



Adult Children of Alcoholics®/Dysfunctional Families
World Service Organization, Inc.

Agenda
Monthly Teleconference
October 8, 2016
2:00 p.m. EST

Access number: [712.432.0075](tel:712.432.0075), Pin 427266# Press *6 to mute or un-mute. Please notify the secretary with changes, additions, or motions for this meeting.

A. Call to Order: Please be sure that any background noises in your area are eliminated since the sounds make it difficult for participants to hear. When speaking, please say your name first. This will help us record your name with your input. Thank you.

1) Open with the Serenity Prayer

2) Tradition Ten: Adult Children of Alcoholics has no opinion on outside issues; hence the ACA name ought never be drawn into public controversy.

B. Roll Call of Board Members: Larry A., Chair, and Literature Committee Chairperson; Mary Jo L., Treasurer, Finance Committee Chair; Majbrit M., European Committee Chair and Vice Chair; Ines Z, Secretary, Spanish Translations Committee Chair; Bill D. Chair of MPS Committee and Chair of the ABC Committee; and Jeffrey F., member of the European and Finance Committees.

C. Establish Quorum

D. Guests Introductions: Guests, while this has never been an issue with this Board, as an example to anyone who manages or attends ACA phone bridge meetings, we wish to make you aware that this conference line is used to manage and record our WSO teleconferences. A caller's phone number and name appears on a dashboard visible only to the WSO Webmaster and the WSO Board. If you do not wish to disclose your information, feel free to use your phone settings to block your caller ID, or you can also attend this teleconference using your computer. Instructions for this are on our website Repository under "Teleconference Agendas."

At this point we would like to invite all of our guests to introduce themselves by first name only and perhaps telling us where you are calling from and the number of times you have attended our monthly teleconference meetings. Guests, please introduce yourselves:

After the introductions: Non-Board members are welcome to listen to the Teleconference but are requested to remain silent unless called upon to participate. We respectfully ask that guests hold their comments until

the end of our meeting. We ask everyone to press *6 if you are not speaking. If someone needs to talk further, they may do so at the close of the meeting.

E. Minutes:

Motion to approve the August 13th, 2016 Teleconference Minutes (Ines Z.)

Motion to approve the September 10th, 2016 Teleconference Minutes (Ines Z.)

F. Committee Reports: I will ask the Committee Chairperson to give their reports. (Generally we provide 5 minutes for each report.)

1. **ACA WSO Treasurer's Report and Finance Committee**, Treasurer, Mary Jo L.
2. **ACA WSO Literature Committee**, Larry A.
 - **Spanish Translations Update**, Ines Z.
 - **ComLine** , Mardi
 - **Literature Review Committee**, Charlie H.
3. **ACA WSO DC Oversight Committee and Distribution Office**, Ines Z.
4. **ACA (MPS) Members and Public Service Committee**, Bill D.
 - **Delegate World Service Training Subcommittee**, Laura L.
 - **Hospitals & Institutions Subcommittee**,
 - **Intergroup Liaison Subcommittee**, Bonnie M.
5. **Service Structure Ad Hoc Committee**, Bill D.
6. **ACA Website/Database Committee**, Jim B.
7. **European Committee**, Majbrit M.
8. **OPPM Review Committee**, Mary Jo L. and Ines Z.
9. **2016 ABC Committee**, Larry A.
10. **ABC/AWC Committee**, Bill D.
 - **Ballot Proposal Committee**, Tom R.
11. **Executive Committee**, Majbrit M.
 - Executive Board approval for the purchase of 2,500 soft cover med books for the DC at a cost of \$4,719 including freight. This is a smaller amount than previously ordered.
 - Executive Board approval for an order of chips and coins totaling \$3,392. This is not more than previously ordered
 - Executive Board approval of the purchase of \$529 worth of tri-folds to fill current orders.
 - Executive Board approval of the purchase of 3,100 hard cover Fellowship texts; 2,500 soft cover Mediation Books and 1,400 Laundry Lists Workbooks.

G. Old Business:

H. 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 have Wendell's produce a coin to commemorate the publishing of the Big Red Book in Russian. This coin would be given as a free gift to participants of the 3rd annual ACA European Meeting in Moscow on 23-25 September. (Jeffrey F.)

Background: This was unforeseen at the time the European Committee (EC) plan/budget was put together and would require additional funding, hence this motion.

2. **Motion:** To engage consultant Leonard Bade to facilitate the Board's upcoming strategic planning session in accordance with his proposal dated August 21, 2016 in the amount of \$17,500 plus customary travel expenses, to be held in South Florida the weekend of November 10-12. It authorizes the Board Chair to execute the attached proposal. (Bill D.)

Background: At its board meeting following the 2016 ABC, the WSO Board voted to have a strategic planning session in the fall. Several Consultants were contacted and two were interviewed by the board. Mr. Bade was selected. He submitted a comprehensive proposal that included developing and facilitating a 3 day board development and strategic planning meeting. His proposal includes pre-meeting conversations with each board member (both existing and any new members as of the planning meeting), as well as interviews with key committee chairs and staff. Additionally, he will help the Board refine the GM job description and assist in the hiring process. The result of the planning meeting will be a 3-5 year strategic plan that identifies and refines the Mission, Vision and Values of WSO.

