



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

**Agenda  
Monthly Teleconference  
June 10, 2017  
2:00 p.m. EDT**

**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 Six:** An ACA group ought never endorse, finance or lend the ACA name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.

**B. Roll Call of Board Members:** **Mary Jo L.**, Chair, and Literature Committee Chairperson; **Bill D.**, Treasurer, Finance Committee Chair, Chair of the Audit Committee, Chair of MPS Committee; **Majbrit M.**, European Committee Chair and Vice Chair; **Marcia J**, Secretary, Ad Hoc Service Structure Committee Chair; **Jim R.**, Chair of the ABC Committee; **Jeffrey F.**, member of the European and Finance Committees and Chair of the International Literature Subcommittee; Charlie H., Chair of the Literature Committee and Chair of the Literature Review Subcommittee and member of the Finance Committee; **David McB**, Finance Committee Vice-Chair; **Jim B.** Chair of the Database/Website Committee; **Carole C.** Region 2 Trustee

**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:**

1. **Motion to approve the April 21, 2017 Teleconference Minutes**
2. **Motion to approve the May 13, 2017 Board Meeting**

**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, Bill D.
2. **ACA WSO Literature Committee**, Charlie H., Chair
  - **ComLine** , Mardi
  - **Literature Review Committee**, Charlie H.
  - **International Literature Subcommittee**, Jeffrey F, Chair
3. **ACA WSO DC Oversight Committee and Distribution Office**, Mary Jo L., Bill D.
4. **ACA (MPS) Members and Public Service Committee**, Bill D.
  - **Delegate World Service Training Subcommittee**, Laura L.
  - **Hospitals & Institutions Subcommittee**, Kurt S.
  - **Intergroup Liaison Subcommittee**, Bonnie KM
  - **Virtual Meetings Subcommittee**, David McB
5. **Service Structure Ad Hoc Committee**, Marcia J.
6. **ACA Website/Database Committee**, Jim B.
7. **European Committee**, Majbrit M.
8. **OPPM Review Committee**, Mary Jo L.
9. **ABC Committee**, Jim R.
  - **Ballot Proposal Committee** Jim R.
  - **2018 ABC/AWC Committee**, Susan C.
10. **Audit Committee**, Bill D.
11. **Executive Committee**, Majbrit M.

## G. Old Business

### 1. Title: Signers for bank accounts.

**Board Goal:** Transition/Hand-off

**Date:** May 26, 2017

**Members Present:** Jim B., Carole C., Bill D., Jeffrey F., David McB, Marcia J. Mary Jo L.

**Members Absent:** Majbrit M. Charlie H.

**Vote:** Passed

**Amended Motion:** (Mary Jo L) That the Board Secretary prepare and sign the appropriate documentation to show that Bill D., the WSO Treasurer, is to be added to the WSO bank accounts as a signer, that Larry A., former Board Chairperson also known in some bank documentation as Board President, and that Inez Z., former Board Secretary are both to be removed from our accounts, and that Mary Jo L. be changed from Treasurer to Board Chairperson/President.

**Background:** This is a routine motion meant to ensure that the Board Treasurer and the Board Chair are the signers on all WSO bank accounts. The new Board Chair, Mary Jo L., is already a signer on all accounts and will remain so.

## H. New Business

### 1. Read into the Record: Working Session motions (May 25 and June 8)

These motions are being read into the record as they were voted on during a working session or strategic planning meeting of the Board.

#### o Title: Creation of a Standing Subcommittee on Archives and ACA History

**Board Goal:** Identify Membership Needs

**Date:** June 8, 2017

**Members Present:** Marcia J. Majbrit M. Mary Jo L. Carole C. Tammie G. Bill D. David McB Charlie H. Jim B.

**Members Absent:**

**Vote:** Passed

**Motion:** (Charlie H.) That the board authorize creation of a new Standing Subcommittee on Archives and ACA History, to function under the auspices of the Literature Committee.

**Background:** Since 2015, the Literature Committee has been tasked with creating a literature project based on archives and oral history interviews, but no one is assigned with indexing ACA archives or conducting the required interviews. This subcommittee would preserve and index essential portions of ACA history, and oversee oral histories in the U.S. and overseas, to make ACA's history available to the fellowship, through new literature and other means.

