WCO Meeting Minutes 9/15/2024

Open 7pm with Serenity Prayer

1. **Attendees:** Andrew W. (WCO Chair), Mark L. (Bd. Pres., Treasurer, IT, Finance Chair), Jeff M. (WCO Hotline Chair), Scott C. (WCO Sec., Bd. VP), Clayton D (WCO 12 Step Call Chair), Veronica T., (Intergroup Rep for 12 Straight Up), Curtis F. (District 31 Liaison), Todd N. (Sunrise Liaison), Dawn W. (WCO Newsletter Chair), Paul V. (Serenity Group) Cindy (IG Rep RAW), Todd (Sunrise LG Firehouse), Lindsey D. (WL Grapevine Grp Liaison), Jeromie (Straight Talk WCO/Intergroup Liaison), Heidi (Spiritual Experience, IG Liaison), Gary B (RAM WCO Liaison).
2. **Minutes from 8/5/2024:**
   - Passed by Poll Vote.
3. **Treasurer's Report, (Mark L):**
   - The Numbers:
     - Beg Balance: $13,590.87
     - Monthly Deposits: $641.28
     - Monthly Withdrawals: $975.07
     - Ending balance: $13,257.08
     - Prudent Reserve: $2,400.00
     - Liabilities: ($0.00)
     - Less budget not yet spent ($4,199.76)
     - Cash Balance: $6,657.32
     - Motion to Accept: Motion by Dawn, 2nd by Paul V – Passed
4. **Chair Report, (Andrew W):**

   Hi Everyone,

   Uneventful month. 1 or 2 patient requests from the support program. No news on moving forward with the St Vincent contact, yet.

   Talked to Ryan, past contact for the support program, asking for who ran the AA meeting at Providence Portland meeting? The hospital is anxious to restart the meeting at the hospital. **Still looking for a contact for that AA meeting.**

   Thank you for your service,
   Andrew W.

- **We need 12 Step Volunteers to get back to in-person/hospital visits.**

5. **Board Report, (Mark L):**

Welcome everyone to tonight's business meeting. I am Mark, your WCO President.

- Welcome everyone to tonight's business meeting. We are glad you here, especially the newcomers.
- We hope you all had a great Summer. Tonight, we will hold elections for all service positions. This includes one- and two-year term positions. It also includes Board positions. WCO requires a minimum of three Board members to operate. We can also elect as many as 7 to the Board. Hopefully we can elect a Chair of this meeting and a secretary tonight too.
- If you currently serve a position, you are welcome to make yourself available for reelection or stand for a different position.
- This past month we published a new printed meeting schedule. Schedules were received from the printers, and we are in the process of folding and stapling them. If your Group needs printed meeting schedules, contact us for an office appointment to pick some up.
- We also purchased a new office computer. The computer we were using was starting to randomly crash. I felt the hardware was getting old and the operating system was certainly outdated. Someone pointed me to a very good deal on Amazon for a replacement system that comes with Windows 11 Pro for only $168 delivered. The system works great for our needs. The expense was deducted from our "Office Improvement" budget, and it will appear on next month's treasurer report.
- We also have some other I.T. activities that we will report in the I.T. Report.
- **As a reminder, we will resume our regular first Monday of the month business meeting cadence starting in three weeks on October 7th.**

6. **IT Report, (Mark L):**

- Our hotline received 130 calls and consumed 118 minutes between July 16th through September 15th.
- Our website in August had 1800 users who viewed 9,100 webpages or 294 web pages per day on average. This is up from July which saw 1700 users who viewed 8500 web pages or 274 web pages per day on average.
- We had an email disruption on September 3rd from 9am to 4pm. Email sent during that time frame was either not delivered or it bounced. The issue was resolved but not before we moved our email from our domain provider, GoDaddy, to our web host siteground. Before we moved our email to siteground, email would never be received, nor would the sender get any indication that the email bounced. When we first moved the email to siteground, the email would bounce. I opened a support ticket with siteground, and they resolved the email bouncing within a half hour.
- Since we moved our two large email lists from GoDaddy to google groups last month, I realized that it was not too difficult to move our remaining accounts from GoDaddy to site ground. That meant it would not be difficult to move them to Google Workspace.
- Some of you might remember that I tried moving us to G-suites, now called Google Workspace, for office tools. Since we are a non-profit organization, we get these Google tools for free. These

