



**Adult Children of Alcoholics®/Dysfunctional Families**

**World Service Organization, Inc.**

February 11, 2017

**ACA WSO Teleconference Meeting Minutes**

**Larry opened the meeting with the Serenity Prayer and the reading of 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.**

**Attendees:** 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; Charlie H., Co-Chair of the Literature Committee and Chair of the Literature Review Subcommittee and member of the Finance Committee.

Absent: Jeffrey F., member of the European and Finance Committees and Chair of the International Literature Subcommittee

**Quorum was established.**

**Guest Introductions:** Kadija (S. Carolina) x3; Pam, Central Coast Intergroup (Arroyo Grande, CA) many; Carole (Greater Western US Region 2) x7; Jean (Ellenbrook, WA) x 1; Erin (PA) x5; Marcia J. (Iowa) x2; Precious Suzie (ACA, PA) many; Colleen (Del Ray Beach, FL) x 9; Judith (So. FL) x many; David (Coconut Grove, FL; Finance Committee); Mona (Chicago) x many; Kay (Santa Cruz) x9; John (Massachusetts) x 4; Mardi M. (ComLine Editor, Montana); Miles (Seeds of Change Group, Belleville, Ontario) x1; Alexia (Germany); Jim (Boca Raton, FL, member of Website & Database Comm.); Robin (Texas); Matt (Fitchburg, WI) x18; Jude (Virginia Beach); Erhard (Germany) x4.

\* Erin (PA) will be presenting the report for Laura- Delegate Training Subcommittee.

\* Thank you, Erhard for the correct spelling.

**MINUTES:**

**Motion brought forward by Secretary, Ines Z. to approve the minutes of the January 14, 2017 ACA WSO Teleconference Meeting.** Ines Z., asked that the minutes be tabled as the transcription service did not provide the minutes on a timely basis.

**Seconded:**

**Decision:** Tabled

**COMMITTEE REPORTS:**

**TREASURER'S REPORT AND FINANCE COMMITTEE (Chair: Mary Jo):** 7th Tradition Contributions are listed in the Repository. There will be an adjustment of \$539.35 that was supposed to be attributed to Intergroup Sales on the P&L Statement. There is an anomaly with PayPal that shows several



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contributions and no indication of where they came from. We usually attribute anonymous contributions to the City and State, or City and Country of origin, or list them as completely anonymous if requested. But we have always had basic information. We will be researching this with PayPal. As always, if there is incorrect information in the list, please send me an email to [treasurer@adultchildren.org](mailto:treasurer@adultchildren.org). The financial statements are as follows: No significant change to the Balance Sheet. Profit and Loss Statement net income for January was \$23,904. Some adjustments will be made due to a merchandise payment being incorrectly attributed as a contribution. Also, over \$9,000 in charges for our 3rd party fulfillment center should have been paid in December and January but were delayed due to internal miscommunication.

\*Majbrit indicated that the contributions that had no information may be coming from the European Committee's website.

**Finance Committee:** Committee members: Jeffrey F. - Prague, David M. - Florida, Charlie H. - Virginia, and Mary Jo L., Treasurer – Illinois, Bill D. / Report read by Mary Jo): Mary Jo reported there were 2 meetings since the last TC. The committee has been working on: meal per diem policy and budget. David has been working on Amazon accounts. Finally, the committee has decided to wait for the Audit results before making changes to the Chart of Accounts.

**LITERATURE COMMITTEE – (Chair: Larry):** Larry introduced the various subcommittees to give their reports. Full committee reports are posted online in the Repository and email [litstaff@adultchildren.org](mailto:litstaff@adultchildren.org) with questions or concerns.

**Robin – Special Worker:** Robin reported that: The Strengthening My Recovery e-book sales for January were 91 books with a total sold of 352 books; Audio BRB sales for January were 106, total sold is 2,072; e-BRB sales for January were 237, total sold is 11,750 e-BRBs. Robin then reported that they are working on getting shipping fulfillment in Great Britain for Amazon UK. Additionally, the Literature Evaluation Committee is still up and running.

