



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

Minutes
Monthly Teleconference
May 13, 2017
2:00 p.m. EDT

A. Call to Order:

Board Chairperson, Mary Jo L., opened the meeting with the Serenity Prayer and the reading of

Tradition Five: Each group has but one primary purpose: to carry its message to the adult child who still suffers.

B. Roll Call of Board Members: **Mary Jo L.**, Board Chair, Co-Chair of the DCOC and Chair of the OPPM Committee; **Bill D.**, Board Treasurer and Chair of the Finance Committee, Audit Committee, and MPS, and Co-Chair of the DCOC; **Majbrit M.**, Board Vice Chair and European Committee Chair; **Jeffrey F.**, European Committee Finance Chair and Chair of the International Literature Subcommittee; **Charlie H.**, Chair of the Literature Committee; **David McB.**, Finance Committee Vice-Chair

Board members absent: **Jim B.**, Chair of the Website and Database Committee, and **Marcia J.**, Board Secretary, Chair of the Service Structure Committee, OPPM Review Committee

C. Establish Quorum

D. Guests Introductions: Rene H., CA (1); Pam M., CCAIG (5+); Laura L. SoCal (5+); Kurt A. San Diego (1); Barbara, NY099 (1); Mike, NY099 (2); Denise, AK (2); Jim R., Brooklyn, Chair ABC Committee (5+); Susie, Toronto, CAN (1); Brody, CA Chair Delegate Training (1); Bonnie TX LoneStar (5+); Robin; Jude; Matt; John P.; Melanie; Barbara M.; Kay Santa Cruz; Mardi ComLine; Kathe U.; Mikkel L., Denmark; P Goslin; Bob H.; Denis Moscow; Susan; Sarah O.;

E. Minutes:

1. **Motion to approve the April 7, 2017 Teleconference Minutes, which are available in the Repository: (Mary Jo L.)** Seconded by Charlie H. Passed unanimously.

2nd: Charlie Passed unanimously

2. **Motion to approve the April 21, 2017 Board Meeting Minutes.** Tabled

F. Committee Reports: (Generally we provide up to 5 minutes for each report.)

1. Treasurer's Report and Finance Committee—Treasurer, Bill D.

Bill D. introduced himself as the Treasurer of WSO for the 2017-2018 term. He then presented the financial statements for the month of April 2017, which had been reviewed by the Finance Committee for accuracy.

The following documents are attached as an Appendix to these minutes:

- **7th Tradition Donations** = \$5,024.44
- **Profit and Loss Statement** = Net Income of -\$7,485.00
- **Balance Sheet** = TOTAL LIABILITIES & EQUITY \$688,036.00

Finance Committee Report—Chair, Bill D.

Committee members:

David M—Vice Chair

Jeffrey F.

Charlie H.

Mary Jo L—*ex-officio* as Board Chair.

- The Finance Committee met and reviewed the April financial statements in detail.
- The committee also discussed Amazon online sales and were updated on the ongoing Amazon UK verification process. We hope we are in the final days of this process having responded to all of the verification team's requests.

2. Literature Committee—Chair, Charlie H.

- The committee will be re-prioritizing the literature queue based on motions passed at the ABC. They noted the desire for the *Acting as Your Own Loving Parent* book as well as changes in the concepts about sponsorship that may require some changes in the BRB as well
- The desire to incorporate the 12 Steps of Tony A., while currently impossible because of copyright was a real desire of many in the fellowship. Charlie will work with Brody to start conceptualizing what might be done should we ever get the copyright.
- There is a real need for volunteers to do the work of this committee. Please email litstaff@adultchildren.org if you have talents to share.
- The committee considers the publication of the Spanish BRB as their biggest news in the last ten years because of the number of Spanish-speakers worldwide. This will allow our program to flourish among them.

- The speaker who was unable to come to the meeting in April will be at the next quarterly meeting to be held on July 13 from 10 AM – 11 AM EDT. This is a Thursday, but the meeting has **been moved from its regular day to accommodate the speaker. All are welcome.**
- The next group of ComLine articles should reflect all things 7, 8, and 9.
- The monthly report with all the news of this committee has been posted on the Repository.

3. Distribution Center Oversight Committee (DCOC), Bill D.

- The physical move of the Signal Hill office will occur on May 23-25, 2017. Staff are currently moving some things that are not needed on a daily basis.
- The DCOC will be offline for three days (May 23-25) while the technology is moved, set up properly, tested, and updated.
- All utility transfers have been arranged. We have acquired all the proper business licenses. Authorities have been informed as required.
- Contractors have been engaged to get the location ready. Pallet racks have been installed that will greatly increase our ability to have more literature on-hand at the site.
- An alarm system has been added because the office is now backs up to an alley as opposed to being right on the street. We need to protect our personnel and our merchandise.
- The sales figures available do not look accurate, and Mary Jo would like to double-check them before presenting them.
- We now have 1723 meetings registered which is up 10 from last month. We have added 3 new Intergroups, bringing our total to 73.

