



**Adult Children of Alcoholics®/
Dysfunctional Families
World Service Organization, Inc.
June 11, 2016**

ACA WSO Teleconference Meeting Minutes

Majbrit opened the meeting with the Serenity Prayer and the reading of Tradition Five: An ACA group ought never endorse, finance or lend the ACA name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.

Attendees: Majbrit, Mary Jo, Ines Z., Bill D., Jeffrey F. – Quorum was established.

Guest Introductions: Kadeja D. (Covenant, SC) X 2; Libby (Clover City, CA) x 1; Jean (Brookline, MA) x 1; Pam (Central Coast Intergroup) many; Colleen (South FL) x 1; Erin (Oaks, PA) x 1; Bonnie (TX) x 24; Marietta, Telephone Meeting Intergroup 616 (CT) x26; Tom (Boston, MA) x3; Judith (So. FL); Arthur (Cambridge, MA) x 1; Mona (Chicago) x 2011; Matt (Fitchburg, WI rep W. Great Lakes Intergroup) x14; Patty (CO); Jude (Virginia Beach); Laura (WSO Rep for 1162, CA); Jim (Website, IT Committee, Boca Raton, FL)

MINUTES:

Motion brought forward by Secretary, Ines Z. to table the minutes of the May 14, 2016 ACA WSO Teleconference Meeting.

Background: The transcription service had technology issues and were not able to deliver the minutes on a timely basis for review and approval

COMMITTEE REPORTS:

TREASURER’S REPORT AND FINANCE COMMITTEE (Chair: Mary Jo): Mary Jo reported: Net overall assets of \$609,000 and that included tangible inventory and non-tangible assets. P/L showed net loss for May of \$210 due to the cost of the Annual Business Conference and ACA World Convention. Distribution sales figures of \$53,424 include \$9,981 collected from shipping and handling charges. In the expense section of the Distribution Center portion of P/L, there is an offsetting “freight out” of \$10,550. The Finance Committee is looking at reorganizing some things on the P/L to make it more understandable. 7th Tradition contributions for May were \$5,558 and can be found on the Donations subtab under Treasurer’s Report. Mary Jo advised that should anyone find an error you can notify treasurer@adultchildren.org so corrections can be made.

For the **Finance Committee**, Mary Jo reported that there was now a new member of the committee, Melanie M. (TN). She noted that Melanie has a BA in accounting and the



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Committee was working on bringing Melanie up to speed, in addition to working on reconciling the 2015 budget and preparing the new budget.

LITERATURE COMMITTEE – Robin (for Larry): Robin announced that there was a newly established literature evaluation subcommittee that is creating small teams to review different submissions. They meet monthly via teleconference and the first item being reviewed is “Ready, Set, Go!”. The next committee meeting is tentatively scheduled for July 10th at 1530 CEST. litstaff@adultchildren.org for questions or concerns.

Robin – Special Worker: Robin reported: Sales of the Audio book for May were 106 bringing the total to 1,361. E-book sales for May are 204 bringing the total to 10,168. She received over 600 emails over the past month. litstaff@adultchildren.org.

Spanish Translations – Ines: Ines reported that work is still in progress. Each committee member vets a chapter then there is discussion on the edits.

ComLine – Robin (for Phyllis): Robin reported that as of May, the ComLine had celebrated its one-year anniversary of renewal. It is offered quarterly and is available for free download. The upcoming issue is dedicated to the ABC. Robin thanked Phyllis for her work on the ComLine as editor for the past year. She welcomed Marty, who assumed the role of Editor in Chief for one year. She will be working with Patty H. and the rest of the ComLine subcommittee. The subcommittee is actively working on outside literature fulfillment solutions. All tri-folds and booklets offered in the shopping cart have now been translated to Danish, Spanish, Finish, Russian and prepress formatting and quality checks are in process. The committee is always looking for contributors, so if you have a story, a share, a poem, or art, please send it in to litstaff@adultchildren.org so it can be published on the ComLine.

ACA WSO DC Oversight Committee & Distribution Office–Ines/Mary Jo: Ines Z. reported: the committee has been meeting regularly as well as with the staff regularly. There have been changes on the committee and a full report will be given at the next board meeting.

ACA Distribution Office –Mary Jo: Mary Jo provided the office and sales information: As of end of May there are 16,010 active ACA meetings worldwide and 50 active intergroups. May sales comparison reports are available on the website. For BBI (Big Book Initiative which is getting BB into facilities and therapist) 20 books have been shipped to TX, CO, IL, NY, IN and WA.