**International Literature – Jeffrey:** Jeffrey was not able to be on the call.

**ComLine –Mardi:** Mardi reported that currently they have not received any new articles for the next ComLine to be released on April 1<sup>st</sup>. Research is being done on Susan's suggestion of the 4-page selection for the ComLine for the 2017 ABC. Additionally, the committee is researching pricing for printing an annual 2016 ComLine that would contain all 4 quarters. The Committee is currently looking for an ACA Member that attended the 2016 ABC that would be interested in writing an article about



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their ABC experience. Mardi also reminded everyone, including delegates, that their reports are due by the end of the month, February 28<sup>th</sup>. Mardi requested that listeners encourage their group members to write and submit personal stories of experience, strength, and hope that can be in the form of poems, photographs, and illustrations to be submitted by February 28, 2017 (keep submissions to 250 words or less) along with a release form. The issues theme is "Steps & Traditions 4, 5 and 6. Submissions can be sent to [litstaff@adultchildren.org](mailto:litstaff@adultchildren.org). Mardi closed the report by advising a full report is in the Repository and questions, comments and concerns can be sent to [litstaff@adultchild.org](mailto:litstaff@adultchild.org).

**Literature Evaluation – Charlie:** Charlie reported that the next committee call will be Saturday, February 18<sup>th</sup>; it will mark the debut of Tamara P. as the subcommittee's chair. There will be a total of 7 members: Tamara P, Mary B, Bonnie KM, Mardi L. of the Netherlands, Carole C. of the Greater Western Union and Greg R. from Lone Star Intergroup. The committee's main activity for the month was working with the Delegate's Training Subcommittee on a communication they are putting together for delegates. It has had its final review and is now back with the Delegate's Training Subcommittee to post on their site.

\* Larry mentioned that the WSO is in the process of publishing the Castilian Spanish BRB in electronic format. The committee is also finalizing the International Spanish BRB for printing and delivery to the ABC.

**ACA WSO DC Oversight Committee & Distribution Office-Ines/Mary Jo:** Mary Jo reported that she and Bill visited the Distribution Center in Signal Hill and they are in the process of writing up a report on the items that need to be looked at. One of the items the DCOC is emphasizing with the staff is the need to for written procedures for all tasks; this is currently being worked on. Mary Jo then reported that a temp worker was hired to fill the duties of an employee who is out on medical leave. All in all, there is still a lot to be done and some management needs to be hired and put in place.

\* Larry thanked Mary Jo and Bill for the visiting the Distribution Center.

**ACA Distribution Office –Mary Jo:** As referenced in the DCOC report above.

**MEMBER AND PUBLIC SERVICE (Chair, Bill D.):** Bill reported that the committee is moving on the momentum of the Strategic Planning Session. There are several new initiatives that will be implemented. He suggested a marketing subcommittee, subject to Board approval, targeting outreach to members and public awareness, by implementing outreach programs and enhancing the user experience with WSO digital communications (Mail Chimp, Newsletters, etc., New MPS News Letter). Bill also reported that while in California, he met with a senior marketing manager of a large firm who



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is also a member of ACA, who has agreed to come on to the committee as well as 4 other individuals that have digital, web, email, marketing, and communications backgrounds. The committee will have its first meeting in the next couple of weeks to go through its agenda items such as the digital newsletter, promoting the convention, as well as, putting out the word for the ABC. Please email: [mpschair@adultchildren.org](mailto:mpschair@adultchildren.org) or contact Bill on SLACK for any questions, concerns or comments.

\*Charlie inquired about the name of the possible new subcommittee to which Bill reported that in the old days, it was referred to the as “the Outreach Committee”, we have adopted “MPS Outreach Subcommittee”.

**Special Worker, Denise (Reported by Bill):** Bill reported the December statistics as follows: 500 emails; sent 240 emails; 120 voicemails received and 119 calls returned; international connections with Canada, Netherlands, Poland, South Africa and the UK were made.

**Delegate Training Subcommittee (Laura / Report given by Erin):** Erin reported that the DTS met in January to discuss the upcoming delegate education teleconference workshop in April. Some of the items included: the creation of a delegate education PDF; having a delegate orientation at the opening of the ABC; a survey response report of past delegates from 2014 to 2016 ABC; as well as a delegate buddy system; and the need for a glossary of terms delegates will come across in the delegate binder; and reports they will review prior to coming to the ABC. Additional information will be posted on the Delegate Training Subcommittee page under MPS on the ACA website. Erin suggested checking the delegate page from time to time to review any new or revised documents posted on the Delegate Education page. The Delegate Education PDF is presently called “ACA Delegate, Getting Started” and will be added to the Delegate Education page once all reviews are completed. An agenda for the Delegate Orientation at the ABC is being prepared. It will provide opportunities for questions regarding the OPPM and Bylaws, Concepts and Parliamentary Procedures. Samples of how to give your delegate report back to your group or intergroup will be provided to help close the gap between what occurs at WSO/ABC and the groups’ members. The 2016 Delegate Report was prepared and will be uploaded for view after final edits. A glossary of terms and a Delegate question and answer PDF have also been uploaded to the Delegate Education page. Any questions, comments or concerns can be sent to [dtsc@acawso.org](mailto:dtsc@acawso.org). Finally, Erin asked for a button or banner to be placed at the top of the main page of the ACA/WSO website alongside or underneath the 2017 Annual World Convention Banner to assist the incoming class of delegates.

