WCO Meeting Minutes 10/06/2025

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.)
- 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)
- Bill B. (D31 Liaison)
- Dawn W. (WCO Newsletter Chair, WCO Board Member)

Minutes from 9/15/2025:

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

Interim Treasurer's Report, (Mark L):

- The Numbers:
    - Beg Balance: $ 14,244.23
    - Monthly Deposits: $ 1,180.96
    - Monthly Withdrawals: $ 1,384.23
    - Ending balance: $ 14,040.96
    - Prudent Reserve: $2,400.00
    - Liabilities: ($0.00)
    - Less budget not yet spent ($3,229.78)
    - **Cash Balance: $ 7,230.35**
    - Motion to Accept: Motion by Todd, 2nd by Jeff – **Passed**
        - **NOTE:** The **Cash Balance: $ 7,230.35**is what WCO has for expenditures.
        - "Ending Balance" reflects the *Available Cash + Prudent Reserve + Less budget not yet spent*. The $14,040.96 **IS NOT** what we have to spend. Just want to clarify this.

Interim WCO Chair Report, (Andrew W):

Andrew is OOO this month, Dylan served as Chair tonight. Thank you, Dylan.

- **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. We are glad you are here.
- Apologies for missing the September business meeting. My wife was in a bad car accident that day, and I was tending to her needs.
- As mentioned in the Treasurer Report, we spent $299 on "Office Improvement" this past month. The $299 was for a new Square Terminal for credit card transactions. The one we had is now obsolete and no longer supported by Square. We got a lot of use out of the old Square Terminal, and I expect we will get a lot of use out of the new one.
- Terms for our 1-year service positions ended last month. Please consider standing for one of these open positions tonight.
- We will hold a Board meeting immediately after tonight's business meeting. Board members and the Chair are required to attend. Everyone else can attend if they like. Tonight's Board meeting will include elections of officers for next year's term.

Interim IT Chair Report, (Mark L):

- Since I missed last month's business meeting, this I.T. report will include metrics from the last two months.
- Our hotline consumed 111 minutes and received 85 calls during the last two billing cycles from July 16th through September 15th.
- Our website had approximately 3400 users who viewed approximately 1800 web pages or 295 web pages per day on average between August 1st and September 30th.

Interim Finance Chair Report, (Mark L):

- If you hold a WCO service position that requires a budget, please send me your 2026 budgetary needs by the end of this month. The Finance Committee will submit a proposed budget for 2026 at next month's business meeting. We will vote on the budget at the December business meeting.

Outreach (OPEN):

Interim 12 Step Call Chair (OPEN):

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.):

- Fairly steady, nothing unusual.
- Two calls just wanting to talk with me. Strange the calls were not really looking for AA help or instruction.
- **Always need volunteers at the link below:**

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

Newsletter Chair (Dawn W.)

- Sep. Newsletter is published!
- Oct. 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/

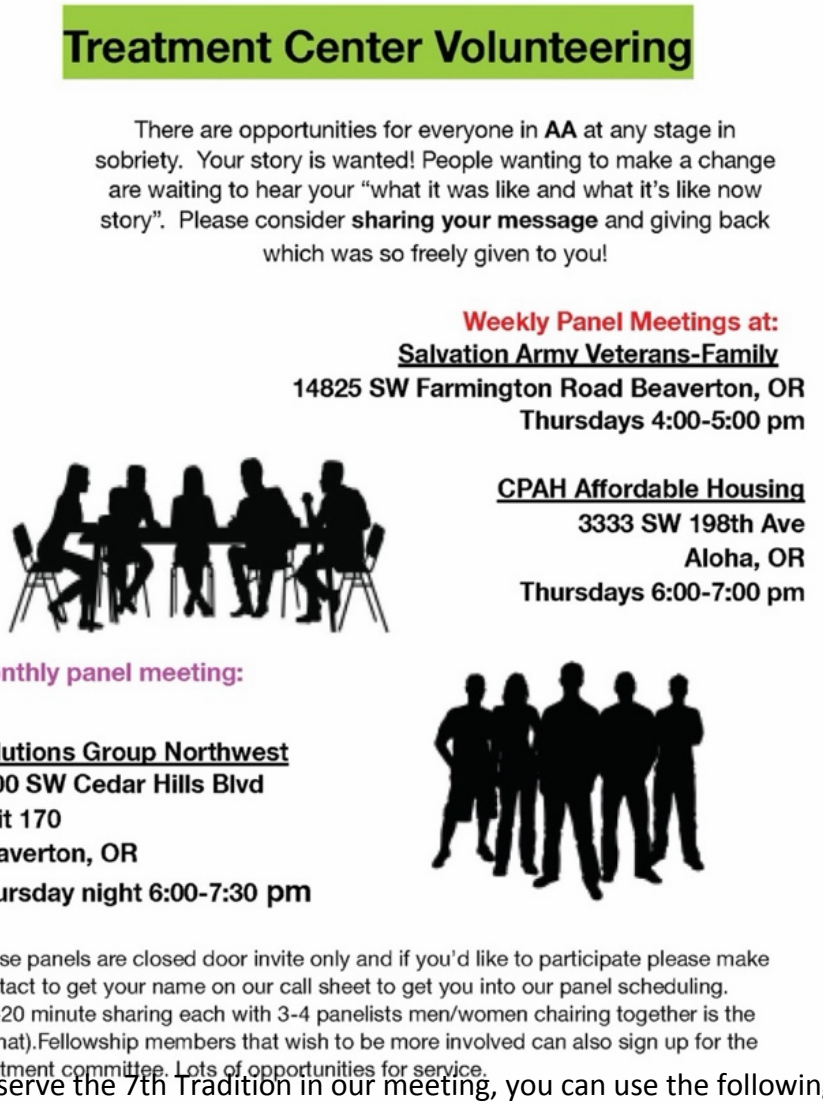
- **WCO Twelfth Step Call Committee** needs volunteers for the Hotline.
  - Female AAs are in great need!
  - Signup here: https://westsidecentraloffice.com/service/twelfth-step-calls

- **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



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.

- **Jeff M. has taken on another year of service as the AA Hotline Chair. Thank you, Jeff!**
- **Dawn M. has taken on another year of service as the Newsletter Chair. Thank you, Dawn.**

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

New Business: None

Business Meeting Discussion/Questions:

Motion to close: Motion by Dawn, 2nd by Dave – 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