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MEMBER AND PUBLIC SERVICE (Chair Bill): Bill reported: MPS committee is actively working as is all subcommittees. Report for May is posted in the repository under the Member and Public Service menu tab. The report is lengthy so just the highlights: As a result of the ABC, several subcommittees have been created under MPS (welcome to all chairs currently on the call). There is also a new H & I subcommittee chair, Josie E. Bill reported there had been a creation of a collaborative platform site called SLACK.com. Committees, subcommittees and members have been encouraged to join and in two weeks the sight has 46 members, over 1,700 messages delivered to participants (direct or on message boards). There are 10 committees currently set up and a few that are already working. Additionally, there are public channels that don't require any special access that allow you to network and find out about service opportunities. If you are interested in joining SLACK, check your inbox to see if you have received an invite already if you were at the ABC if you haven't received one, email MPSTChair@adultchildren.org and an invite will be sent promptly. Next, Bill mentioned the area of the MPS Public Service Committee on the website has been revamped. Some submenus and reorganizing has been done for a better flow. MPS monthly statistics given by Special Worker Denise now has its own subtab, H & I intergroup subcommittee and the new committee delegate training also has its own tab. Bill went on to introduce Laura from the Delegate Training Subcommittee but she was not on the line, Mo filled in for her.

Delegate Training Subcommittee (Mo standing in for Laura): Mo reported: The Delegate subcommittee's purpose is to serve as a resource to help educate delegate and alternate delegates of groups and intergroups on the Annual Business Conference. They are currently arranging a teleconference meeting for next Wednesday at noon.

Special Worker, Denise (Reported by Bill): As Denise was not on the call, Bill reported that the Special worker has logged in 745 emails mostly in foreign languages which had to be translated using an online program. 471 emails and replies were sent. 100 Vonage voicemails. International connections were made with: Australia, Canada, Denmark, Ireland, Panama and United Kingdom. Bill sent a "Thank you" to Special Worker Denise for all the work she does.

Hospitals & Institutions - Josie: Josie was not on the call. Feel to reach out if there are questions hichair@adultchildren.org.

Intergroup Liaison-Bonnie: Bonnie reported that email traffic at intergroups@adultchildren.org has increased this month with about 39 incoming



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messages which generated about 23 responses. This month, 9 were forwarded to Denise as direct contact through the intergroups@adultchildren.org. There were a few questions about listings and a few about organizing. UPDATES: Trying to coordinate with the European Committee to enhance communications and service to intergroups overseas. It has been a quiet month but anticipating pick up as the invitations to join the SLACK forum goes out. Majbrit stated that there is a European Committee meeting on the first Saturday of the month (7am) which is open for participation.

SERVICE STRUCTURE COMMITTEE (Bill): Bill reported that the committee, comprised of approximately 8 people, is actively meeting and just completed its 2nd teleconference on June 6th. The committee has worked out 10 organizations/fellowships to be evaluated in terms of their service structure. Additionally, the committee worked out the format/rubric to be used for evaluating for uniformity in the comparisons. The committee will be meeting on June 20th to start reviewing the reports on 3 of the organizations/fellowships that have been analyzed. The drafted minutes from the last meeting are posted on the website. Bill invited those with knowledge of other fellowships (AA, ALA-non, CODA, DA, NA, Naranon, OA, SA, Crystal Myth AA and ACA) to participate in the conversation on SLACK. To participate in SLACK, send a message to anyone on the WSO Board and an invitation to join will be sent with appropriate links. SLACK statistics: 3,700 messages, 301 files uploaded; 63 members of ACA.

WEBSITE AND DATABASE COMMITTEE- Larry (Reported by Jim): Jim reported: the committee has a new email address: webservant@adultchildren.org. A YouTube channel has been created for "how to" video (link located on the bottom of the website home page), currently posted is a video on how to search for meetings. Also, the audio files from the 2016 AWC are now posted on the website for sale. The website homepage also has a direct link to translated literature available. May website activity: 48,000 user sessions with 34,500 unique visitors and 96,500 page views. Bounce rate 63% with just over 48% of users using mobile devices. Top 5 pages accessed in order: Laundry List (20%); Find A Meeting; The Problem; Find A Meeting Search Results; General Literature Page. Sessions came from US (83%); UK, Canada, Australia, Russia. All reports are available on the website.

EUROPEAN COMMITTEE - Majbrit: Majbrit reported: For the last month support has been provided to Latvia, Russia, Greece, Ireland, Spain and the Netherlands. She noted that she had not yet been able to post the full report but wanted to advise that the full report would be posted in a few days. She also noted that she had been contact with the Faroes Island, Sweden, Norway, Demark, Switzerland, Greece, Spain and Germany. She reminded everyone that the committee conference call take place every first



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Saturday of the month and the next would take place on June 4th @ 1400 hours Central European time. This month's meeting was about conflation and the country representatives which includes: Latvia, Russia, the Czech Republic and the Netherlands. Discussion was around how the committee is moving forward in handling the issues of printing and distribution in Europe. Minutes from the last few EC calls are being transcribed and will be posted shortly. Latvia will be having a summer retreat on July 9 and 10th at the camping site, Rabbit Kingdom. For more information you can write or call info@pap.orglb. The 3rd European meeting will be held in Moscow from September 23rd - 25th, and info for this event is on the webpage. The Russian Big Red book will be out soon; this will have a big impact on Eastern European countries. A BBI in Danish was provided to a doctor along with a starter kit. There is a new meeting in Ireland and lights on in Malta. Jeffrey added that there is now a printer in Greece and Norway. Full report will be on the repository.