#### o Title: Payment of auditor's overrun invoice.

**Board Goal:** Financial

**Date:** June 8, 2017

**Members Present:** Marcia J. Majbrit M. Mary Jo L. Carole C. Tammie G. Bill D. David McB Charlie H. Jim B.

**Members Absent:**

**Vote:** Unanimous

**Motion: (Bill D.)** That we accept the negotiated price for cost overruns in the audit completed this year and pay the invoice.

**Background:** An audit was done on the financials of our organization for the first time this year. The agreed upon price for work completed within a range of hours has been paid to the Auditors. There was missing information and delays on the part of ACA. The company gave us a cost for time overruns, but did not tell us when we started to accrue that charge, which was \$13,000.00. Because of their failure to notify our organization at the time cost began to overrun, the amount was negotiated down to \$5,000.00. That invoice is now due.

2. **Read into the Record: Specific Concurrences** These motions are being read into the record as they were voted on by specific concurrence during the time period from May 14, 2017 to June 9, 2017.

○ **Title: Reimbursement of Reasonable Expenses for new Board members.**

**Board Goal:** Transition of new Board Members

**Date:**

**Members Present:**

**Members Absent:**

**Vote:**

**Motion:** (Mary Jo L.) To approve reimbursement of reasonable expenses (travel, lodging and meals) for new Board members who are brought onto the Board during an ABC.

**Background:** There is currently no written policy that covers this type of reimbursement. Situations of this type have historically been handled on a case-by-case basis and not administered consistently.

○ **Title: Payment for Finnish Yellow Workbook.**

**Board Goal:** Local Language Printing and Distribution

**Date:** June 8, 2017

**Members Present:** David McB, Marcia J, Jim B., Mary Jo L., Majbrit M., Jeffrey F., Carole C.

**Members Absent:** Charlie H., Tammie G.

**Vote:** Passed

**Motion:** (Jeffrey F.) That the Board gives its specific concurrence to approve paying the printer in Latvia (EUR 2,125) to print and deliver 500 copies of the Finnish Yellow Workbook in Finland.

**Background:** The Finns have already ordered and paid (about 6 weeks ago) for these books in accordance with the International Literature Policy for printing and distributing books outside North America. This is time sensitive and we don't want to lose our position in the print job order so please concur soonest.

○ **Title: Hiring of Employment Attorney**

**Board Goal:** Hiring General Manager

**Date:** May 15

**Members Present:** Mary Jo L. David McB Charlie H. Jim B. Marcia J. Majbrit M. Jeffrey F.

**Members Absent:**

**Vote:** Passed

**Motion:** (Mary Jo L.) Due to the complicated employment laws in the State of California, this motion asks for the approval to hire an employment attorney to review the agreement created for the new General Manager. The non-profit quote received is \$300 per hour. This is expected to take up to two hours of time, although it could take up to five hours if there are significant flaws in the agreement, which the Board does not expect there to be.

**Background:** To ensure that the proposed agreement is drafted properly, it is prudent to hire an employment attorney in the State of California. This document can then be used as a template in the future when WSO hires key personnel in other positions.

○ **Title: Adding 3 holidays for employees**

**Board Goal:** Management

**Date:** May 28

**Members Present:** Mary Jo L. David McB Charlie H. Jim B. Marcia J. Majbrit M. Jeffrey F.

**Members Absent:**

**Vote:** Passed

**Motion:** (Mary Jo L.) Request concurrence to give the ACA WSO Staff an additional three paid holidays - Memorial Day, Fourth of July and Labor Day, which will bring the total to six paid holidays. (DCOC)

**Background:** The Board added the original three paid holidays in November 2014 (Thanksgiving, Christmas and New Years). The DCOC feels it's now appropriate to offer the Staff the remaining three general US holidays as paid time off.

**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. We remind everyone that this is a business meeting. The Board may mute participants who are not addressing business. We recommend that participants, who need support with issues or concerns, contact a board member or committee chair.

**Announcements:**

The next ACA WSO Board Teleconference is scheduled July 8, 2017 at 2:00 p.m. EDT.

**Close with the Serenity Prayer**