



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

Agenda
Monthly Teleconference
February 11, 2017
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 Two: For our group purpose there is but one ultimate authority - a loving God as expressed in our group conscience. Our leaders are but trusted servants, they do not govern.

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, Chair of the ABC Committee, Chair of the Audit Committee; Jeffrey F., member of the European and Finance Committees and Chair of the International Literature Subcommittee and Charlie H., Co-Chair of the Literature Committee and Chair of the Literature Review Subcommittee and member of the Finance Committee.

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 January 14th, 2017 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.
 - **ComLine** , Mardi
 - **Literature Review Committee**, Charlie H.
 - **International Literature Subcommittee**, Jeffrey F, Chair
3. **ACA WSO DC Oversight Committee and Distribution Office**, Ines Z. & Mary Jo L.
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**, Marcia J.
6. **ACA Website/Database Committee**, Larry A. & Jim B.
7. **European Committee**, Majbrit M.
8. **OPPM Review Committee**, Mary Jo L. and Ines Z.
9. **ABC Committee**, Bill D.
 - **Ballot Proposal Committee**
 - **2017 ABC/AWC Committee**, Susan C.
 - **2018 ABC/AWC Committee**, Jim R.
10. **Audit Committee**, Bill D.
11. **Executive Committee**, Majbrit M.
 - Executive approval to spend \$390 for double-walled boxes for the current shipment of LLWB's that will be sent to Ware-Pak. Doing this will guard against product damage for customers ordering full box quantities. This adds approximately 11 cents to the cost of each book.

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.

None

I. New Business:

Motions for February 2017 TC

1. **Motion:** That the Board approve funding for travel expenses related to a meeting between WSO Board members and representatives of ACA in Germany with EKS in Germany, the weekend of 14 January, which is estimated to cost between USD 1,500-1,600, and for up to two hours of legal advice at EUR 250 per hour for a total capped amount of EUR 500.

Background: EKS is a 12-step fellowship in Germany and Switzerland which is not a part of ACA, which has plagiarized ACA's Yellow Work Book, and this meeting and legal advice is an attempt to resolve this.

2. **Motion:** That the Board approve the invoice from NWD Legal for approximately USD 775 for 6.5 hours of Czech legal advice in connection with the WSO/ComCom Intermediary Agreement.

Background: In order to comply with applicable laws to conclude an intermediary agreement with ComCom in the Czech Republic it was necessary for the WSO to first seek legal counsel.

3. **Motion:** That the Board validate on the record its Specific Concurrence to print 2,000 International Spanish Fellowship Texts at a cost of \$13,687 or, a per unit cost of \$6.9334. (Larry)

Background: The International Spanish Fellowship Text is going to be ready for the printer in the next few weeks or so and the printer needs 6 weeks lead time to make sure we have these available for sale in time for the 2017 ABC.

4. **Motion:** Request specific concurrence to change our Amazon UK and Amazon US accounts to Professional accounts and then to Amazon Business Seller accounts. The costs for the Pro account is 25£ (about \$31 US) per month in the UK and \$39.99 per month for the US. (Finance Committee)

Background: Per research completed by David McB., in order to expedite our ability to sell WSO literature first on Amazon UK and then on Amazon US, we must change our accounts to the appropriate types of business accounts.

5. **Motion:** Request specific concurrence for the Treasurer to apply for a corporate credit card. (Mary Jo)

Background: There are certain transactions that require the use of a credit card rather than a debit card, including registering as a professional seller on Amazon. It is not a good idea to have a Board member use their personal account for thing such as this that may be ongoing.

6. **Motion:** Request specific concurrence for Intergroup sales only to have the vendor shrink-wrap the Cross Talk and Good Enough Group booklets in multiples of 10 and Newcomer's booklets in multiples of 20 at an additional cost of 20 cents per package. This will increase the minimum/multiple for the Newcomer's booklet to 20 instead of 10. (Finance Committee)

Background: The Intergroup discount program is offered with a caveat that the quantities sold do not require the WSO staff to wrap or count anything individually, thus making the overhead savings an offset to the discount. Currently the booklets have to be counted by hand in batches of 10 and banded. This represents no savings that offsets the discount.

7. **Motion:** That the Board validate on the record its Specific Concurrence to approve a trip to California for Bill D. to meet with the Auditors, with the ABC/AWC Host Committee, and work with Mary Jo on the annual DC process audit. The cost is not to exceed \$2,000. (Bill D.)

Background: Audit: The Board has authorized an audit to be performed by Vasquez & Co. a Los Angeles independent auditing firm. It is appropriate for the Committee Chair to have an initial face-to-face meeting to ensure that there is full understanding of expectations, both on their part and that of WSO and our Accountant. This meeting is scheduled to be held at our office on February 3rd. Additionally, a member of the audit committee, Heather S., Mary Jo, our Treasurer, and Patricia Wilshire, our Accountant will be present. **ABC/AWC Host Committee Meeting:** Drive to San Diego to meet with the Host Committee to help finalize the AWC speakers, agenda and menu. **Distribution Center:** To work with Mary Jo, who will be in California at the same time doing the annual process audit for the organization.

8. **Motion:** That the Board validate on the record its Specific Concurrence to approve the 2017 ABC-AWC Host Committee recommendations for the AWC program, menu choices and speakers/presenters/panel members.

Background: The San Diego Host Committee has recommended for the AWC a program, a slate of speakers, presenters, and panel members, and a menu for the 2 event meals. There is also a dinner Thursday night being planned at a local Mexican restaurant for those delegates and non-delegates that

want to participate with a very light program. The rest of the meals Friday breakfast and dinner, Sat breakfast and lunch, Sunday breakfast everyone is on their own to eat in the hotel or offsite.

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 March 11th, 2017 at 2:00 p.m. EST.

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

Close with the Serenity Prayer