**Intergroup Liaison-Bonnie:** Bonnie reported the statistics as follows: there had been minimal email traffic at [intergroups@adultchildren.org](mailto:intergroups@adultchildren.org) for the month of January; there were 9 incoming messages generating 5 responses. Most of the traffic was from groups updating listings and one new intergroup. Bonnie mentioned the committee is trying to migrate more of the committee work over to



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SLACK. The committee is still discussing issues with website. As the ABC is approaching the committee has been more focused on work related to the conference. The full report is posted in the Repository.

**Hospitals & Institutions –Bill:** Bill began the report by mentioning that the H & I Subcommittee was still without a chair and if anyone was interested in chairing the subcommittee, to please contact him. Bill further reported that 9 BRB were sent out under the H & I program for January as well as 4 books being sent under BRB Initiative Program around the country and one set sent to South Africa. Please contact [mpschair@adultchildren.org](mailto:mpschair@adultchildren.org) with any questions or concerns.

**Service Structure Ad Hoc Committee (Chair: Marcia J.):** Marcia reported that the committee meet twice in January and once in February. The minutes are posted under Service Structure Minutes in the repository. The committee has finalized their process and set goals for completion by the time of the ABC in April. These goals include: keeping the fellowship informed about committee work, preparing the report to the Board (requested by March) and developing a presentation for the ABC. The committee has reviewed the research document on the structure of the organization and are defining the strengths and weakness of the current structure and how this affects the ability to carry out the mission of ACA currently, and with a projected surge in growth. The next step is to continue reviewing the other research document to identify policies, procedures and structures used by other organizations that might be adapted to make this structure work more efficiently. A plan has been submitted to hold a workshop to be held at the convention and the committee members are awaiting feedback from the Board. Marcia reported there is a new member, Deb S. from California. Charlie has recommended Tamara P. from the Literature Committee. A member from Tennessee is no longer able to serve on the committee due to health reasons. Anyone with questions or who might be interested in helping with the work of this committee can contact us at [mpschair@adultchildren.org](mailto:mpschair@adultchildren.org).

**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). Jim then reported that the website committee will have its next quarterly meeting on February 19, 2017 @ 2pm 2017 (same time and call-in information as today's meeting). Jim reported the following website changes for the month of January: a disclaimer has been added to the "how to" video page regarding YouTube videos; several updates have been made such as the media mail verbiage, update to the ACA usage page, updates to the free literature page and some information on pricing for recovery chips. Jim closed the report by providing the statistics for the month: Visitors to the site – just under 53,500 users sessions with just over 37,400 unique users; over 107,000 page views. The most frequent pages accessed were "The Laundry List", Finding a Meeting, the Literature page and "The Problem"; Traffic: over 82% of users are from the US, followed by the United Kingdom (3.92%), Canada (3.64%), Australia and India.



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\* Larry added that the programmers were able to disable You Tube from offering any suggested videos at the end of the featured video.

\* Ines asked if the disclaimer was related to aligning with the tradition that states, “ACA does not endorse any outside enterprise”. Larry stated that yes, it is to keep in line with the tradition.

\* Bill inquired about how long it would take to have the banner for the ABC and the World Convention enlarged on the home page? Larry indicated it should not take more than a week.

