WCO Meeting Minutes 9/21/2026

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., Gladstone GRP)
- Linda P. (WL Grapevine Grp Liaison)
- Dawn W. (WSO Newsletter Chair/Board Member)
- Dave R. (Men's Serenity Group Liaison)
- Dylan M. (Care Group Liaison, WCO Board Member, WCO Store Volunteer)
- Amy C. (RAW D23 Liaison)
- Clint M. (Dry Noon, District 31 liaison)
- Mahendra R. (OTL GSR, D10 Liaison)
- Jenny S. (Treatment Committee Chair, PAI)

Minutes from 8/06/2026:

- Motion: Jeff M., 2nd by Mahendra R.
- **Passed** by Poll Vote.

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

- The Numbers:
    - Beg Balance: $ 14,066.02
    - Monthly Deposits: $ 1,432.82
    - Monthly Withdrawals: ($ 1,398.45)
    - Ending balance: $ 14,100.39
    - Prudent Reserve: $2,400.00
    - Liabilities: ($0.00)
    - Less budget not yet spent ($4,653.90)
    - **Cash Balance: $ 7,046.49**
    - Motion to Accept: Dylan M., 2nd Jeff M. **Accepted**
        - **NOTE:** The **Cash Balance: $ 7,046.49** is what WCO has for expenditures.
        - "Ending Balance" reflects the *Available Cash + Prudent Reserve + Less budget not yet spent*. The $14,100.39 **IS NOT** what we have to spend. Just want to clarify this.
        - Motion: Jeff M., 2nd by Dave R.
        - **Passed** by Poll Vote (as amended and posted on the website.)

Interim WCO Chair Report, (Andrew W):

Report will be added and WCO Minutes amended.

- **We ALWAYS need 12 Step Volunteers to further expand in-person/hospital visits. Please signup for our training, in-person is a great 12th Step experience!**

Board President Report, (Mark L):

Welcome everyone to tonight's business meeting. We hope you all had a great rest of your Summer.

- We had a busy 7 weeks since we last met.
- On August 22nd we co-hosted with District 23 a Picnic and 7th Tradition Workshop. The event was a success. Thank you to everyone who helped and attended this event. We had 20 people show up for the picnic and 13 stay for the workshop. These are actually pretty good numbers for a 7th Tradition Workshop. One of our original speakers, Nick F, could not make it due to his recovery from surgery. Our other speaker, Rick H, who has served many service positions including Area 58 Corrections North Chair, provided a nice historical and personal perspective on the 7th Tradition. I also presented what financial support by Groups and members are needed for GSO, Area 58, and WCO to be fully self-supportive. You can get the three and outs with this information off our website. Go to westsidecentraloffice.com and click on the link "Is your Group Fully Self-Supporting?" on the bottom right hand corner of the web page to download these handouts. It's great information to discuss at your home group's business meeting. I will present our expenses for the event during the Finance Committee report.
- On September 15th we participated at District 15's "Gift of Service" workshop. 20-30 people attended. We heard from Past Delegate Amber N and again, from again from Rick H. Andrew, Jeff, and myself manned a table with information on WCO. There was also representation from Portland Area Intergroup, The Area 58 Hospitals Committee and the Area 58 Treatment Facilities Committee. Unfortunately, not all registered committees made it to the event. We sold around $80 worth of Committee Workbooks and Service Manuals at the event. 7 out of 10 of the Service Manuals were sold to the District 15 DCM. Overall, the event was a lot of fun and great outreach opportunity for us.
- I hope we can do more events like these in the future. Perhaps next time we can try to host or co-host an event in Beaverton which would be more central to our service area.
- The next event is our Group Inventory which is scheduled for Saturday October 10th from 10am to 12noon. The event will be held at our office, or more specifically the conference room next to our office. We still have a couple of things to discuss about the inventory during Old Business.
- There was a question about who is invited to the inventory. I was planning on inviting all A.A. members since this is what we did in 2018. Inviting all A.A. members can also serve as another outreach event for us. On the other hand, we do have limited seating, so that could be a reason to limit the invitees.
- In my opinion, it would be a good problem to have if we ran out of chairs. Last time we held our inventory, we had 10 attendees. I think there was one outside A.A. member

who showed up as well. The last inventory minutes are available on our website (https://westsidecentraloffice.com/wp-content/uploads/2018/11/WCO-Group-Inventory-Mtg-Min-10-13-18-final.pdf).

- We can discuss whether to invite all A.A. members to the inventory in Old Business.
- We had Chris H, Area 58 Delegate scheduled to facilitate the inventory, but he emailed me this past weekend saying he had a conflict and had delegated the task to his alternate, Joe S. Joe is available to facilitate the inventory.
- Some of you expressed a preference for finding a facilitator without a strong connection to WCO, and Joe has done service with us in the past. At this late stage, though, it may be difficult to find another facilitator.
- I think Joe would do a fine job facilitating the inventory. He could also be a good resource for answering any questions about how WCO might better work with Area 58, should that come up during our discussion.
- However, if anyone has suggestions for another facilitator, please bring them up during our Old Business discussion tonight.
- I am happy to see our literature sales pick up again. Besides selling literature in August, September is also proving to be a good literature sales month for us as well. Our price list has been updated and is posted on our website. We still have some 4th edition hard cover Big Books at the old $12/book price. After these are sold, the price will increase to the new $15/book price. Soft cover Big Books have already gone up in price to $14/book.
- I plan to publish a new meeting schedule soon. Please check your Group's meeting information on our website's meeting schedule to make sure we have your meetings correct information.

