



## Adult Children of Alcoholics®/Dysfunctional Families

World Service Organization, Inc.

August 13, 2016

ACA WSO Teleconference Meeting Minutes

**Larry opened the meeting with the Serenity Prayer and the reading of Tradition Eight: Adult Children of Alcoholics should remain forever non-professional, but our service centers may employ special workers.**

**Attendees:** Larry A. (Chair; Literature Committee Chair; Website and Database Committee Chair); Mary Jo (Treasurer; Finance Committee Chair); Majbrit (European Committee Chair, Vice Chair of the Board); Ines Z. (Secretary, Spanish Liaison and Spanish Translations Committee Chair; DCOC Member); Bill D. (MPS Chair; ABC Committee Chair, Finance Committee Member); Jeffrey F. (Member European Committee, Finance Committee, Literature Committee); Jim.

**Quorum was established.**

**Guest Introductions:** David (Miami) several; John (PA Intergroup) x7; Judith (So. FL) x5; Pam (Central Coast Intergroup, Rio Grande, CA) many; Kay (Santa Cruz, CA) x 2; Erin (PA, DT-Sub Committee) x2; Bob D. (Intergroup 70) x2; Laura (WSO Rep, CA 1162; Chair of DT-Sub Committee); Mardi (Montana, ComLine); Patty (CO Intergroup); Jude (VA Beach); Mimi (Saratoga Springs); Bonnie (San Antonio, TX); Jim (So. FL, Mem IT Web Committee) x10; Matt (Fitchburg, WI rep W. Great Lakes Intergroup) x16; Marietta, Telephone Meeting USA Intergroup 616 (CT) x28; Robin (Texas); Tom R. (Ballot Prep Committee Chair)

### MINUTES:

**Motion brought forward by Secretary, Ines Z. to approve the minutes of the July 9, 2016 ACA WSO Teleconference Meeting. Second – Majbrit / Motion Passed Unanimously.**

### COMMITTEE REPORTS:

**TREASURER'S REPORT AND FINANCE COMMITTEE (Chair: Mary Jo):** Mary Jo reported that P/L showed a net loss for July of \$9,176 due to being out of stock on the Laundry Lists Workbook, having 3 payroll periods during the month, having a delayed billing from one of our vendors, and having additional payments for a temporary staff worker longer than originally expected. We are just under \$24,000 ahead of Year-to-Date income from last year at this time. This extra income is part of what is enabling WSO to hire a General Manager who will help us ensure continued growth.

The 7th Tradition contributions for July total was \$4,786, which is actually \$500 less than a year ago. (this amount can be found on the Donations subtab under Treasurer's Report). Mary Jo thanked the contributors and mentioned that the Big Red Book guidelines for group contributions can be found on the donations tab. Mary Jo concluded by advised that, should anyone find an error, please notify [treasurer@adultchildren.org](mailto:treasurer@adultchildren.org) to have it corrected.

**Finance Committee:** (Members: Bill D., Jeffrey F., Melani M., and Mary Jo L.) Mary Jo reported that the committee has been working on a number of items, including a revision of the Fiscal Policy section of



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the OPPM, which will be presented to the Board shortly; funding for the hire of a General Manager and additional staff; figuring profit margins on products to determine if any adjustments have to be made when we sell through Ware-Pak fulfillment due to pick charges and SKU charges; the sale of literature on Amazon UK; and forming an Audit Committee and hiring an outside auditor. Mary Jo reminded that if anyone is interested in joining this committee, we'd be glad to have you. Please send an email to [Treasurer@adultchildren.org](mailto:Treasurer@adultchildren.org).

**LITERATURE COMMITTEE – Robin:** Robin stated the committee is continuing to focus on outside US literature fulfillment solutions. Jeffrey is looking into “crossing the river” with ACOA materials. The new literature evaluation subcommittee is meeting regularly via teleconference and is reviewing literature submissions. Robin further reported that all the tri-fold and booklets available in the shopping cart have been translated and are currently being prepared for printing and publication. You can email [litstaff@adultchildren.org](mailto:litstaff@adultchildren.org) with questions or concerns.

**Robin – Special Worker:** Robin reported: Sales of the Audio book for July were 102 bringing the total to 1,544. E-book sales for July are 44 bringing the total to 10,239. Currently the production of the Meditation E-Book which should be ready by the end of the year. Additionally, Robin reported there is working being done on the 10<sup>th</sup> anniversary edition of the Big Red Book and 12-Step workbook updates. [litstaff@adultchildren.org](mailto:litstaff@adultchildren.org).