**EUROPEAN COMMITTEE – Majbrit:** Majbrit reported that the report is not yet on the repository as they are waiting for Jeffrey’s report on his trip to the Baltic. Majbrit then informed that there has been contact with Norway and she has been invited to attend their first ACA Convention in June. Additionally, there has been an invitation to Sweden for their convention in the fall. Majbrit has also been in touch with Poland and the UK. The committee had their meeting last Sunday and if anyone is interested in participating in the call, it is every first Saturday at 2:00 Central European Time (8am). Some of the committee discussion was around understanding and explaining the copyright and its importance. Also, “what is considered intellectual property” was discussed. The committee is working on how to provide an explanation of these things to other countries. Majbrit closed by reminding everyone that the committee is still working on printing of literature overseas. Any questions regarding the European Committee or their work can be sent to [eu@acawso.com](mailto:eu@acawso.com).

**OPPM REVIEW COMMITTEE – Mary Jo/Ines:** Mary Jo reported that there are no new updates at this point other than the committee is in the process of making a copy of the revisions that can be handed out at the ABC.

**ABC/AWC Committee: (Bill/Jim R.)**

**2017 ABC/AWC (reported by Bill):** Bill reported that the committee met with the host committee in San Diego the previous Saturday where they reviewed the program; the proposed speakers; workshop presenters and the panel members. They reached a consensus on the final selections and possible suggestions, a draft of which has been sent to the Board for review and conceptual approval. Menu items were discussed and put forward, as well as, a timeline of the World Convention. Consensus was reached on that as well. The final documents will be placed on the [ACAWorldConvention.org](http://ACAWorldConvention.org) website shortly. A link will also be provided in the ABC portion of the repository. Bill reported that the room block had to be increased, as the rooms have been selling out. He reminded everyone if they are planning to stay, they should take advantage of registering soon. There is an overflow of hotels available, but only one or two are within walking distance. The



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committee is looking forward to a significant increase in attendees as the registrations are already ahead of pace from where they were last year for the first Annual World Convention and the 2016 ABC.

**2018 ABC/AWC (Jim):** Jim report that the review of the two finalists (Toronto v. New Castle, UK) was still in process. The goal of having a decision to the Board was missed (today), but the committee is still ahead of the curve. It is anticipated that a recommendation will be ready by next month so the Board can present an outcome at the 2017 ABC.

**Ballot Proposal Committee** (reported by Bill): Bill reported that the committee has not had to meet as the proposals are still being voted on by the groups around the world. To date, there have been about 60 responses and there is a little over two weeks before the deadline of February 28<sup>th</sup>, midnight. Ballot Proposals and voting can both be done online by using the link in the repository under ABC Committee and choosing “get the ballot proposals here” link at the bottom of the welcome letter. You can then go to the voting link at the bottom of the same welcome letter. Again if anyone is interested in the chairing the Ballot Proposal Committee, please contact [ballotprep@adultchildren.org](mailto:ballotprep@adultchildren.org).

**AUDIT COMMITTEE** – Bill: Bill reported that the committee had recommended an independent auditor to the Board which was approved. A letter of engagement was signed and the first audit entry conference was set for last Friday at the WSO office with Bill, an additional Audit Committee member, the Treasurer, Mary Jo and the bookkeeper. The conference was primarily for the auditors to get an overview of the organization and its operations (literature publication and sales, contributions, legal structure). The conference was very productive and the committee has to provide a list of information to the auditors by February 28<sup>th</sup>. The next call with the committee and the auditors will be February 28<sup>th</sup> to layout the fieldwork they will conduct and for the testing of internal controls and policies. The committee is on track to have the audit report to the Board in time to review before the ABC. If anyone has any questions, please email [auditchair@adultchildren.org](mailto:auditchair@adultchildren.org).

\* Larry thanked the committee for its work and reminded that this committee was formed to make sure the organization is acting appropriately for a potential full audit that will come when the organization reaches the \$2,000,000 mark in the future.

**EXECUTIVE COMMITTEE – Majbrit (read by Larry):**

- 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





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customers ordering full box quantities. This adds approximately 11 cents to the cost of each book.

**OLD BUSINESS:**

**NO OLD BUSINESS**

**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**

**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.

**Seconded:** Bill

**Decision:** Motion passes unanimously

- 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.





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**Seconded:** Mary Jo

**Decision:** Motion passes unanimously

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.

**Seconded:** Ines

**Decision:** Motion passes unanimously

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.

**Seconded:** Bill

**Decision:** Motion passes unanimously

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.

\*Mary Jo noted that she did use her personal credit card in this instant as applying for the corporate card is labor intensive due to required documentation.



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\*Ines inquired if the bank that was used during the Strategic Planning Session could facilitate the extension of the Credit Card. Mary Jo said she would check with Chase but Bank of America has been the bank used by the organization to date.