4. MPS (Members and Public Service Committee), Bill D.

- The activities of the committee have exploded since the ABC. People are motivated. Statistics are showing that this is the best year ever for MPS.
- Carole G. our new Regional Representative to the Board of Trustees, volunteered to co-chair the MPS Committee.
- A member who is also a therapist from South Florida made a presentation about ACA to her peers at a conference in St. Petersburg, FL. She incorporated two of our brochures and also set up a display.
- A therapist will be presenting information next month at two Native American reservations in Arizona.
- Laura L. is starting a focus group to reach out to people in South Africa.

Delegate Training Subcommittee

- Brody F. has stepped up to chair this committee. He thanked Laura L. for the hard work that made our delegates this year the best educated ever!
- Has made contact with Erin and Jim R. to start conversations that will allow the committee to build on what has already been done.

Hospitals & Institutions Subcommittee

- Kurt S. has volunteered to chair this committee. He has received materials from Bill, and one of the letters of thanks really set his purpose to serve on this committee.
- During the next 10 months, Kurt would like to develop best practices for service to Hospitals and Institutions. He has started by researching AA's program. Much of their H & I outreach coordinates with Alanon. Why not ACA?
- Kurt hopes to encourage collaboration and cooperation with groups who are already established with institutions.

Intergroup Liaison Subcommittee, Bonnie K-M

- Bonnie talked to many interested in Intergroups at the ABC. Word of the discount on books is getting out.
- There are three new Intergroups: One each in Finland, Belarus, and South Nevada.
- The goals for the near future are to improve the listing of registration and the accuracy of the contact information for Intergroups.

5. Service Structure Ad Hoc Committee—Chair, Marcia J. *Report read by Mary Jo L. in Marcia's absence.* The Service Structure Committee met twice in April. We discussed and crafted our presentation to the ABC. The order of presentation and roles of committee members were discussed and a visual projection was created.

We presented on the first morning of the ABC, and people were interested and involved. Our presentation included the purpose of our committee, a short history of our activities, and information about current ACA structure. The delegates were given 10 or 15 minutes to respond in small group conversations to some discussion prompts that will help our committee move forward, and shared their ideas at the end of the period.

It is our opinion that this presentation was very helpful to delegates as we presented our committee report later that same day.

Several delegates indicated an interest in participation on the committee, which will be working to define roles, policies and procedures having to do with Regions this year.

6. Website and Database Committee—Chair, Jim B. not present. The following report is archived in the Repository:

The Database and Website Committee meets quarterly. The next meeting will be held the third Saturday in May on the 20th 2017 at 2pm.

The following are activities of this committee since April:

- Attended an amazing ABC and felt the energy of the ACA Family, welcomed people interested in helping the website committee.
- Helped resolve issues with Shipping codes being different between Ware Pak and the shopping cart
- Implemented a Max weight for Media Mail shipping to reduce problems that occur with large orders
- Verified FTP access to our web servers to help upload files
- Removed the new Releases section of the Shopping Cart as people were seeing the Spanish Big Red Book first and buying it by mistake.
- Setup new Board members on the repository and project management site

Monthly trends for users accessing the adultchildren.org website for April:

- 51,735 User Sessions in April down from 57,036 in March
- 36,463 Unique users down from 40,369
- 104,772 page views, down from 115,044
- The bounce rate (users leaving the site immediately) was 63.46%, down from 63.46%

Pages accessed the most often:

- ***Laundry List*** – 20,480 views, 19.55% of the total page views
- **Find a meeting** – 8,027 views (7.66%)
- **Find a meeting Search results** 5,318 views (5.08%)
- **Literature** – 4,276 (4.08%)
- ***The Problem*** – 3,744 views (3.57%)

Users continue to come from across the globe with the top 5 session counts from

- United States – 83%
- Canada – 3.9%
- United Kingdom – 3.5%

- Australia – 1.6%
- India– 0.6%

7. European Committee—Chair, Majbrit M.

- Report tabled until the next meeting.
- Norwegians are putting on their third ACA Day in June.

8. OPPM Review Committee, Mary Jo L.

- People volunteered for this committee at the ABC. Mary Jo has invited them to a new Slack channel dedicated to this task.
- This committee will interface with the Service Structure Committee. We are currently in conversation about how to approach this task.

9. ABC Committee, Jim R.

- Jim expressed gratitude for all who worked to make the ABC in April a great event.
- Jim, Sue B., and Miles had a call on May 3 to talk about choosing a proper venue for the 2018 ABC in Toronto, Canada. Taken into consideration will be the cost and the ability to serve the correct number of people. There are currently two venues that are being considered with the help of a professional.
- Bill D. was instrumental in sharing Florida’s experience and information this year, and the committee hopes to use him as a resource for the 2018 ABC as well.
- The time seems right for new literature that is addressing the topic of Becoming Your Own Loving Parent, which is the theme for 2018.
- Next steps for this committee:
 - **A survey** to be sent to current and former members to assess their interest, and at what level, in continuing involvement with this committee.
 - **A calendar** of actions taken and “to be” taken which can evolve into a guidebook for others who plan future ABCs.
 - **The Delegate binder:** Some documents within the binder are stable and could be prepared right now so there is no last minute rush. Simplification of the binder is a goal. Training materials could be in a separate handbook to avoid the confusing system of numbering that was necessary this year. Materials from the Service Structure Committee may need to be a permanent part of the binder for a few years. Jim would also like a history of motions passed at previous ABCs and the status of those requests as part of the Delegate Binder.

