WCO Meeting Minutes 7/1/2024

Open 7pm with Serenity Prayer

1. **Attendees:** Andrew W. (WCO Chair), Jeff M. (WCO Hotline Chair), Scott C. (WCO Sec., Board VP), Dylan M. (Frog Pond Liaison, WCO Store Volunteer), Clayton D (WCO 12 Step Call Chair), Veronica T., (Intergroup Rep for 12 Straight Up), John G. (Aloha Men's), Curtis F. (District 31 Liaison), Paul V. (Serenity Group).

2. **Minutes from 5/6/2023:**
   - Motion to Accept: Motion by Paul, 2nd by Jeff: Passed.

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

   - Here are some notes to the Treasurer Report for today's meeting since I am unable to attend today's meeting.
   - Our income was a little low this month. We only sold one book.
   - The expenses are much higher this month. Besides the usual rent, phone, and insurance expenses, we also had the following expenses:
   - Our WIFI expense includes two months of charges at $120.00. Normally, we would pay $60 per month, but there was a problem setting up our autopay with Ziply Fiber. After talking to a Ziply representative, we paid for both the overdue month and the current month. Hopefully, autopay will now work and automatically deduct $60 from our checking account each month.
   - We had three literature purchases. Besides purchasing literature for resale, literature (22 Soft Cover Big Books) was also purchased for our AA Hospitals Service Call Committee. This purchase is filed under the "Partner Literature Fulfillment" expense since the funds were originally filed as a "Lit. from Area 58 Hospitals Committee" liability. There is still $21.02 in the liability that I plan to spend down soon.
   - The other literature purchase was 40 Soft Cover Big Books that were purchased for our Ad Hoc Committee that is stocking Free Little Libraries with Big Books. This is listed under the "Literature Purchases (Ad Hoc)" expense.
   - I have included separate Ad Hoc Committee report below.
   - The $40.49 expense under "Office Improvement" was for a key combination lock box that hangs on our office doorknob. That way, we do not have to pass out keys to every office volunteer.
   - The $0.34 under finance charges is due to a credit card literature sale.
   - Under Assets, you will see 42 B-30 books for "Literature for Hospitals". This accounts for the 22 soft cover Big Books we just purchased, and the 20 soft cover Big Books that Scott C has at his house. The books currently retail for $11.00 each. I will make arrangements with Scott soon to have him drop off the 20 Big Books that he has at our office for safe keeping.

- The Numbers:
    - Beg Balance: $ 14,049.63
    - Monthly Deposits: $ 278.94
    - Monthly Withdrawals: $ 1,478.63
    - Ending balance: $ 12,849.94
    - Prudent Reserve: $ 2,400.00
    - Liabilities: $ ($21.02)
    - Less budget not yet spent ($5,343.25))
    - Cash Balance: $ 5,085.67
    - Motion to Accept: Motion by Jeff, 2nd by Dylan – Passed

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

Hi Everyone,
I hope your summer has started off well.

I believe this may be the first month that we have had no requests, unless I am forgetting one
this month.

Overall though it has been a productive month. Our Support Call Program is now extended into
the ER at Providence St. Vincent's, which is great. It has not officially started, but the social workers have our request email and will be offering the connecting to patients very soon. I got a chance to speak at a workshop on working with hospitals and institutions over the weekend about our program, how it started, what works/what doesn't, and more. I am grateful
for that opportunity as we know there are plenty of hospitals with plenty of alcoholics who need
help.

I look forward to the coming month and being of service in whichever way I can.

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 business meeting. I am Mark, your WCO President.

- The main item of business this past month was ordering literature for our office, hospitals committee, and Ad Hoc Committee.
- I also trained our office volunteer, Dylan, on conducting sales at our office. Although he has done it before, there are a few subtle changes with our new WIFI connection.
- We updated our Literature Price List last month. You can access our latest literature price list on our website at https://westsidecentraloffice.com/wp-content/uploads/2024/06/wco-price-list-June-2024.pdf
- I was unable to publish a new printed meeting schedule this past month. I hope to do it at the end of this month. Please check your Group information in our online meeting schedule and send any changes to us by clicking on the "Request a change to this listing" on the meeting's webpage or by emailing info@westsidecentraloffice.com.

6. **IT Report, (Mark L):**
   - Our hotline received 53 calls and consumed 79/300 prepaid minutes during the May 16th through June 15th billing cycle.
   - The website plugin we were using to collect stats is no longer free and now requires a monthly charge of about $10/month. We decided to switch to the free Google Analytics plugin for our website stats. The following stats were collected by Google Analytics.
   - Between the period of June 1st through June 27th, our website had approximately1600 users who viewed approximately 8600 webpages or 319 web pages per day on average.
   - The stats are like what our previous plugin reported, but it filters more users such as web search bots. So, the total users are a little lower, but average views appear a little higher compared to May which was 250 views per day on average.
   - We will also have stats for a full month of July at next month's business meeting.

7. **Finance Report, (Mark L):**
   - 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

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.
   - Many 12 Step calls by women looking for a woman to speak with in the Beaverton area so WCO would very much appreciate all Beaverton women in AA that could take a 12th Step call.
   - 4:1 ration of female to male callers.

10. **Hotline, (Jeff M.):**
    - Volunteers needed for the Hotline, especially female!
11. **Newsletter Chair (Dawn W.):**
    - June Newsletter is published! Please 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:**
    - 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
      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.

  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:**
    - **WCO Activities Chair**
      - Veronica is Available
      - Vote: Unanimously Passed
      - **Welcome and Thank You, Veronica!**
    - **Ad Hoc Committee Report**
      - The Free Little Library Ad Hoc Committee started their activity last month.
      - So far, one volunteer reported that one of the Big Books was claimed within a day or two of its placements inside a free library. The volunteer then replaced the Big Book for the next interested individual.
      - The Ad Hoc Committee plans to distribute Big Books between now and September.
      - If you are interested in helping with this activity, then email info@westsidecentealoffice.com.

17. **Discussion/Questions:**

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

Responsibility Statement