OPPM REVIEW COMMITTEE - Mary Jo: Mary Jo reported most of the review has been completed and the committee was now working to make sure each section reflects the changes that were made so the final draft can be presented to the board.

ABC LIASON: Larry: Larry was not on the call and Robin did not have the report so it will be tabled to next month.

2016 ABC Committee: (Bill) Bill reported that the committee has been meeting collaboratively on SLACK and have posted an invitation letter to groups and intergroups on the website under the ABC Committee tab in the Repository. There is preliminary information there along with an email link to request a bid package. Once the bid packages are received, they will be evaluated to select a host. Jeffery reported that the surveys are now closed and the committee is putting together some basic results and the survey links will be available soon so the results can be reviewed. There were over 70 responses on the AWC Survey and 30 on the ABC Survey.

Ballot Proposal Committee (Tom not on the call, report given by Bill): The committee has been working on outlining and clarifying the ballot process and are trying to have an article submitted in the upcoming Special ABC edition of the ComLine newsletter. For committee information, please contact ballotprep@adultchildren.org.

EXECUTIVE COMMITTEE - Majbrit/Larry: (Reported by Majbrit): Majbrit reported that the executive approval to replenish medallion inventory by purchasing 900 medallions totaling \$603. The quantity is within our approval limit. The executive approval to spend \$201.35 for five additional unlimited email accounts as the



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previous amount purchased has been exhausted. Mary Jo said that the final cost was actually \$134.

NO OLD BUSINESS

NEW BUSINESS:

- 1. Motion: To place the AWC audio files for electronic sale directly through our shopping cart at \$3 per talk and \$18 for a set of 6 talks. (Larry)**

Background (Read by Mary Jo): There is interest on the part of those that attended the AWC to get these talks and many more who weren't there may be interested in them as well.

Second (Ines) – Motion passes unanimously.

- 2. Motion: To order 4,000 Laundry List Workbooks at a cost of \$13,569 including freight. (Mary Jo)**

Background (Read by Mary Jo): This is double the amount of previous purchases. Of this title, half will be stored at the printer's location until need and then they will be shipped with orders of other titles, a savings of about \$0.50 per book offsets the cost of the storage at the printers.

Second (Ines) – Motion passes unanimously.

- 3. Motion: That the board form a financial audit committee for the purpose of researching, interviewing and recommending an outside auditor to the board. Such an audit should be initiated before the end of the third quarter this year so that the output could be implemented before the end of this fiscal year (Mary Jo)**

Background (Read by Mary Jo): It is in the fellowships best interest to have a professional financial audit performed to assure that we have appropriate internal controls in place and are using best accounting practices in all of our



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dealings. This idea has been discussed in the past and it is now time to act on it.

Second (Bill) – Motion passes unanimously.

Motion Notes: Bill inquired about the new General Manager Hire Motion that was adopted at a working session. Ines requested that the motion be tabled pending the changes to the motion during the last working session. A new motion needs to be presented.

This concludes our Agenda. Thank you all very much.

Any guest comments or questions? (Q = Question / A = Answer / M = Mention)

Summary of guest comments: Guest comments focused primarily on: **Q.** How to get on SLACK? **A.** Send an email to any of the committee requesting an invitation to SLACK. **Q.** Hard Cover Big Redbook out of stock? **A.** Has been ordered and should be available shortly. **M.** What would the percentages look like for the top 5 session count from the countries without MPS workers hits to the website. **Q.** Will there be an anniversary issue for the Big Red Book this year? **A.** Yes, as it is the 10th anniversary. **M.** (Bonnie) for the person that was interested in starting the LA intergroup, please email Bonnie at intergroups@adultchildren.org. **M.** Pam (Central Coast Intergroup) needs information regarding starting a Regional. **Q.** Is there need for a European / European Committee Special Worker? **A.** Yes, they are looking into it right now.

Announcements: Majbrit – The next ACA WSO Board Teleconference is scheduled **July 9, 2016 at 2:00 p.m. EST.**

Is there a motion to adjourn the meeting? 2nd to the motion?

Mary Jo – Motions to adjourn
Bill – Second the motion

Are there any questions or comments about the motion to adjourn the meeting?

Motion carried unanimously.

Closed the Meeting with the Serenity Prayer