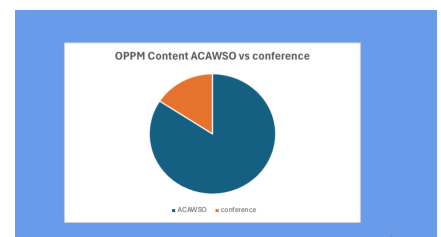


TO: ACA WSO Board of Trustees
FROM: OPPM Updating Team - Sue V., Mary Jo L., and Trish I.
RE: **Status Report on Project to Update the OPPM**
DATE: November 20, 2024

The Operating Policies and Procedures Manual (OPPM) was adopted during the 1992 and 1995 Annual Business Conferences to provide day-to-day operating guidelines for the Board and Annual Business Conference (ABC).

- History of Updates:
 - From 1992 to 2017, the OPPM was maintained by board members.
 - During this time, various initiatives were taken to complete a full update of the OPPM and then bring the fully updated version to the Board for approval. Some were successful, and some were not.
 - In 2017, the Board established an OPPM Committee, including non-board members, to address updates more systematically. The Committee would coordinate updates section by section for the Board to approve for better efficiency.
 - In 2019, the Board approved the OPPM Committee's mission statement as follows:
The OPPM (Operating Policy and Procedures Manual) is the primary WSO policy document for the Board and its Committees. In alignment with Board motions, the OPPM Committee maintains and updates this document to provide order and continuity for the operation of WSO. It is the Committee's goal to help ensure the OPPM reflects best practices that are in line with the ACA Traditions and Concepts.
 - In 2021, the second sentence of this Mission Statement was revised as follows:
In partnership with the Board, the OPPM Committee reviews and updates this document to provide order and continuity for the operation of WSO.
- Challenges:

By July 2022, the OPPM Committee's membership dwindled to two regular members, the Committee Chair having stepped down after the ABC that year. This left it unable to function effectively. In August 2022, a few Board members became involved to keep things moving forward. However, by early 2024 the Committee was back to two members. Therefore, the Committee operation was put on pause and the Board approved additional staff hours for Trish in 2024 to support governance-related projects, including updating the OPPM.
- Project Launch:
 - In February 2024, the Executive Committee initiated the OPPM Updating Project, led by Sue V., Mary Jo L., and Trish I.
 - On March 1, 2024, the Board passed a motion to pause the OPPM Committee and bring updates under the oversight of the Executive Committee.
 - The project team began weekly meetings on March 6.
- Current OPPM Overview
 - The OPPM is a 97-page document with 13 sections and appendices covering:
 1. Operational Areas: 11 sections (e.g., Board of Trustees, Committees, Legal/Fiscal Policies, Literature, Publishing, IT, etc.)



2. Conference-Related Content: 2 sections (e.g., ABC guidelines, Ballot Preparation, Voting Rules).
- Relevant committees/groups/staff propose updates, the Board approves them, and updated versions of the OPPM are posted on the WSO website.
 - In addition, motions passed by the Board will be incorporated into the OPPM if they are policy-related.
 - This document is used both internally and externally as a reference document (i.e., auditor)
 - Reference: [Link to OPPM on website](#)
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Project Progress

The OPPM Updating Team has been assessing and addressing the following:

1. Identifying Needs:
 - Sections requiring updates or compliance adjustments.
 - New policies or procedures to align with best practices.
 - Reorganization and consolidation for improved clarity and usability.
 - Ensuring Board motions passed in the previous year were incorporated, as needed.
 2. Action Plan:
 - Created a comprehensive list of required updates, additions, and reorganizations.
 - Researched standard policies and procedures using Board Source, other 12-Step programs, and other professional expertise.
 - Engaged relevant committees/groups for input on specific sections.
 - Drafted new policies and sent updates for Board review and approval.
 3. Deliverables:
 - Since March 2024, we posted four updated versions of the OPPM on the WSO website, based on 15 motions passed by the Board that resulted in:
 - Updated Sections: 2
 - Updated sub-sections: 3
 - New policies: 7
 - Reorganization changes for greater flow/easier readability: 11.
 - See the table below for a list of what was completed and still needs to be completed.
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Project Status

Currently, there are:

- In process of being updated: 6 Sections; 5 Subsections; 2 Policies
- Need Review/Updating: 4 Sections; 2 Appendices
- Content to be created: 1 Section; 2 Subsections; 1 Policy.

The team will continue to work on outstanding updates, new content, and reorganization of the OPPM in 2025.

Notes:

- Currently, all content changes to the OPPM are approved by a Board Motion and are noted in the change log in the OPPM.
- The process for approval of changes to Conference-related sections (e.g. ABC & BPC) is under review.

