

**Minutes of the Board of Directors  
Of the Portland Area Service Committee  
September 19<sup>th</sup>, 2004**

The meeting began at 2:30pm with the Serenity Prayer.1

Committees represented: Hotline, Chair and Vice Chair.

Public Information, Chair, Treasurer and Web Master.

Activities, Vice Chair and Treasurer.

PASC Chair and Secretary.

The Primary Purpose of holding the BOD meeting outside of Area is to devote more time to the sub-committees and finding out how and in what way we can better meet their needs.

The Public Information committee informed us of their intent to motion for an increase in their monthly allotment to meet the expenses of the committee. Some examples are: increased rent, copies, supplies, postage, a new poster sign for their booth, I.P.'s to stock the booth. They want to begin mailing the I.P. "A Resource in Your Community" quarterly. Their motion will be to request \$125.00.

The Board requests that they account for *all* expenditures both in and out of pocket. Advised that the more accurate their accounting the more likely the committee will receive support for their motion.

The committee explained that they had amended their Guidelines to read: "return forms to a member of the Public Information committee or to the PO Box address" listed on the form, NOT the PASC Secretary.

They are also planning a Presentation Training Session to be held after the regular Hospitals and Institutions meeting (Friday, September, 24<sup>th</sup>). The goal is to create a Presentation Panel, consisting of one man and one woman, to schedule public speaking events.

Public Information and Hotline have combined their business meeting time and day and meet on the 3<sup>rd</sup> Friday of the month at the Paulist Center at 7:00 pm.

The Activities sub-committee provided financial records for the past three months (June, July & August) that they plan to submit at the September Area meeting. The committee said they will need to reserve \$1900.00 for the 2005 Beverly Beach campout.

The Hotline committee will need to submit another motion in September for \$325.00 to continue to provide the Area with a hotline service. The Chair will continue to conduct research with other phone service providers to compare prices and service. The committee will provide the Area with a questionnaire to gather Area input to determine if a Helpline is preferred over a Hotline. Currently, the answering service owns our phone number and if we change providers, we will lose the phone number. If we want to reduce the cost of the current service to the Area and return to the original cost of \$75.00 per month, each phone shift worker will need to begin transferring the Hotline number manually with each change.

The Web Master reports that a "Member Info Page" is planned for our site. He also offered to publish Hotline shift openings on the Website.

The plan for the web page is to set up links for "Public" and "Member" information that will be easily accessible with the fewest number of "clicks".

The PASC Secretary reported that we will soon be able to mail at the non-profit bulk mail rate. The P.I. committee ensures we will have enough pieces to mail. Mail is sorted by zip code and should be brought to the Area meeting.

There was open discussion about the WSO accepting donations on their web site. Most of us felt there is no way to control outside donations from non-members. We encourage everyone with an opinion to send an e-mail to the WSO and let them know what you think about this. Monies were provided to the PCRCNAXIII 2006 committee as passed by motion.

The meeting adjourned at 4:20 pm and closed with the Serenity Prayer.