WCO Meeting Minutes 8/4/2025

Open 7pm with Serenity Prayer

Attendees:

- Andrew W. (**Interim** WCO Chair, Hope, No Smoke)
- Mark L. (Bd. Pres., **Interim** Treasurer, **Interim** IT, **Interim** Finance Chair)
- Jeff M. (WCO Hotline Chair/Board VP)
- Scott C. (WCO Sec., Bd. Sec.)
- Dawn W. (WCO Newsletter Chair, WCO Board Member)
- Laura G. (LO RAW Liaison)
- Dylan M. (Care Group Liaison)
- Dave R. (Men's Serenity Group Liaison
- Jeromie (Straight Talk WCO Liaison)
- Todd N. (Sunrise Session, LO; WCO Board Member)

Minutes from 6/5/2025:

- Motion: Scott, 2nd by Dawn
- Passed by Poll Vote.

Interim Treasurer's Report, (Mark L):

- The Numbers:
    - Beg Balance: $ 13,757.88
    - Monthly Deposits: $ 360.45
    - Monthly Withdrawals: $ 414.22
    - Ending balance: $ 13,704.11
    - Prudent Reserve: $2,400.00
    - Liabilities: ($0.00)
    - Less budget not yet spent ($5,028.10)
    - **Cash Balance: $ 6,276.01**
    - Motion to Accept: Motion by Jeff, 2nd by Dave – **Passed**
        - **NOTE:** The **Cash Balance: $ 6,276.01** is what WCO has for expenditures.
        - "Ending Balance" reflects the *Available Cash + Prudent Reserve + Less budget not yet spent*. The $13,704.11 **IS NOT** what we have to spend. Just want to clarify this.

Interim WCO Chair Report, (Andrew W):

Hi Everyone,

- We had 1 phone and 1 email request this past month.
- We are looking at doing another Hospital Volunteer in-Person 12 Step Call training soon.
- Please share the WCO Open Positions **especially the 12Th Step Hospital Call Committee Chair** position. The Chair position is extremely important for the success of the hospitals calls and relationship with the hospitals. Please email me directly with interest to chair@westsidecentraloffice.com.

NOTE: We require 2 people make the in-person visit for the safety of both parties.

Thank you for letting me be of service,

Andrew W.

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

Board President Report, (Mark L):

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

- Welcome everyone to the August WCO Business meeting. We are glad you are here and hope you all are having a great Summer!
- We have 70 copies of our printed meeting schedule left. Groups get 10 copies free, so contact us if your Group would like some meeting schedules.
- I was happy to find a home for 55 back issues of the Grapevine that were donated to us. Greg from the Grapevine Group picked them up and will place them in the mini libraries in his area.
- As a reminder, the September Business Meeting is held the third Monday of the month in lieu of Labor Day. So, that means we will not meet again until September 15th.
- Elections for all 1-year termed positions will occur at the September business meeting. I will make sure a list of these service positions appears in the August newsletter.
- We will have a Board meeting after tonight's business meeting. Board members and the Chair need to attend. Everyone else's attendance is optional.
- For purchases: https://westsidecentraloffice.com/literature or email your order to info@westsidecentraloffice.com.

Interim IT Chair Report, (Mark L):

- Our hotline received 38 calls and consumed 50/300 prepaid minutes
- Our website had approximately 1800 users who viewed 9400 web pages or 303 web pages per day on average in July. Our number of users was 1.8% higher and views are 11.5% higher in July than in June.
- This past weekend, our web provider reported malware on our website. I was able to manually remove the offensive file. This is the first time they ever reported malware on our site. They mentioned for an additional fee; they could add automatic quarantine and removal of malware from our site. I'll investigate this more and might come back with a motion to add it to our website.

Interim Finance Chair Report, (Mark L):

- Nothing to report

Outreach (OPEN):

Interim 12 Step Call Chair (OPEN):

- We connected two women with a female A.A. this past month.

To volunteer to be a 12 Step Call Volunteer, fill out the questionnaire at:
https://westsidecentraloffice.com/service/twelfth-step-calls

AA Hotline Chair, (Jeff M.):

- We were down @ 50 minutes this month.
- We took a call from a mom that was a bit distressed. This was a very rewarding call.
- Shifts are done at volunteer availability so there are no specific shifts.
- The form on the WCO website below had a glitch so if you have not received a response, please resubmit your form.
- **Always need volunteers at the link below:**

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

Newsletter Chair (Dawn W.)

- July Newsletter is published!
- August is in publication. I try to get the newsletter out the Sunday following the WCO Business meeting so if you have anything you want in the newsletter please submit by the Saturday before.
- People are sending fliers and submissions so THANK YOU for that, KEEP'UM COMING!
- 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.

AA Announcements:

- **The Oregon Area 58 Safety and Inclusivity Committee** meets on the first Monday of each month before this meeting at 6pm. You can email Bonnie at si@oregon-aa.org if interested in joining the meeting.

- **Area 58 Sept. 2025 Quarterly Assembly**
  September 19th- 21st
  Hosted by District 13
  Registration Chair: Cherie – cherie71214@gmail.com
  Host Chair: Polly – pamperedpolly@gmail.com
  Location: Roseburg National Guard Armory
  111 General Ave, Roseburg OR
  Registration link: https://www.aa-oregon.org/register-sep/

- **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
  Scan the QR Code for more information
- **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.
  Scan the QR Code for more information
  WCO website link to get involved: https://westsidecentraloffice.com/service/bridging-the-gap-committee

Treatment Center Volunteering

There are opportunities for everyone in **AA** at any stage in sobriety. Your story is wanted! People wanting to make a change are waiting to hear your "what it was like and what it's like now story". Please consider **sharing your message** and giving back which was so freely given to you!