**Spanish Translations – Ines:** Ines reported that work still in progress. The current format is that each committee member vets a chapter then there is discussion on the suggested edits.

**ComLine – Robin/Mardi:** Robin reported that Mardi and Patty are working on the ABC issue of the *ComLine* and it should be out within a week or so. Additionally, the 2016 fourth quarter *ComLine* which is due on September 1<sup>st</sup>. We received 16 stories from adult children around the world, including Australia, Estonia, Hungary, Denmark, and Italy! Thank you to all who sent in their stories and shares. The committee was always looking for contributors, so if anyone had a story, a share, a poem, or art, please send it in to [litstaff@adultchildren.org](mailto:litstaff@adultchildren.org) so it can be published in the ComLine, there is still time for publishing for the 4<sup>th</sup> Quarter addition with the deadline being August 31<sup>st</sup>, 2016.

**ACA WSO DC Oversight Committee & Distribution Office-Ines/Mary Jo:** Ines Z. reported the DOC visited the distribution center to carry out 3 major tasks: 1) Inform staff of reorganization and the new business model including foreign and domestic fulfillment and the planned hiring of a general manager; 2) To conduct performance evaluations with all staff; and 3) To conduct an investigation regarding staff complaints. The DCOC and distribution center staff are working out details on next steps for implementing both domestic and foreign fulfillment. In addition to handling the daily business of the DC, the staff has also received assignments to assist in the fulfillment. The DCOC, as well as, the finance committee continue to predict potential changes and how they could affect the staff. The DCOC also monitors and instruct on expected changes as the reorganization takes shape. Ines added that the Board is in the process of hiring a General Manager. The job description had been posted on the ACA website, in addition to a marketing plan that was being implemented to advertise the position. Currently one staff member is on leave of absence and another is expected to take a medical leave



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shortly. The DCOC meets with the staff on a weekly basis to monitor the workload and address any areas of concern. Additional hours have been offered to other staff to help balance out the workload.

**ACA Distribution Office –Mary Jo:** Mary Jo reported that the Monthly Product Sales Comparison July 2016 to July 2015, Individual Product Sales Comparison 2016 to 2015, Yearly Gross Sales 2016, and the BBI report are available on the repository. BBI (Big Red Book Initiative) is that the Board authorized a maximum of 400 BRB and other literature to be sent to therapist and institutions or groups that may need to know more about ACA. The BBI for July included sending 18 hard cover and 11 damaged spiral workbooks for BBI were sent to Michigan, South Carolina, Minnesota, Florida, and Canada.

**MEMBER AND PUBLIC SERVICE (Chair Bill):** Bill reported that the MPS committee was actively working as are all subcommittees. The report for July was posted in the repository under the Member and Public Service menu tab. Highlights: For the first time in ACA history we had an information and literature table at the 60<sup>th</sup> Florida AA State Convention that drew over 2,500 recovering alcoholics, alanons and alateens. We sold ACA books, gave away trifold brochures and spoke about ACA with a variety of people. Connection was made with AA convention chairman and there is potential to extend our role in cooperating with AA and be listed in the official program as well as having a room to use for meetings and workshops at the next year's convention. Progress is being made toward setting up a Regional Service Committee in South Florida to have a local live helpline and local committees that mirror work done at the WSO level. The Steering Committee will meet for the first time face to face later in August or early September. Bill also stated that to facilitate all the work of the WSO service bodies a team is setting up a new team calendar on Slack, it is a Google calendar associated with a generic email account so that a variety of people can update it. This will enable everyone involved in WSO service to see at a glance when board and committee meetings are scheduled. A full report is located on the repository.

**Special Worker, Denise (Reported by Bill):** Bill reported for Denise that she had logged in 1,283 emails; 436 email replies sent; 125 Vonage voicemails and returned 302 phone calls. International connections were made by Australia, Belarus, Canada, Denmark, Estonia, Guatemala, India, Latvia, the Netherlands, and Norway. More detailed statistics are in the reported located in the repository under the Member & Public Service Committee. Bill thanked Denise for her hard work.

