WCO Meeting Minutes 5/6/2024

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. (WL Grapevine Grp Liaison), Roger N. (D32 DCM), Joe S. (WCO Secretary).

2. **Minutes from 4/1/2023:**
   - Motion to Accept: Jeff, 2nd, Dawn: Passed.

3. **Treasurer's Report, (Mark L):**
   - Beg Balance: $ 13,397.36
   - Monthly Deposits: $ 946.84
   - Monthly Withdrawals: $ 342.77
   - Ending balance: $ 14,001.43
   - Prudent Reserve: $ 2,400.00
   - Liabilities: $ ($233.98)
   - Less budget not yet spent ($6,068.59)
   - Cash Balance: $ 5,298.86
   - Motion to Accept: Motion by Jeff, 2nd by Dawn – Passed

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

   Hi All,

   This month was productive as Joe, and I got a chance to sit down with the social worker who runs the BHIT at Providence to try and understand why our call volume has been so low, and to touch on a few other things. The feedback was that many people have just not been interested. due to varying factors that we have all heard before. We also confirmed that they are comfortable with in person visits which was great to hear. A week or so after that meeting we had an in person visit request, and got it handled by two volunteers, which was awesome.

   We have had 5 requests this past month, and two were in-person. All requests were handled by volunteers.

   I also heard from a social worker from the ER wing of Providence St. Vincent, and they want to connect to figure out how we can integrate their section into our program as well. This will come with some different complexities, but I am confident we can be of service there.

Thank you all for your service,
Andrew W. WCO Chair

- **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 happy to see you tonight!
   - After selling some literature and taking inventory this past month, I realized that trying to use my phone as a hotspot for Internet access is not cutting it. I get a spotty and slow connection where our office is located. I get a little better signal elsewhere in the building, but not in our office.
   - Getting reliable Internet should also make it easier for other office volunteers to sell literature as well.
   - Therefore, I believe it is now time for us to get dedicated Internet and WIFI access in our office. I will entertain a motion to budget for Internet access during new business.
   - On May 1st, AAWS increased the price on selected pamphlets and pamphlet display racks. The display rack is now $48, an increase of $18. The pair of display rack extensions is $40.00. A display rack and extensions package costs $80.00.
   - As we stated before, we will increase literature prices as we replenish our stock. We will probably place a literature order sometime this month.
   - Our annual filing with the Oregon DOJ is due May 15th. The cost should be $20.
   - Now that West Side Service Center (not to be confused with Westside Central Office) has moved to a new location, we should print new meeting schedules since this change affects 22 AA Groups. I hope to have a new meeting schedule out by mid-June or sooner.
   - We will hold a Board meeting immediately after this business meeting. Our meeting chair and Board members need to attend. All others are welcome to attend if they want.
6. **IT Report, (Mark L):**
   - Our AA hotline received 56 calls and consumed 49/300 prepaid minutes during the last billing cycle. Most callers left messages and we called them back, which is why the minutes are rather low.
   - Our website in April had 2,178 visitors who viewed 7,516 web pages or 251 web pages/day on average. These stats are up from March which saw 2,060 visitors who viewed 6,690 web pages or 223 web pages/day on average.
   - On May 3rd, we renewed our website security software known as Wordfence. The cost was the same as last year, $119, and it will appear on next month's Treasurer Report.
7. **Finance Report, (Mark L):**
   - Nothing to report.
8. **Outreach (vacant):**

9. **12 Step Call Chair (Clayton D.):**
    - Couple of hotline calls.
    - Greatest number from women in Portland suburbs.
    - More female volunteers would be great to talk with female callers.
    - 2-3 12 Step calls/mo on avg. by women looking for a woman to speak with.
    - 4:1 ration of female to male callers.

10. **Hotline, (Jeff M.):**
    - Working with Clayton for a Hotline/12 Step Volunteer workshop.

11. **Newsletter Chair (Dawn W.):**
    - Dawn is getting rejected emails; Mark will edit the email list.
    - 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.
    - Great feedback on the Newsletter

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:**
    - District 31 Picnic

      June 9th, flyer to come.

    - 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:**
    - **Motion for dedicated WiFi and WCO Office**

    To: WCO

    From: Mark L, President WCO

    Motion: Create a new 2024 budget line item for dedicated "Internet & WIFI" service at WCO.

    Current Practice: WCO does not have any dedicated Internet or WIFI connectivity at its office. Currently, the volunteer needs to use their cell phone as a hot spot. However, the cell coverage in our new office is slow and spotty making the use of a cell phone hot spot unreliable.

    Intent and Purpose: Our office requires reliable access to the Internet to conduct literature sales, bookkeeping, and potentially online conferencing. Several Internet vendors are available at our office including Comcast Business, Verizon LTE Business, and Ziply Fiber. All providers cost between $60 - $80/month.

    Ziply Fiber appears to offer the best deal which is $60/month with 200 MBps uploading and downloading with no contract. However, Ziply must first determine if they can run fiber to our

office. Ziply needs us to order their service before they will determine if they can run fiber to our office. If they cannot install fiber to our office, then we will not owe them anything.

If Ziply does not work out, then we will consider a different vendor. Comcast Business speeds are 50 MBps uploading and downloading, and Verizon offers speeds between 10Mbps and 25 Mbps for uploading and downloading. The Verizon solution is through the air, so it is a fallback solution if none of the wired vendors can serve our office. Comcast also charges a $99 installation fee and has a 2 year contact.

A Ziply technician recommended that we purchase our own WIFI router in lieu of using their router. So, we will also cap the purchase of a router at $100 in this proposal. The $100 can also cover an installation fee if we go with Comcast Business.

For the sake of this proposal, we are requesting the following expense allowance for an "Internet & WIFI" budget line item:

$80 x 7 months + $100 for a router or installation fee = $560 + $100 = $660

Position Statement: Some past office volunteers have been reluctant in using their cell phones for conducting literature sales. A dedicated Internet connection means they can use our Point of Sales terminal instead of their cell phone. This also simplifies the training of volunteers and can potentially attract more office volunteers to WCO.

Budgetary Impact: Increases the 2024 budget by $660.

Questions: Dylan M., do we have the money in the bank? Mark (Treasure), Yes, we do.

Jeff M, what is our lease term length? Mark (Treasure), 2 years.

Call the question: Dylan, 2nd Clayton

Urgent/Administrative: Pass

Motion Vote: Pass

17. **Discussion/Questions:**
    - Mark L.: Should we distribute free Big Books to local small/neighborhood libraries?
        - We have $2000 we can put to that now.
        - Gary: How many of these libraries do we have available?
            - Mark L: 5 near my home. The app will show more or at least show where you look.
        - "Little Free Library™" app.

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

Responsibility Statement