LIST of COMPLETED ITEMS

Category	#	Item
Updates	1.	SECTION II. Board of Trustee: A. General B. Responsibilities C. Compensation D. ACA WSO Property E. Correspondence F. Categories of Trustees and Composition G. Term of Service H. Fellowship Ratification of Board Members K. Board Nominating Committee L. Qualifications for Board Membership P. Board Meetings [Note: Subsections: I., J., M., N. O. - still in process]
Updates	2.	SECTION III. Board Officers/Executive Committee (full section)
Updates	3.	APPENDIX IV. Nominating Committee
Updates	4.	SECTION V. Fiscal Policies: <ul style="list-style-type: none"> • B. 7th Tradition Contributions: <ul style="list-style-type: none"> ○ A new annual contribution limit was introduced. ○ The bequest limit was removed. • D. Expenditure Approvals: Included a sentence about board discretion for obtaining bids, consistent with the Audit Policy.
Updates	5.	SECTION VII. Information Technology Section (full section)
Updates	6.	Terminology Change: "Board Monthly Teleconferences" throughout the document have been changed to "Board Meetings with the Fellowship."
New Content	1.	Audit Committee Purpose and Policy - added under SECTION V: Fiscal Policies, subsection K.
New Content	2.	Records Management and Retention Policy - added under SECTION VI: WSO Office, subsection D. + new APPENDIX III. Records Retention Schedule
New Content	3.	ACA WSO Archives Collection Policy - added under SECTION VI: WSO Office

New Content	4.	Communication Platforms Usage Agreement - added under SECTION VIII:IT Section, subsection C.
New Content	5.	Social Media Policy - added under SECTION VI: WSO Office, subsection C.
New Content	6.	Prudent Reserve Policy - added under SECTION V: Fiscal Policies, subsection I.
New Content	7.	Expanded "Whistleblower" Policy -added as a new SECTION VII
New Content	8.	Compensation Policy added under Section V: Fiscal Policies, subsection J.
Reorganization	1.	SECTION I renamed to INTRODUCTION: The following sections were moved under this section as sub-sections: A. Purpose of ACA WSO B. Brief History C. Articles of Incorporation and Bylaws E. OPPM Purpose
Reorganization	2.	SECTION XXI. INFORMATION TECHNOLOGY was moved after WSO OFFICE to become the new SECTION VIII.
Reorganization	3.	SECTION VIII. BOARD MEETINGS was moved to a subsection under SECTION II. WSO BOARD OF TRUSTEES.
Reorganization	4.	SECTION XVII. LOGO and SECTION XVIII. LEGAL were combined and moved into the new SECTION V. LEGAL/INTELLECTUAL PROPERTY.
Reorganization	5.	SECTION XI. WSO OFFICE was moved after SECTION VI. FISCAL POLICIES and became new SECTION VII.
Reorganization	6.	Subsections of SECTION XII. ACA WSO LITERATURE related to publishing were moved to new SECTION XIII. ACA WSO PUBLISHING.
Reorganization	7.	SECTION XVI. ACA WSO COMLINE was added as a subsection of SECTION XII. ACA WSO LITERATURE.
Reorganization	8.	A link to the Articles of Incorporation was added to APPENDIX VI: <ul style="list-style-type: none"> ○ APPENDIX VI was relabeled as ARTICLES OF INCORPORATION AND BYLAWS. ○ The Bylaws were removed and replaced with a link to the most recent version available on the WSO website.
Reorganization	9.	APPENDIX VII: Steps, Traditions, and Concepts are now accessible via links to the WSO website.
Reorganization	10.	SECTION XVI. ACA WSO COMLINE was added as a subsection of SECTION XII. ACA WSO LITERATURE.
Reorganization	11.	SECTION IV. Duties of Officers and SECTION VII. Executive Committee merged into SECTION III. BOARD OFFICERS/EXECUTIVE COMMITTEE.

List of Items TO BE COMPLETED

Category	#	Item
Updates - In Process	1.	Section II: Board of Trustees- sections I., J., M., N. O.
Updates - In Process	2.	Confidentiality/NDA Agreement Policy (pending legal input)
Updates - In Process	3.	Section VI. Fiscal Policies Section (pending with Finance Comm.)
Updates - In Process	4.	Section VI. WSO Office - to be renamed: WSO Management & Operations (pending with Bill D.)
Updates - In Process	5.	Section VII. Placing Issues Before the Board - to be renamed "Conflict/Issues Resolution" includes updating Appendix XII- Complaint Process
Updates - In Process	6.	Section XI. Publishing - Add International Lit. Fund (pending with Pub. Com.)
Updates - In Process	7.	Section XII. WSO Events: A. ABC (process for approval of this section is under review)
Updates - In Process	8.	Section XIII. Ballot Prep. Committee (process for approval of this section is under review)
Updates - Not started	1.	Section I. Introduction
Updates - Not started	2.	Section V. Legal/Intellectual Property
Updates - Not started	3.	Section IX. Committees - add Service Norms & Chairs Forum
Updates - Not started	4.	Section X. Literature
Updates - Not started	5.	Section XII. WSO Events: B. AWC
Updates - Not started	6.	Appendix II - Region Certification Process (review by the Board in 2025)
Updates - Not started	7.	Appendix XI - Board Norms
New Content -	1.	Accessibility Policy

Not Started		
New Content - Not Started	2.	Section I., Subsection: Usage and Updates/Revisions to the OPPM
New Content - Not Started	3.	New Section: Service Structure and Fellowship Support with subsections: Meeting Groups, IG's, Regions, Group Registrations, Delegates
New Content - Not Started	4.	New subsection in WSO Events: Regional Events Sponsored by WSO