**Delegate Training Subcommittee (Laura):** Laura reported that the subcommittee had 2 meetings in July and the meeting minutes are posted in the repository under Delegate Training Sub Committee. The Delegate trifold with input from the subcommittee has been put together and is now in the literature committee for review with anticipated approval of September 1 to use for the incoming class of delegates along with the OPPM, Delegate trifold and some other materials. There are a few service positions that have been filled: Erin D. elected as Vice-Chair to Laura; David M. elected as Workshop Coordinator; and Marsha elected secretary. The subcommittee is still looking for help with delegate buddy outreach to pair incoming 2017 delegates with delegates that have served in the past. A few responses have been received from prior ABC's and about 12 individuals from the current delegate training subcommittee. If anyone (Mary Jo) could provide list of past delegates for possible, outreach for the matching program. A survey is being put together by the subcommittee to get feedback from prior ABC's. Additionally, the committee is looking to fill the position of workshop host



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for the 2017 ABC. Dave may do this but more help is still needed. Currently discussing how to handle correspondence with groups that only have mail opposed to email connectivity. The subcommittee is also reviewing how to outreach to non-English delegates. Laura stated the subcommittee will soon be developing a delegate education registration package and building a timeline of when the workshops can be and when the next dates are for the incoming delegates. Finally, the board did make a decision not to approve a name change from Delegate Support Committee, we are going to go back to using the name Delegate Training Subcommittee.

David reported on Delegate Training Workshops. He reported that there is a preliminary outline for delegate educational workshop free event. This would be for those that are signed up or considering to sign up to let them know what they are in for and how it all works. Basic outline consists of: 1) Why we committee to service? To give back to the program to help with ACA's growth and direction, creating examples for others to follow and for increased knowledge of ACA history and recovery.; 2) Understanding Simple Robert's Rules. The underlying reason is how to have productive meetings, basic methods: motions, seconds, discussions; 3) How it works with Roberts. Respect, curtesy, and speak once, no second shares until everyone that has wanted to speak has had their opportunity; 4) What happened before at ABC's, the history both pros and cons. Broaden our connections, improve an understanding of global reach and connection equals recovery. Understanding the Service structure: a) be a contributor, b) claim your recovery, c) strengthen our fellowship, d) strengthen your home group and be a contributor to the growth of ACA, e) basic traditions and concepts and, f) to come and have fun.

**Intergroup Liaison-Bonnie:** Bonnie reported that email traffic at [intergroups@adultchildren.org](mailto:intergroups@adultchildren.org) has remained steady with about 34 incoming messages and generating about 30 responses evenly divided between literature questions about the discount and intergroup registration issues. Most of the contacts of incoming email were forwarded through the office and not directly to the intergroups. Two new intergroups registered for July and 1 was referred to the European Committee for clarification of a possible duplicate listing in Germany. The subcommittee continues to work to get intergroups to update their listings as well as their affiliations (meetings). SLACK is being used to organize another teleconference. The committee is begging to review their missions and priorities.

Bill thanked all committee members and chairs for all their hard work and reminded all that questions could be sent to the various committee emails.

Majbrit added that the European intergroup in Germany is supposed to be an intergroup for non-English speaking members and the other group that currently exists is an intergroup for English speaking meetings.

**Hospitals & Institutions – Mary Jo/Bill:** Full report is on the repository. Mary Jo reported that for the month of July WSO shipped an order of softcover Big Red Books to inmates in Pennsylvania. We also shipped a Big Red Book, a Yellow Workbook, and a set of tri-folds to a counselor in Texas who works with inmates and state funded clients. Mary Jo and Bill advised that the committee chair position is now



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available again and if anyone was interested, they should contact [mpschair@adultchildren.org](mailto:mpschair@adultchildren.org). Mary Jo reported there are currently 1620 active meetings and 62 active intergroups. She encouraged all to go to the meeting list and make sure the meeting information has been updated and current and that the meeting is still active.

Larry corrected that the BBI was that only Big Red Books would be sent, but because of committee budgets, if anyone is requesting a book from one of the committees, the committee themselves can fund any other pieces of literature to be sent to that therapist.