Interim IT Chair Report, (Mark L):

- Our hotline billing cycle that ran from July 16th through August 15th had 31 calls and consumed 50/300 prepaid minutes.
- Our hotline billing cycle that ran from August 16th through September 15th had 33 calls and consumed 7/300 prepaid minutes.
- Our website had a noticeable downturn in activity for August. We only had 844 unique visitors, down 37% from July, 4700 views, down 33% from July, or 152 views per day on average. In July, we averaged 217 views per day. I believe I have addressed the activity downturn when I discovered a bunch of broken links due to a change to how the meeting schedule plugin displays location specific meetings. This likely affected our search engine position which dropped considerably for most city-specific meeting web searches. The broken links are now fixed, and we should hopefully retake the search engine positions we had in July soon.

Interim Finance Chair Report, (Mark L):

- The total cost for the Picnic and 7th Tradition Workshop that we co-hosted with District 23 was $507.05. We covered $250 in that cost, as we approved at the August Business meeting. Below is an itemized list of WCO's expenses:

Item	Qty	Unit Cost	Total Cost	Notes

Water jug	1	$3.99	$3.99	
Pickles	1	$5.99	$5.99	
Reynolds Foil	1	$10.99	$10.99	[1]
Paper Towels	1	$2.33	$2.33	[2]
Charcoal	1	$12.94	$12.94	
Disposable Tablecloths	7	$1.00	$7.00	
Serenity Prayer card Door Prize	1	$2.00	$2.00	
Frame for Serenity Prayer Door Prize	1	$5.99	$5.99	
Man in Bed Print	2	$3.00	$6.00	
Frame for Man in Bed Print	2	$7.59	$15.18	
Fun in Sobriety Book Door Prize	1	$14.99	$14.99	
Take Me To Your Sponsor Book Door Prize	1	$14.99	$14.99	
Park Shelter Rental	0.5	$135.00	$67.50	[3]
Food	1	$80.11	$80.11	[4]
Total			**$250.00**	

Notes:

[1] We only used one roll of tin foil. Mark bought the second roll of tin foil from WCO.
[2] We only used one paper towel roll in a pack of 6. Mark bought the remaining paper towels from WCO.
[3] We split the cost of this with District 23.
[4] We shared the cost with District 23.

Outreach Chair (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.):

- There was an uptick in call, as Mark L. reported., but we still need volunteers, **especially women**, please!

- The Service rewards are huge! Being available to people struggling and needing an AA Member to talk to. Please give thought to these rewards of Sobriety, for you, and the person you are helping!
- It is a GREAT SPONSEE way to do Service to fellow AAs!
- **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.) (not present)

- The September newsletter will be sent out and posted on the WCO website the following Monday after the WCO Business Meeting.
- Please email your flyers or any info you want added to newsletter@westsidecentraloffice.com by this Saturday.
- I will have the newsletter out by this coming weekend. Working on new formatting designs to discuss in next Board Meeting.
- 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.

OPEN WCO Service Positions:

1. **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.**

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
- **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.
- **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:

1. **Elections:**

   OPEN and Interim Positions:

   - Co-Chair, **Secretary**, Finance Chair, **Hotline Chair**, **Newsletter Chair**, Treatment Facilities Chair, Corrections Chair, Activities Chair, PI Chair, CPC Chair, Outreach, 12-Step Call Chair, **Hospitals Service Call Committee Chair**.

   Business Meeting Elections:

   - Chair – Dylan M.
     - Elected – YES
   - Recording Secretary – Scott
     - Remains as Interim Secretary

   Board Elections:

   - Members – Scott C., Dave M., Mahendra R., Jeff M., Mark L., Andrew W.

   ***Board Officers will be elected in the next WCO Board Meeting on October 5, 2026.**

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

New Business:

Mark L. – WCO Inventory

- Should we invite all AAs to participate in the WCO Inventory, unanimous YES.
- Joe S. will facilitate.
- Questions will come from the AA Group Pamphlet.
- Scheduled October 10th, 10am to 12pm, at the WCO Office.
  - 6950 SW Hampton ST #117, Tigard, OR 97223-8330

Motion to close: Motion by Jeff M., Dave R 2nd – PASSED.

Responsibility Statement

A.A. Service Opportunities at the Westside Central Office

2. The Westside Central Office (WCO), an A.A. Central/Intergroup Office serving the western Portland, Oregon metropolitan area, has the following service position opportunities:
3. **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.
4. **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.
5. **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
6. annual budget).
7. **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.
8. **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.
9. **A.A. Hotline Committee Chair** - Maintains a calendar of individuals and groups willing to answer the WCO phone.
10. **Cooperation with the Professional Community Committee Chair** - Hosts A.A.
11. presentations to professionals, such as health care workers, counselors, law enforcement, etc. who encounter active alcoholics.
12. **Corrections Committee Chair** - Carries the A.A. message to alcoholics behind the walls of correctional institutions.
13. **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.
14. **Public Information Chair** – Informs the public on “what A.A. is” and “what A.A. is not” through literature, presentations, and public service announcements.
15. **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

16. **Treatment Facilities Committee Chair** - Contacts Treatment Centers and helps in coordinating A.A. meetings and presentations at their facility.
17. 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).
18. 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.
19. Office Volunteer Chair – Assists the Office Manager (or Board of Directors) with finding A.A.s to volunteer at the WCO facility.
20. 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