



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

Agenda
Monthly Teleconference
November 12, 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 Eleven: Our public relations policy is based on attraction rather than promotion; we maintain personal anonymity at the level of press, radio, TV, films, and other public media.

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 October 8th, 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 approval of the purchase of 500 Cross Talk and 500 Good Enough booklets to stock the DC for the next six months.**

G. Old Business:

None

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. The Board voted Charlie H. from Virginia as a Board member of WSO.

I. New Business:

Motions for November 2016 TC

1. **Motion:** That the price point of the Commemorative Edition of the Fellowship Text be \$20.00. (Larry A.)

Background: This 10th Anniversary edition will have additional production costs associated with new features: a leatherette cover, silver lettering, user-friendly printed tabs along the top and side edges allowing for ease of use in locating sections and chapters and a bonus chapter, "The Laundry Lists", is included as Appendix D.

2. **Motion:** Specific concurrence requested to approve the sale of misprinted hard cover meditation books for \$10. (DCOC)

Background: The current printing of the hard cover meditation book has a misprint - January 8th is missing and there are two copies of January 9th. The DCOC recommends that we sell these books at a discount and include a copy of the missing page that can be inserted in the book. A label will also be printed that will be affixed to the books and indicate they are damaged. The DC staff will affix labels to the pallet of books we have and we will pay Ware-Pak to do the same. We will request whatever accommodation we can from the printer for this inconvenience. It has been their standard procedure in the past to have us return all damaged materials for full credit and they would then reprint them. However, if we do so this time, we will not have any hard cover meditation books available for at least six weeks. Selling what we have as damaged books seems to the committee like a better alternative than to have no books.

3. **Motion:** Specific concurrence requested to have Bang put on new covers on approximately 300 damaged soft cover BRBs. This will be at their cost and the books will have to be trimmed down slightly on each side to ensure a seamless fix. (DCOC)

Background: Soft cover BRBs delivered to the Distribution Center a few weeks ago had a number of issues with the covers. Bang is proposing to re-cover the books rather than destroy them.

4. **Motion:** To extend the lease at our Signal Hill office for 16 months beginning November 1, 2016, at a rate of \$1.10/sq ft/month contingent on acceptance of the terms by the owner. This authorizes the Board Chair to execute the lease. (Bill D.)

Background: After doing an analysis of comparable leases in the Signal Hill area and our lease history since 2008, I spoke with the owner's rep about obtaining a lease term shorter than 24 months at our Signal Hill office. I was able to negotiate, contingent on the owner's approval, a 16-month term at an initial \$1.10 per sq ft per month with a 3% increase after 12 months. Their previous offer was: 24 months at an initial \$1.12 per sq ft per month with a 3% increase after 12 months.

5. **Motion:** Consideration of larger office space in same office park. (Bill D.)

Background: This is a time sensitive issue as the space is scheduled to have the interior offices removed in the next couple of weeks thus making it primarily a warehouse space unless WSO lets the realtor know it is interested.

6. **Motion:** To hire an interim general manager. (Bill D.)

Background: There was a provision in the original motion to hire a GM that the WSO would hire an interim manager in the event the search took too long.

7. **Motion:** To adopt a Conflict of Interest Policy to bring ACA WSO into alignment with existing non-profit best practices and IRS form 990. (Bill D.)

Background: ACA WSO requires its trustees, officers, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. The Board of Trustees (the "Board") of WSO, recognizing that it is entrusted with resources devoted to charitable purposes, has chosen to adopt this Conflict of Interest and Ethics Policy (the "Policy"). The purpose of this Policy is to protect the Corporation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a trustee, officer or other person in a position of authority within the Corporation. The Corporation strives to avoid conflicts of interest to ensure that it continues to operate in accordance with its tax-exempt purpose. This Policy is intended to supplement but not replace any state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

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 December 10th, 2016 at 2:00 p.m. EST.

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

Close with the Serenity Prayer