**Service Structure Ad Hoc Committee (Bill):** Bill reported that the committee met twice since the last board teleconference on July 9th. The minutes will be posted once they are approved. The Committee had presentation by Sue B. from Toronto on their regional Service Committee along with presentations and reviewed rubrics by Charlie H. on the service structures of AA and CODA. The committee discussed these structures and compared aspects to the previously reported ACA service structure. One aspect of interest was AA's regions elect a Regional Trustee. During 2<sup>nd</sup> meeting the committee heard a presentation of the service structure rubric of Sex Addicts Anonymous (SAA) by Bill D. Of particular note was the contribution mechanism called the LifeLine Partners whereby members commit to regular monthly contributions to the ISO. This brings the total to five 12 step fellowships that have been evaluated by the SVC Structure Committee. The next teleconference meeting of the SVC Structure Committee is scheduled for August 15th @ 6pm. Anyone can participate by calling into the teleconference number.

**WEBSITE AND DATABASE COMMITTEE- Jim:** Jim reported that the full report is posted to the repository and questions, comments, concerns can be addressed to [webservant@adultchildren.org](mailto:webservant@adultchildren.org). This month 2 request came in regarding how to such for meetings and how results are returned. The committee is currently evaluating or improvements. There is 1 how-to video posted with about 100 views to date. July website activity: 50,834 User Sessions in July was up from 50,569 in June. 35,897 Unique users down from 36,734 and 51% are users are using mobile devices. Most active page is the Laundry List – 27,567 views, 26.80%. Users are predominately from the US (83%), Canada (4%), UK (4%).

**EUROPEAN COMMITTEE – Majbrit:** Majbrit reported that there had been contact with Germany, Norway, Denmark, Ireland, UK, Latvia, Russia, Estonia, Spain, Switzerland, the Netherlands, Greece, Sweden, Hungary and Romania. The committee is in the process of getting through the registration of the first meeting in Romania. Once registration is complete a starter kit and “Turn on the Light of ACA” for the first time. Additionally, the committee is making a structure for “New-Comer” Countries to provide a support structure for the members doing translation. This month a Danish translator spoke about how to set up a translation committee. She shared how this process was for her and the experiences involved. Majbrit reported that the European call has been changed for next month to get another long time translator in place to share on the next call. The next call will be September 5<sup>th</sup>, 1400 CET. A playback number has been set up so that those that cannot call in can listen at a later date. The numbers are listed in the repository. If a number is not available, it means the minutes for have already been posted in the repository. Majbrit asked that anyone able to speak Greek, Latvian, or Dutch to



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contact [EU@acawso.com](mailto:EU@acawso.com) as these new fellowship can use the recover support in handling translations. Majbrit concluded that the 3<sup>rd</sup> European meeting will be in Moscow on the 23<sup>rd</sup> of September.

Jeffrey added that the most recent call with the speaker from Denmark was an awesome call as she shared so much insight and wisdom as to how the translations process actually works for the ACA literature. If anyone involved with translations should try to listen to the recording or get a copy of the minutes once they are completed. Additionally, the Finish Yellow Workbook, and the Russian Big Red Books are almost ready to print and contracts to be set up within the next two weeks with a distribution date of around September. The Greek Meditation book is still progressing with proofing reading being set up. In conclusion, Jeffrey expressed excitement about he and Majbrit going to Moscow for the 3<sup>rd</sup> ACA European Meeting. The website for the conference is [www.vdamoscov.ru](http://www.vdamoscov.ru), look for the ACA European Meeting 2016 in the upper right corner. Jeffrey also announced that he has been invited to speak at the Hungarian's Fellowships Annual Weekend Retreat.

**OPPM REVIEW COMMITTEE – Mary Jo/Ines:** Mary Jo reported the committee was still in the process of getting Board feedback on sections and preparing others to be reviewed. There are a few sections that have received feedback and the final copy is being put together for submission and final approval. Ines added that they are working hard at getting it completed.

### **ABC LIASON (Larry):**

**2016 ABC Committee: (Larry)** Larry asked for the report to be tabled so that he can prepare a synopsis for the next meeting and close out the report.

**ABC/AWC Committee: (Bill/Jim R.)** Jim reviewed that the ABC Committee but the top priority was finding a location for the upcoming 2017 ABC. An announcement was drafted to encourage groups/intergroups to host the event. Four groups asked for applications. An application was drafted and sent, to which 2 applications have been submitted from Rhino, NV and San Diego, CA. The next task is to review their application and once the analysis is complete a host will be announced. Additionally, the committee suggested that the 2018 host selection process begin now and that the selection for subsequent sites be continued at that time frame beginning 18 months prior to the event. Particularly because the 2018 event will be outside of the US and may require more activity to the process, having only six to seven months to plan and organize the event overseas may not be sufficient. The additional time will allow better planning, more participation in the organizing and attendance leading to a richer experience for all involved and allow for the event growth.

