WCO Meeting Minutes 11/03/2025

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.)
- Dave R. (Men's Serenity Group Liaison)
- Roger N. (D31 DCM)
- Amy C. (RAW, D23 WCO Liaison) Welcome Amy!
- Bill B. (D31 Liaison)

Minutes from 9/15/2025:

- Motion: Bill B, 2nd by Mark L
- Passed by Poll Vote.

Interim Treasurer's Report, (Mark L): (attached to email)

- The Numbers:
    - Beg Balance: $14,040.96
    - Monthly Deposits: $1,586.99
    - Monthly Withdrawals: $848.38
    - Ending balance: $14,779.57
    - Prudent Reserve: $2,400.00
    - Liabilities: ($0.00)
    - Less budget not yet spent ($2,395.80)
    - **Cash Balance: $9,983.77**
    - Motion to Accept: Motion by Jeff M, 2nd by Dave – **Passed**
        - **NOTE:** The **Cash Balance: $9,983.77** what WCO has for expenditures.
        - "Ending Balance" reflects the *Available Cash + Prudent Reserve + Less budget not yet spent*. The $14,779.57 **IS NOT** what we have to spend. Just want to clarify this.

Interim WCO Chair Report, (Andrew W):

Hi All,

First thank you to everyone who covered for my unexpected absence, much appreciated.

Our Hospital Service call program only received 1 request last month, which was taken by a volunteer. As we get into the holidays, I imagine we will see more.

I sent the WCO report to the Area secretary yesterday in lieu of the assembly in two weeks, which I will be attending virtually to give our report.

I do not have anything else to report. Please continue to spread the word that we have open service positions and need support. Any questions can be directed to chair@westsidecentraloffice.com.

Thank you,

Andrew W.

WCO Chair

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

Board President Report, (Mark L):

- We had a Board Meeting after last month's regular business meeting. We reelected all current officers to another 1-year term.
- Mark was reelected President, Jeff was reelected Vice President, and Scott was reelected Secretary of the Board.
- Mark and Jeff plan to choose a password vault application for WCO by the end of the year. This will protect our critical administrative passwords.
- Our 2-year lease is up at the end of this year. We will seek another lease at our current office for another 2 or maybe 3 years, depending on the monthly rental rate they offer us.

Interim IT Chair Report, (Mark L):

- Our hotline only received 38 calls and consumed 18 minutes during the last billing cycle which was September 16th through October 15th.
- In October, our website had approximately 1800 users who viewed approximately 8700 web pages or 281 web pages per day on average. There was not much difference compared to the activity in September. The number of users is up 2.9% compared to September and number of viewed web pages were down 1.2%.

Interim Finance Chair Report, (Mark L):

- I am passing out the proposed budget for 2026 tonight. Please share this with your Groups and come back next month to discuss and/or ratify the budget.

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.):

- Light month for Hotline calls.
- Went over the Volunteer basic requirements. You can get fully educated at the link below.
- **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.

- **Camp Howard Men's Retreat**
  Nov. 7th – 9th 2025
  11010 Camp Howard Rd.
  Corbett, OR

- **Area 58 Nov. 2025 Quarterly Assembly**
  Hosted by Districts 11 & 25
  Nov 14th – Nov 16th, 2025
  Mt Hood Oregon Resort,
  68018 E. Fairway Dr.
  Welches, OR 97067
  REGISTRATION FEE IS $18.00
  ASSEMBLY CONTACT: jlm2mhcc@yahoo.com
  Registration link: https://www.aa-oregon.org/register-nov/

- **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.

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

New Business: 2026 Budget (attached to the email as well)

- **Please take this to your Groups for discussion for us to revisit at the Dec. WCO Business Meeting on December 1st.**

WESTSIDE CENTRAL OFFICE - PROPOSED BUDGET FOR 2026

INCOME ESTIMATES**	**2026 Budget**	**2025 Budget**
Literature Sales	$ 1,918.00	
Group Contributions	$ 7,171.00	
Member Contributions	$ 907.00	
Total	**$ 9,996.00**	
EXPENSES		
P.O. Box	$ 230.00	$ 220.00
Rent for office*****	$ 4,800.00	$ 4,000.00
Phone Service	$ 150.00	$ 150.00
Web & E-mail	$ 650.00	$ 630.00
Internet & WIFI	$ 720.00	$ 720.00
Insurance	$ 350.00	$ 350.00
Licenses & Gov't Fees****	$ 70.00	$ 70.00
Chair	$ 20.00	$ 20.00
Co-Chair	$0.00	$0.00
Secretary	$0.00	$0.00
Treasurer***	$ 20.00	$ 20.00
Outreach Committee***	$ 20.00	$ 20.00
PI Committee***	$ 20.00	$ 20.00
CPC Committee***	$ 20.00	$ 20.00
TF Committee***	$ 20.00	$ 20.00
Corrections Committee***	$ 20.00	$ 20.00
Newsletter Committee	$0.00	$0.00
Hotline Committee	$0.00	$0.00
12th Step Call Committee	$ 30.00	$ 30.00
Area 58 Assemblies	$0.00	$0.00
Literature Inventory Purchases	$ 2,000.00	$ 2,000.00
Literature (expenses, miscellaneous)	$ 25.00	$ 25.00
Literature (Meeting Schedules)	$ 150.00	$ 150.00
Activities***	$ 20.00	$ 20.00
Finance Committee	$0.00	$0.00
Office Volunteer Chair	$0.00	$0.00
Video Conferencing (Zoom)	$ 180.00	$ 180.00
Office Improvement	$ 500.00	$ 500.00
Literature to sell at PNC	$0.00	$0.00
Literature for A.A. Support Call Committee	$0.00	$0.00
Total	**$ 10,015.00**	**$ 9,185.00**

** Income estimates are based on 2025 averages 1/1/25 - 10/31/25.
*** This line item represents seed money for an open service position.
**** $20 to DOJ and $50 to SOS
***** Rent based on estimated $400/month due to possible increase
Prudent Reserve is $2400 representing around 3 months of expenses
Proposed at the 11/2/2025 WCO Business Meeting

Business Meeting Discussion/Questions:

Motion to close: Motion by Jeff M, 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