**WCO Meeting Minutes 12/01/2025**

**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)
- Amy C. (RAW, D23 WCO Liaison) Welcome Amy!
- Todd N. (Sunrise Session, LO; WCO Board Member)
- Dawn W. (WCO Newsletter Chair, WCO Board Member)
- Deborah
- Jeromie (Straight Talk WCO Liaison)
- Dylan M. (Care Group Liaison)

**Minutes from 9/15/2025:**

- Motion: Dave R., 2nd by Dawn W
- **Passed** by Poll Vote.

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

- The Numbers:
    - Beg Balance: $14,779.57
    - Monthly Deposits: $79.83
    - Monthly Withdrawals: $452.72
    - Ending balance: $14,406.68
    - Prudent Reserve: $2,400.00
    - Liabilities: ($0.00)
    - Less budget not yet spent ($1943.44)
    - **Cash Balance: $10,063.24**
    - Motion to Accept: Motion by Amy C., 2nd by Jeff M. – **Passed**
        - **NOTE:** The **Cash Balance: $10,063.24**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.

- Motion to Accept: Amy C., 2nd Jeff M. **Accepted**

**Interim WCO Chair Report, (Andrew W):**

Hi All,

I hope everyone had a great Thanksgiving!

Our Hospital Service call program received 0 patient requests in November, which is either the first or second time that has ever happened.

I was able to give the WCO report virtually at the November assembly, which was great,

Please continue to spread the word that we have open service positions and need support in that area urgently. I would love to find someone to take the Hospital Service Call Program chair position as that program could use some attention. 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):**

- Welcome everyone to tonight's WCO business meeting. We hope you all had a Great Thanksgiving and best wishes to everyone during this holiday season.
- We received a letter from our landlord that they want us to continue our tenancy at our current office location. They will be sending a lease renewal offer to us soon.
- Also, to clarify our current lease. It expires at the end of January, not the end of December as I previously reported.
- An updated literature price sheet is now available on our website. There were no price changes, just a couple of new items were added. The plastic A.A. window sign was added and the P-91 pamphlet titled "Experience Has Taught Us: An Introduction to our Twelve Traditions".
- We plan to make our last literature purchase in 2025 in a week or two. If you have any special orders or your group would like to order a case of books, let us know soon.
- Tonight, we will discuss and hopefully vote on our proposed 2026 budget.

**Interim IT Chair Report, (Mark L):**

- Our hotline received 22 calls and consumed 8.9/300 prepaid minutes during the billing cycle that ran from October 16th through November 15th.
- Our website in November saw a significant increase in activity compared to October. In November, our website recorded 3400 visitors who viewed 10,000 web pages or 333 web pages per day on average. Compared to October, our website's number of visitors was up 89% and average web page views were up 21%.
- This past month we renewed our website domain for another year.
- Jeff and I began evaluating password-vault apps to better secure our mission-critical accounts.

**Interim Finance Chair Report, (Mark L):**

- We will discuss/vote on our 2026 proposed budget during Old Business.

**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.):**

- Slow month for Hotline calls.
- We had one new volunteer inquirer and hoping that individual begins their Service soon!
- Thinking about becoming an AA Hotline Volunteer? Find out more at the link below. https://westsidecentraloffice.com/service/a-a-hotline

**Newsletter Chair (Dawn W.)**

- Oct. Newsletter is published!
- Nov. 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.
- Announcement: District 31 Annual New Year's Eve Party (**click the image**)

- 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 March 2026 Quarterly Assembly**
  Hosted by TBD
  March 13th – 15th, 2026
  To Be Held in Portland, TBD
  More information at: https://www.aa-oregon.org/assembly-information/

- **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

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**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.**

- **2026 Budget (attached to the email as well)**
  - **Below is the Budget as proposed in November, there were no feedback or suggested changes so the Budget will remain as below for 2026.**
  - Motion to Approve the 2026 WCO: Motion by Todd N., Amy C. 2nd.
  - Urgent/Administrative: Yes
  - **Accepted**

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

**New Business:**

- **None**

**Business Meeting Discussion/Questions:**

**Motion to close:** Motion by Scott C., 2nd by Dawn W. – 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