Ines inquired about the current selection methods and how they compared to the past methods, what is the difference. Jim explained he developed a questionnaire having nothing prior to work from. Majbrit offered that when she participated in the prep of the 2013 ABC in Denmark and they worked closely with the Board, and that it might be helpful if a manual could be put together.



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Larry added that there is planning material available that was put together from last year's ABC that has been shared with the committee. Bill just clarified that he was referring to information regarding the host selection process.

**Ballot Proposal Committee (Tom):** Tom reported that the committee has recently sent out the first of 2 calls for proposal reminder emails to all of the registered ACA groups and intergroups. As of this date, 4 email replies have been received. Two of which were thank-you from groups and one was from a group individual wanting to know why it was sent to him, he wasn't sure why he was getting the email, and the 4<sup>th</sup> one was from the Soviet Union that wanted to have the ballot proposal email and process translated prior to it being sent out. The response to that requests was that there were limitations to the website at the moment and if she could translate it into Russian as needed for groups in that area, we would appreciate of that. The committee has had 2 conference call meetings, the first to finalize the information that was going into the call for proposal email and to get it out to the groups as quickly as possible. The committee is reviewing how to standardize the form in the hopes of eventually having it translated into other languages. Tom reminded that you can submit a proposal at any time you do not have to wait to get an invitation. The deadlines listed in the OPPM apply to the time the proposal needs to be in, in order to be translated for the group conscious survey that will go out to get a reply from the group in time for it to go the ABC conference. The second meeting was to discuss the revisions to chapter 20 of the OPPM that pertain to the ballot preparation committee and the ballot proposal and group conscious survey process. The committee has a baseline revision for the chapter that has been uploaded to the SLACK channel for members to review and provide comments for the next meeting to eventually get to a standardized form that would get sent to the Board for approval. Part of the goal is to clarify some of the terms and acronyms i.e.: the term "Ballot Proposal" becomes, "the group conscious proposal"; and that the "group conscious survey" will be changed in name to become the "the group conscious ballot". The "ABC Ballot" would remain the same. Additionally, the committee is trying to structure the process that will take into consideration the current needs but also the process going forward as more domestic and foreign growth of the ACA fellowship. For committee information please contact [ballotprep@adultchildren.org](mailto:ballotprep@adultchildren.org).

**EXECUTIVE COMMITTEE – Majbrit:** Majbrit reported the Executive approval to cover the expense for visas in connection with international travel representing the WSO/European committee in the amount of \$250.

Larry briefly introduced Charlie, the new chair of a literature subcommittee that is reviewing literature. Charlie introduced himself and announced that that the subcommittee has reviewed three pieces and evaluated a manuscript that has been submitted to the literature committee. Also if there is anyone interested in assisting that have other language backgrounds, to please contact Larry or [litstaff@adultchildren.org](mailto:litstaff@adultchildren.org).

### OLD BUSINESS: (FROM THE JULY 11TH, 2016 MEETING)

1. **MOTION:** To authorize the treasurer to purchase a license for Quick Books Platinum Editions for 2 users at a cost \$2,200. (Mary Jo)



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**Background:** Mary Jo suggested to table the motion as the cost will change and this will avoid having to amend motion at a later time.

**Motion tabled.**

**READ INTO THE RECORD:**

These motions are being read into the record as they were voted on during a working session or strategic planning meeting of the Board.

1. **Motion:** To proceed with hiring a general manager in accordance with the job description as prepared and put forward by the finance committee.

**Background:** The office has been without a paid manager of any sort since the previous manager resigned. The difficulty in managing an office remotely by a volunteer oversight committee has reached a point where employee morale was at a critical point. As a result, the finance committee undertook the preparation of a job description for not only an office manager, but also a general manager for the 4 critical areas of our organization and fellowship: Those areas are: 1) Member/Group Services; 2) Literature Publishing; 3) Distribution Center Management; and 4) Archives of Fellowship Historical Artifacts.

Motion was adopted by a 5-0-1 vote. 5 ayes, 0 nays, 1 abstention

2. **Motion:** That the Board validate on the record the approved Motion made at the December Strategic Planning meeting and the subsequently approved Motion made at a Working Session to hire Ware Pak as a third party fulfillment service and authorize the Chair to execute a contract for said services, respectively.

