20. New Business:
    - No new business
21. Discussion/Questions:
    - No Discussion questions.

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

Responsibility Statement