tools include professional email. However, at the time, I did not want to move all 75 of our email accounts to Google. This includes our large business meeting email list and newsletter email list. Since we already moved those big email lists to Google Groups, I decided to look at Google Workspace again. Looks like we can move to it with little effort now. The best part is that our trusted servants will have email accounts with the domain westsidecentraloffice.com; not gmail.com. And them email can be managed from a central Administrator account.

- I plan to make the switch before the October 7th business meeting but not before October 1st.

7. **Finance Report, (Mark L):**
   - Nothing to report

8. **Ad Hoc Committee Report**
   - Our Ad Hoc Committee that is distributing Big Books into the Free Mini Libraries runs through the end of the month. As of today, we still have 20 Soft Cover Big Books left. Ad Hoc Committee members should get a hold of me if you need more books for your mini libraries.
   - There is time left to distribute some Big Books into mini libraries. If anyone is interested in participating, they can let me know by emailing me at info@westsidecentraloffice.com.
   - Any left-over Big Books will be available for Hospitals.

9. **Outreach (vacant):**

10. **12 Step Call Chair (Clayton D.):**
    - Had a few requests and was able to quickly link them up with a volunteer.
    - We have a good list of volunteers.
    - **Volunteer submission form in at the URL below:**

    https://westsidecentraloffice.com/service/twelfth-step-calls

11. **Hotline, (Jeff M.):**
    - Status quo, running smoothly.
    - Need help covering vacations
    - **Always need volunteers at the link below:**

    https://westsidecentraloffice.com/service/a-a-hotline

12. **Newsletter Chair (Dawn W.):**
    - Getting comfortable with newsletter authoring!
    - September 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.

13. **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.

- **<u>Please</u> bring these open service positions back to your groups, sponsee's, and AA Fellows.**

14. **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

15. **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

    - **CPC/PI Workshop**
      Presented by Area 58 and Portland Area Intergroup
      2pm – 4pm
      https://zoom.us/j/97712923509?pwd=TC9RZmd6UytUSVlZbDJPc2RWTEpaQT09
      Meeting ID: 977 1292 3509
      Passcode: 638922
      Meeting ID: 977 1292 3509
      https://zoom.us/u/avnKGo4DM

    - **Area 58 Treatment Committee:**
      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

16. **Old Business:**
    - OPEN Positions:
        - Chair, Co-Chair, Recording Secretary, Treasurer, AA Hotline Chair, Treatment Facilities Chair, Corrections Chair, Activities Chair, Office Volunteer Chair, PI Chair, CPC Chair, Outreach, Hotline, 12-Step Call Chair.

    Elections:

    - **Chair: not elected, Andrew W will continue as interim until a Chair is elected.**
    - **Treasurer: not elected, Mark L will continue as interim until a Treasurer is elected.**
    - **Recording Secretary: Scott C elected for a new 1-year term.**
    - **Board of Directors:**
        - **Available: Mark L, Jeff M, Todd N, Dylan M, Dawn W, Scott C**
        - **Elected: Mark L, Jeff M, Dylan M, Todd N, Dawn W, Scott C**
    - **AA Hotline Chair: Jeff M elected for a new 1-year term.**
    - **12 Step Call Chair: Clayton D will continue as interim until the position is filled.**
    - **Newsletter Chair: Dawn W will continue as interim until the position is filled.**
    - **Finance Chair: Mark L elected for a new 1-year term.**
    - **Please** bring these open service positions back to your groups, sponsee's and fellows.

17. **New Business:**

    No New Business

18. **Discussion/Questions:**

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

Responsibility Statement