**Background:** The use of a professional fulfillment organization will decrease the associated costs and day-to-day managerial responsibility of WSO. This will allow the WSO to better focus on providing service to the fellowship. In addition, the hiring of a professional fulfillment organization will allow the fellowship to receive greater shipping options and reduced shipping costs.

**NEW BUSINESS:**

1. **Motion:** That the board approve the amended GM job description as revised by the full board. (Bill D.)

**Background: (Bill)** The GM job description that originated in the finance committee was later modified with other members of the board submitting additions. It has since been edited to remove redundant sections and has been streamlined. This edited version will be used to hire the GM.

**Seconded:** Ines

**Decision:** Motion passes unanimously



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2. **Motion:** To authorize the purchase of 5,000 H/C BRBs at a cost of \$25,469 including shipping. (DCOC)

**Background: (Mary Jo)** WSO is moving the majority of the fulfillment operations to Ware-Pak in Illinois. This orders is being placed to ensure sufficient stock for both Ware-Pak and the Distribution Center in California.

**Seconded:** Ines

**Decision:** Motion passes unanimously

3. **Motion:** To authorize the purchase of 6,500 Yellow Workbooks at a cost of \$16,455 and 2,500 Soft Cover Meditation Books at a cost of \$4,719. This includes shipping. (DCOC)

**Background: (Mary Jo)** WSO is moving the majority of the fulfillment operations to Ware-Pak in Illinois. These orders are being placed in order to ensure sufficient stock for both this them as well as continue to have stock at the Distribution Center in California.

**Seconded:** Ines

**Decision:** Motion passes unanimously

4. **Motion:** That the WSO approve hiring an agency and an individual at a cost of approximately USD 550 to proof read approximately 32,000 words of the Russian version of the BRB prior to printing. (Jeffrey F.)

**Background: (Jeffrey)** The agency and individual are both natives of Russia/CIS and have gone through a vetting process by Jeffrey F. and the Russian Translation Group. The agency has an editor who has worked on AA literature previously and the individual is a member of another 12 step fellowship.

**Seconded:** Majbrit

**Decision:** Motion passes unanimously

5. **Motion:** To authorize the expenditure of \$640 to convert the meditation book into electronic formats in e-pub and Mobi formats. (Larry A.)

**Background: (Larry)** This book has been in circulation for three years and all of the typographical errors and editorial changes have been made and it is ready for a full color electronic version to be rolled out.

**Seconded:** Mary Jo

**Decision:** Motion passes unanimously

6. **Motion:** That the Board validate on the record their Specific Concurrence to publish a Request for Proposal to obtain bids for a Public Service Announcement for ACA. (Larry A.)



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**Background: (Larry)** The 2015 ABC asked for a PSA be developed to raise the public profile of ACA. The RFP will be posted on the website, included in the ComLine, and circulated to the media production community.

**Seconded:** Ines

**Decision:** Motion passes unanimously

7. **Motion:** That the Board publish the ACA logo usage guidelines. (Larry A.)

**Background: (Larry)** The fellowship has voiced confusion about the appropriate use of the ACA logo (trademark). This policy statement will attempt to clarify the groups' limited logo usage right.

**Seconded:** Ines

**Decision:** Motion passes unanimously

**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:** **M.** H & I will be submitting a pamphlet for review with the Board. **M.** The two-year planning cycle aspect would be incentive for certain groups to co-host. There has been precedent set for a two-year lead time. **Q.** Is there a date for the Laundry List Workbook to be on the website? **A.** It is currently available. **Q.** How do you delete a group that has gone dark and there is no further contact? **A.** Send an email to [help@acawso.com](mailto:help@acawso.com) or [information@adultchildren.org](mailto:information@adultchildren.org) and the Special Worker will investigate and if it is not in existence, have it removed. **Q.** Is there a way for an intergroup to keep track of the local meetings? **A.** Someone from the intergroup provide the service of keeping track of the listings or if the intergroup has the resources to have a register. **Q.** How can a group/individual get involved in service? **A.** The DCOC will make contact.

**Announcements: Majbrit** - The next ACA WSO Board Teleconference is scheduled **September 10, 2016 at 2:00 p.m. EST.**

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

Bill - Motions to adjourn

Majbrit - Seconded 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**