**Seconded:** Charlie

**Decision:** Motion passes unanimously

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.

**Seconded:** Charlie

**Decision:** Motion passes unanimously

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.



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**Seconded:** Mary Jo

**Decision:** Motion passes unanimously

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. (Bill)

**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.

**Seconded:** Charlie

**Decision:** Motion passes unanimously

**This concludes our Agenda. Thank you all very much.**

Any guest comments or questions? (Q = Question / A = Answer / M = Mention)

\*Larry asked Bill to segue into the guest comments as he did a really, good job last month.

Bill: Before taking guest comments, Bill reminded about meeting etiquette and being respectful of other listens as you present your comment. Ines further clarified this is a business meeting and is not appropriate for the sharing of experience, strength and hope or your struggles.

**Summary of guest comments: Guest comments focused primarily on:** **Q.** Carole mentioned that next week at 11:00 Pacific time, there will be phone meeting for the Greater Western US Region, if you need more info you can email [wuregion@gmail.com](mailto:wuregion@gmail.com). **M.** Bill thanked Carole for the great work their Region is doing. **Q.** What is the email address for delegate information? **A.** **Delegate Training email:** [dtsc@acawso.org](mailto:dtsc@acawso.org). **Q.** Is the OPPM being copied and handed out at the ABC and is it possible to get it emailed in advance so it can be discussed with the group? **A.** Mary Jo said it will be provided ahead of time. **Q.** Is there a link on the conference website for people who want to share a room? **A.** It is currently being worked on and information will be provided shortly. **M.** Mardi suggested including what's happening at the ABC as far as the agenda, speakers, etc., it would be appreciated so it can go in the ComLine. **M.** Susan commented it was a good idea and the convention program will be up but not sure about the ABC. **Q.** What is the H & I Committee? **A.** It's a committee called Hospitals and



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Institutions, and it does outreach to hospitals and institutions to see if they are interested in having meetings at their facilities and to introduce ACA. **Q.** How can I reach Bill? **A.** Email at mpschair@adultchildren.org. **M.** Vote for Toronto! **Q.** When will the literature going to be posted for the Delegate Training? **A.** The trifold was turned into a Q & A pdf that will be downloadable from the Delegate Education page of the website shortly. (Instruction was given on how to upload the pdfs to the site). Additionally, you can check the ComLine and email blasts for updates to the site. **Q.** Will the Spanish BRB definitely be out by the convention? Also, need contact information for Kay. **A.** The last section of the Spanish BRB has been received for review and a final should be ready for submission in the next week which will allow for printing by the convention. Susan offered her number at 619-459-8364 for a call from Kay. **Q.** Is there a reason why the recording from Tony A was removed from the website? **A.** There was no copywrite release from Tony A and didn't want risk using someone's intellectual property. **M.** "The Solution" is a very important text and maybe in the future it can be in a more prominent place of the BRB. **M.** Charlie from the Lit. Comm. shares the sentiment and will bring it to the committee to review. **M.** Ines mentioned "the Solution" is also in the workbook and the step workbook. **Q.** How are groups allowed to use the Tony A. steps? **A.** In the BRB it states that groups are allowed to use non-ACA literature as well each group is autonomous again allowing groups to use literature that is outside of ACA publication as long as the meeting overall is consistent with the principles of ACA. **Q.** How do the delegates work in ACA? **A.** A delegate is elected by the group to come to the ABC Conference and represent the groups' conscience. **Q.** What is the plagiarism issue in Germany and what is the solution? **A.** Someone had taken the Yellow Workbook and translated it into German and was circulating and distributing it in Germany with no attribution to ACA/WSO and under another fellowship. All references to ACA were replaced with that fellowship's name. ACA is now trying to work something out with the other fellowship. **Q.** How far are we from Amazon UK? **A.** The setup process is almost done so hopefully very soon.

**Announcements: Larry** - The next ACA WSO Board Teleconference is scheduled **March 11, 2017 at 2:00 p.m. EST.**

An invitation is extended to anyone listening, to join the 3H Club (Hurting, Healing & Helping) Community at WSO. If you would like to join a committee or need any other information, just email.

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

Bill - Motions to adjourn

Charlie - Seconded the motion

Are there any questions or comments about the motion to adjourn the meeting?



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**Motion carried unanimously.**

**Closed the Meeting with the Serenity Prayer**