Weekly Panel Meetings at:
Salvation Army Veterans-Family
14825 SW Farmington Road Beaverton, OR
Thursdays 4:00-5:00 pm

CPAH Affordable Housing
3333 SW 198th Ave
Aloha, OR
Thursdays 6:00-7:00 pm

Monthly panel meeting:

Solutions Group Northwest
3800 SW Cedar Hills Blvd
Unit 170
Beaverton, OR
Thursday night 6:00-7:30 pm

These panels are closed door invite only and if you'd like to participate please make contact to get your name on our call sheet to get you into our panel scheduling. (15-20 minute sharing each with 3-4 panelists men/women chairing together is the format).Fellowship members that wish to be more involved can also sign up for the treatment committee. Lots of opportunities for service.

Questions-Call/Text: Chad P (AA District 31 CTF) 503-729-8576

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

Old Business:

- **OPEN and Interim Positions:**
  - Chair, Treatment Facilities Chair, Corrections Chair, Activities Chair, PI Chair, CPC Chair, Outreach, 12-Step Call Chair, Hospitals Service Call Committee Chair.
- Todd N. has submitted the flyer draft; the Business Meeting has reviewed and accepted the draft for final publishing in the August newsletter. Please feel free to print and post the flyer in your Groups and wherever you think it would be helpful for people to know WCO Service positions fare available.

Please bring these open service positions back to your groups, sponsee's and fellows.

New Business:

Business Meeting Discussion/Questions:

- Todd N. WCO Flyer Master, has submitted the flyer draft; the Business Meeting has reviewed and accepted the draft for final publishing in the August newsletter. Please feel free to print and post the flyer in your Groups and wherever you think it would be helpful for people to know WCO Service positions are available.
- **WCO Board Meeting will be held August 4th, following the August WCO Business Meeting.**

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

Responsibility Statement

A.A. Service Opportunities at the Westside Central Office

- The Westside Central Office (WCO), an A.A. Central/Intergroup Office serving the western Portland, Oregon metropolitan area, has the following service position opportunities:
- **Chair** – Facilitates WCO business meeting; presents a quarterly report on WCO at each Area 58 Quarterly Assembly; emails business meeting minutes to Area 58 Archivist.
- **Co-Chair** – If Chair resigns or is unable to serve for any reason, the Co-Chair steps in and assumes Chair duties and responsibilities; records WCO business meeting minutes in absence of recording secretary.
- **Finance Chair** - Receives and approves annual budget requests from committees; compiles itemized annual budgets into a report for the November WCO business meeting; monitors and documents WCO expenditures; reconciles expenditures to
- annual budget).
- **Board of Directors** – The WCO Board of Directors consist of three to seven individuals that act as the legal custodians of Westside Central Office, Inc. and oversee the day-to-day operations of WCO.
- **Activities Chair** - Brings suggestions for WCO-sponsored events to Co Reps for approval; Organizes volunteers to host activities; Finds the facilities to host activities; Prepares flyers for distribution to A.A. community for events.
- **A.A. Hotline Committee Chair** - Maintains a calendar of individuals and groups willing to answer the WCO phone.
- **Cooperation with the Professional Community Committee Chair** - Hosts A.A.
- presentations to professionals, such as health care workers, counselors, law enforcement, etc. who encounter active alcoholics.

- **Corrections Committee Chair** - Carries the A.A. message to alcoholics behind the walls of correctional institutions.
- **Outreach Chair** - Informs A.A. groups and members of the available services and opportunities for service at the WCO; Maintains the Westside Central Office Frequently Asked Questions (F.A.Q.) form.
- **Public Information Chair** – Informs the public on “what A.A. is” and “what A.A. is not” through literature, presentations, and public service announcements.
- **12 Step Call Chair** - 2 years continuous sobriety suggested - 1 year term • Maintains a list of 12 step call volunteers and A.A. groups available to make 12 step calls • Receives 12 step call requests from A.A. hotline volunteers • Matches up 12 step call requests to 12 step call volunteers/A.A. groups based on their geographical location • Makes a written report at WCO monthly business meeting • Well-grounded in the A.A. Twelve Traditions, becoming familiar with the "A.A. Guidelines for A.A. Answering Services" from G.S.O., and becoming familiar with the principles and practices of the Westside Central Office • Elected in September by Third Legacy Procedure, as outlined in the A.A. Service Manual • Submits an itemized annual budget for the following calendar year, by no later than the date of the October Westside Central Office business meeting, to the Finance Committee Chair • Has right of participation, motion making, and voting 9 • Failure to meet qualifications or report at/attend 2 consecutive Westside Central Office business meetings will result in an open position
- **Treatment Facilities Committee Chair** - Contacts Treatment Centers and helps in coordinat A.A. meetings and presentations at their facility.
- Individuals interested in these service positions are encouraged to attend the Westside Central Office business meeting. Additional information is available on our website, www.westsidecentraloffice.com (click on the Help Wanted link), by emailing info@westsidecentraloffice.com, or by phone at 503-684-0415 (extension 0).
- 1 Non-alcoholic Directors may serve on the Board provided that the Alcoholic Directors outnumber the non-alcoholics by at least a 2/3 majority. For example, if there are 3 Directors, then no more than one Director may be Non-alcoholic.
- Office Volunteer Chair – Assists the Office Manager (or Board of Directors) with finding A.A.s to volunteer at the WCO facility.
- Office Manager – Manages the Westside Central Office and its volunteers. 5 or more years continuous sobriety is suggested. Serves through September. Note: Office Manager is appointed by the Board of Directors. Please email your service resume to info@westsidecentraloffice.com