I. New Business:

Motions for October 2016 TC

1. **Motion:** That the Board validate on the record their Specific Concurrence to set the price point of the electronic Strengthening My Recovery (e-Med) at \$9.99. (Larry A.)

Background: The e-Med will provide the world with an electronic version that is accessible on any electronic device.

2. **Motion:** That the Board validate on the record their Specific Concurrence to approve the purchase 3,000 Commemorative Edition Fellowship Texts.

Background: This fall marks the Tenth Anniversary of the publication of the Fellowship Text. This commemorative edition will have the distinction of having a textured cover, silver engraved logo and lettering, and a bleed allowing users to find the chapters easier.

3. Motion: That the Board validate on the record their Specific Concurrence to approve an additional budget of USD 1,000 for the European Committee so they can have Wendell's produce a coin to commemorate the publishing of the Big Red Book in Russian. This coin would be given as a surprise free gift to participants of the 3rd annual ACA European Meeting in Moscow on 23-25 September 2016.

Background: This expense was unforeseen, when the first European Committee plan and budget was approved at the ABC in April 2016, because the idea only came after experiencing the commemorative coin handout at the 1st Annual ACA World Congress in Florida following the ABC in April 2016.

4. Motion: That the Board validate on the record their Specific Concurrence to approve a general policy for its trifold literature whereby:

- The production of trifolds at the California Distribution Center (DC) for sale/distribution from Ware-Pak will be halted and phased out. This does not preclude the DC from producing/distributing trifolds for other purposes as determined by the Board, such as Intergroup sales, H&I, etc.
- Trifolds for sale/distribution from Ware-Pak will be completely outsourced to a local vendor such as Staples in Bourbonnais, Illinois, if their total cost of production and delivery allows the trifolds to be sold/distributed from Ware-Pak at a profit acceptable to the Board.
- Outsourced trifold production in Illinois will start with only the top 10 best-selling trifolds which will be bundled/sold in quantities of 20 per bundle instead of 10 per bundle.
- At the same time, trifolds in every language and format will be made available to download for free in pdf format on the WSO web site. US format trifolds in English will be made available within 30 days of this motion being approved. A4 format trifolds in English will be made available within 60 days of this motion being approved. And other foreign language versions will be made available within 30 days of the translation for said trifold being approved and/or verified by the WSO.5) On the WSO web site page where trifolds will be downloaded in electronic format for free (see point 4) announcements/buttons/links clearly displayed and/or repeated on the page, will suggest that any group downloading such free information is requested to make a one-time voluntary 7th tradition contribution of \$10.00 or more as a token of appreciation for this service. (Jeffrey F.)

Background: A cost analysis has shown that trifolds printed and produced at Signal Hill, California and shipped for sale/distribution from Ware-Pak, Illinois is not economically viable. For this reason, their production and delivery should be outsourced to a local vendor in Illinois. The cost analysis has also shown that there is only sufficient demand for 10 best-selling trifolds to be offered for sale. For years, most of the fellowship outside the United States has had to make due with a severe lack of ACA literature in book or trifold form due to high shipping costs. This motion makes it easier to spread the ACA word in foreign countries, particularly with hospitals and institutions, and grow the fellowship abroad. This motion equally benefits small or start-up groups in the United States with limited financial resources where international shipping charges do not apply.

5. **Motion:** That the Board validate on the record their Specific Concurrence to approve the Handlery Hotel in San Diego as the site of 2017 ABC-AWC and authorize the Board Chair to execute the contract for the 2017 ABC-AWC with the Handlery Hotel in San Diego. (Bill D.)

Background: The San Diego Host Committee has recommended the Handlery Hotel to WSO as the venue for the 2017 ABC-AWC. After negotiation with the hotel a favorable contract was obtained and has been presented to the Board. The contract will actually save attendees approximately \$60 over 2 days for double occupancy as compared to the 2016 Delray room and meals costs. The cost for single occupancy is about the same as attendees paid in 2016.

6. **Motion:** That the Board validate on the record their Specific Concurrence to approve adding the following sentence to the General Manager job description: The ACA WSO office in Signal Hill is the location the prospective GM will be required to work until such time as the board changes this requirement. (Bill D.)

Background: The WSO Board neglected to clearly state this in the advertised job description and applicants have been asking where the job is located. The current office of ACA WSO is in Signal Hill, California and the WSO is seeking to hire a general manager to oversee its operation and supervise its staff. This will best be accomplished by eliminating remote supervision and having the GM perform supervision in person at the office in Signal Hill.

Guest Comments: To allow that all of our guests have a chance to share, we will limit guest comments to 3-5 minutes. If someone needs to talk further, they may do so after the close of the meeting.

Announcements:

The next ACA WSO Board Teleconference is scheduled November 12th, 2016 at 2:00 p.m. EST.

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

Close with the Serenity Prayer