WCO Meeting Minutes 4/1/2024

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 W. (D23 Liaison), Lindsay D., Roger N. (D32 DCM), Joe S. (WCO Secretary).

2. **Minutes from 03/4/2023:**
   - Motion to Accept: Clayton, 2nd, Dylan: Passed.

3. **Treasurer's Report, (Mark L):**
   - Beg Balance: $ 12,911.89
   - Monthly Deposits: $ 927.69
   - Monthly Withdrawals: $ 442.22
   - Ending balance: $ 13,397.36
   - Prudent Reserve: $ 2,400.00
   - Liabilities: $ ($233.98)
   - Less budget not yet spent ($8,410.81)
   - Cash Balance: $ 2,352.57
   - Motion to Accept: Motion by Dylan, 2nd by Dawn – Passed

4. **Chair Report, (Andrew W):**

   Hi everyone, I hope the month has been good.

   We only had 1 call from Providence for the support call program. We still are unsure as to why the volume has gone down considerably; however, Joe and I are having a meeting this Sunday with the BHIT. We hope to learn more.

   Also, I did give a report for WCO at the March assembly. Nothing to share on that.

   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.**

5. **Board Report, (Mark L):**
    - Welcome everyone to tonight's WCO Business Meeting. We are glad you are here!
    - It has been a slow month at WCO. If your Group needs Big Books, now is a great time to purchase them from us. We still have some at the old price of $9.50/each. These Big Books also come with the dust jacket. The newer edition does not come with a jacket, and they are priced at $12/book.
    - Our landlord put our name on our door and listed our name and suite number in the lobby's building directory. This is a first for us as our previous landlords did not provide these things.
    - To encourage more Hotline and 12th Step Volunteers, we may want to consider holding a Hotline and 12th Step Call Workshop. We held one of these several years ago and it was well received back then. I suspect we could hold it in the Conference Room at our office building. If you have an idea for a different workshop, feel free to suggest it during New Business.

6. **IT Report, (Mark L):**
    - Our Hotline received 45 calls and consumed 36/300 prepaid minutes during the billing cycle that included February 16th through March 15th.
    - Our website had 2,060 visitors who viewed 6,690 web pages or 216 web pages viewed per day on average. These numbers are down from February which had 2,214 visitors and 7,328 or 253 web pages viewed per day. Hopefully we see an upward trend next month.

7. **Finance Report, (Mark L):**
    - I plan to present a motion in New Business that requests to lower the rent budget line item to better reflect what we plan to spend this year on rent. The reason why the figure was set at $6000 was because we originally budgeted for a new office to cost up to $500/month. Fortunately, we found a new office at $302.49/month.

8. **Outreach (vacant):**

9. **12 Step Call Chair (Clayton D.):**
    - Handful of hotline calls.
    - Greatest number from women in Beaverton, Hillsboro, OR City.
    - More female volunteers would be great to talk with female callers.

10. **Hotline, (Jeff M.):**
    - No report tonight (not attending).

11. **Newsletter Chair (Dawn W.):**
    - Working on April 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 .

    - Paul V question: My Group conscience has a few copies they would like to distribute, is there any issue or violation in that?
        - As long as there are no images, and no one is editing the newsletter before distributing it, should be ok.

12. **Announcement Related to Open Committees:**
    - Co-Chair, Treasurer, 12 Step Call Chair, AA Hotline Chair, Treatment Facilities Chair, Corrections Chair, Activities Chair, Office Volunteer Chair, PI Committee, CPC Committee.
    - **Please bring these open service positions back to your groups, sponsee's, and AA Fellows.**
13. **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
14. **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
      Meeting ID: 977 1292 3509
      https://zoom.us/u/avnKGo4DM
    - CPC/PI Workshop
      Presented by Area 58 and Portland Area Intergroup
      Sunday April 21st and 22nd, 2pm – 4pm
      Zoom Meeting:
      ID: 465 485 0055
      Passcode: 284 630
    - **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

15. **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.

16. **New Business:**

    To: WCO

    From: Mark L, Finance Chair

    Motion: Lower the 2024 rent budget line item from $6000 to $4000.

    Current Practice: The 2024 rent budget was set at the December 2023 business meeting under the assumption that we could pay up to $500/month for a new office space. Therefore, the 2024 rent budget line item was set at $6000.

    Intent and Purpose: We signed a lease agreement at the new office in January 2024. The new monthly rent was set at $302.49/month. In January, we paid $934.14 in rent which included $312 for the deposit of the new office, $300 advanced payment on the first month of the new office, $147.16 for February prorated rent due at our old office, and $172.49 for prorated February rent at our new office (see also the February 2024 Treasurer Report https://westsidecentraloffice.com/wp-content/uploads/2024/02/wco-treas-report-2-5-2024-itemized.pdf for more information). Therefore, we propose our new rent budget to be $4000 which is ($302.49 X 10 months) + $934.14 = $3959.04 rounded up. By rounding up the rent budget, we also allow for any unforeseen service fees.

    Budgetary Impact: A reduction of $2000 to the annual budget which is $6000 - $4000.

    Motion to discussion: Motion - Mark: 2nd - Dawn

    Urgent/Administrative: Yes

    Vote: Passed

17. **Discussion/Questions:**
    - No Discussion questions.

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

Responsibility Statement