

SERVICE STRUCTURE COMMITTEE MINUTES
JANUARY 23, 2017
6PM EST
712-770-4010 ACCESS: 281687#

1. Serenity Prayer:

God, grant me the serenity
To accept the people I cannot change,
The courage to change the one I can,
And the wisdom to know that one is me.

2. Members Present: Marcia, Debbie, Jim, Nancy, Bill, Charlie, Bonnie, Laura

3. Purpose and objectives: *As an ad hoc committee of the ACA WSO, our purpose is to research the service structures of other global fellowships in order to recommend how ACA should best organize its service structure to serve its growing fellowship nationally and globally.*

Objective 1: Assess and summarize other 12 step organizations' service structures.

Objective 2: Assess and summarize the ACA service structure.

Objective 3: Perform a comparison of ACA service structure to the other 12 step fellowships' service structure and prepare recommendations to improve ACA's service structure.

*Objective 4: Prepare a report for the WSO Board outlining the findings and recommendations of the committee and deliver it to the board **prior to** the 2017 ABC.*

OLD BUSINESS

- 1. Approve the minutes from the December 19 meeting:** Charlie made a motion to accept the minutes subject to one correction. Jim seconded the motion. There were no opposing votes. The minutes were passed.
- 2. ComLine Article Report:** Charlie has not had a chance to do further investigation into use of the *ComLine* for our use in notifying the fellowship about our work. He will try to check next week. In the meantime, we can make an outline of what we hope to publish. Since the *ComLine* is about growth rather than business, it would be good to focus our article on the theme for that publication. Bonnie is on the *ComLine* committee. It is published quarterly and focuses on three steps, traditions and concepts. The next issue will be on 4, 5, and 6. Jim suggested creating a pamphlet with everything we want to say; we can use pieces for each of the times we publish. Can we lay out our values and what we want to do? It should track what we are going to say at the ABC in April. Marcia suggested using her article to get an outline started. Charlie would be willing to be on that committee also Jim. Bonnie could advise.

Bonnie pointed out that we need to communicate more often than the *ComLine* comes out. Evidently, Bill is looking into that. We have *Mail Chimp* available. The service allows for up to 7 blasts of 1400 emails per month. We would need to coordinate usage. We have email addresses, and

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gather them from people who send enquiries to WSO. They are asked if they would like to give an email address to receive further information.

ComLine does not go out through *Mail Chimp*, and is posted on the WSO website. Debbie mentioned that she has been a member of ACA for over a year and never seen a ComLine publication. It is more than possible that it does not have a wide range of readership if people are not visiting the website. Charlie thinks a lot of members would be interested in a subscription function for the *ComLine*. *Mail Chimp* has a subscribe/unsubscribe function.

NEW BUSINESS

1. What is our process, and what do we intend to have ready in April?

- a. **Who are we answering to?** The committees were formed from ideas of the delegates to the 2016 ABC. The Service Board talked about the growth of our organization, and mentioned a need for our structure to be able to accommodate larger growth in the future. Delegates signed up for areas of interest. The Service Board created the Service Structure Committee as an ad hoc committee, which is usually a one year authorization. We need to report on our work, and ask for authorization to continue with our vision.
- b. **We could write a report that assumes continuation of the ad hoc committee and its work.** During the work meeting of the Service Board in the fall, our information was presented by Bill to the group. A tentative timeline was developed using the process employed by SAA, who did a total rewrite of their organization and documents. The board was enthusiastic about the plans presented, so will probably not object to our continuance.
- c. **We should report to the Service Board before the April ABC.** At the ABC we ask for input from the fellowship and their blessing to continue the work.
- d. **We have information about what we liked in each organization we studied.** It can be found in the minutes of the meeting at which the research was presented. We are also about to start a process of going back through those documents to choose ideas we find interesting in each facet of the report on that group.
- e. **This is a long-term project.** Rather than specifying a particular timeline for the whole project, we could establish benchmarks. As we get to each benchmark, we can establish a timeline for that particular benchmark.
- f. **We are in the process already.** All we need to do is describe it. The grid developed from December's meeting has the following guidelines: basic structure, communication, conferences, international, literature, policy, process, representation, and WSO employees. These are the topics that we were drawn to, and liked about the structures of other fellowships.

2. **Brainstorming:** A change was made in how we went through the research documents. We looked through the documents together and highlighted ideas we were interested in without discussion, just to make a list. The discussion will be held once we get our list ready. We looked through the **Toronto**

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Model and the **Non-Profit** suggestions. It was decided that there was nothing of interest in the **Toronto Model**, and started our list with information from the **Non-Profit** suggestions.

NONPROFITS:

1. The continual renewal of the Board. Through committees and other mentoring devices, the sitting Board encourages the participation of new members and participants rising from the ranks of the organization.
2. Term limits for Board members
3. A closed-term contract with the Executive/Office Manager.
4. Transparency. No secret should stay a secret.

NEXT MEETING: Jan. 30 6PM EST

AGENDA: Brainstorm from SAA, OA, and DA

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