Ballot Proposal Sub-Committee Jim R.

The committee is now under the ABC Committee umbrella. Policies for creating good ballots and for submission need to be a part of the Delegate Binder.

2017 ABC/AWC Sub-Committee, Susan C.

Susan B. congratulated the new board members ratified at the April ABC. She thanked all who stepped forward to make this year's ABC a success. There were a total of 370 participants in the convention, of which 70 were walk-ins. Delegate totals were around 90. There were great break-out sessions such as *The Spoken Word* with Beryl V. and *The ACA Couple* with Charlie H. and Robin. Susan foresees a doubling of participation next year, which will possibly bring with it more ballots for consideration and the necessity of more time for discussion. She and her committee are willing to be a resource for Miles and Sue B. Charlie H. expressed thanks on the part of the board to the committee in San Diego.

2018 ABC/AWC Sub-Committee, Jim R.5

Sue B. thanked the board for choosing Toronto, Canada for the 2018 ABC/AWC and all the support coming from the ABC Committee. They are looking for a facility that will be both physically and financially accessible. At present they need to move quickly because venues in Toronto are in demand. They will be putting together a financial statement and working with their professional to bring things about.

2019 ABC/AWC Sub-Committee, Jim R.

Although the ABC sub-committee is now focused on Toronto, there is a need to select the location for the 2019 ABC in Europe so that work can begin. The question of whether the ABC and the AWC will dovetail at that event needs to be clarified. To that end, Jim R. recommends that a motion be made directing the Board of Trustees to choose whether the 2019 AWC will be hosted by the 2019 European ABC Sub-Committee or held separately.

10. Audit Committee—Chair, Bill D.

- The first ever WSO financial audit is progressing as reported at the Annual Business Conference Meeting, held April 20-21, in San Diego.
- The auditors are completing their 2nd drafts of the audited financial statements and management letter.
- We have already reviewed and commented on the 1st draft of the financial statements and should have the 2nd draft by the target date of 5/15.

Once that draft has been reviewed by the Board of Trustees and the Audit Committee, it will be returned with any comment to the auditors to be put into the final draft of the report and management letter by the end of the month.

As the new treasurer, Bill D. cannot continue in his role as Chair of the Audit Committee. He is hoping members of the current Audit Committee will either select an individual from their ranks, or recruit someone with extensive background in accounting to take over this responsibility after the audit is delivered.

Since there is no Audit Committee activity currently for the same fiscal year Bill D. is serving as Treasurer, there is no conflict of interest at this time. That will change after the final audit report is delivered, at which time he will leave the auditing committee.

11. Executive Committee, Majbrit M.

- Approved the purchase of 10 new email accounts at a cost of \$301.39 for 2 years.
- Approved the purchase of approximately \$1,100 worth of tri-folds.
- Approve the purchase of 500 each of the one and two year medallions at a cost of approximately \$700 with shipping, to be packaged in rolls of 10s instead of 25s at a cost of 4 cents per package.

G. Old Business:

None

H. Read into the Record: The following motions are being read into the record as they were voted on during a working session or strategic planning meeting of the Board.

From the Board of Trustees Working Session of April 13, 2017 at which the following members were present: Larry A., Mary Jo L., Majbrit M., Ines Z., Bill D., Jeffrey F., Charlie H.

1. Motion: Interim Guidance on New Regional Service Bodies: WSO adopts the following interim guidance on new regional service bodies:

- a. ACA World Service Organization reaffirms its historical commitment to the formation of regional service entities as important channels for improving service to the fellowship, and for increasing connections between groups, Intergroups, and the WSO.
- b. The WSO board authorizes an expedited review by the Service Structure Committee of all policies governing regional formation and representation, with a goal of proposing clearly written mechanisms for regional structures that are stable yet flexible, and predictable yet equitable.
- c. The WSO board recognizes that an existing map defining ACA Regions must be updated, since it was drawn more than 25 years ago, before the WSO had its own literature in English or foreign translated versions. It therefore authorizes the Service Structure Ad Hoc Committee to propose a new Region map that reflects ACA's changing global membership patterns.
- d. In the interim, until a new map is adopted, Regions seeking registration and a seat on the WSO Board should follow the existing WSO regional map (attached to this motion). To ensure a proposed region has a meaningful linkage to the fellowship, a new region may be asked to demonstrate significant participation by intergroups and groups in its designated area. Also, in keeping with BRB pages 604-605, new regions should present written service plans designed to benefit members in their geographical area.
- e. Regional Service Committees, which are not eligible for a seat on the Board, may register and form according to their own group conscience and needs, and do not need to conform to the Region map.

- f. WSO commits to adopting clear, consistent written criteria for board eligibility, so that all service bodies and all members of the world fellowship can prepare themselves to seek WSO volunteer and board service opportunities. These criteria, which include WSO service needs and best practices, will be incorporated into the OPPM, to guide service bodies and WSO in nominating and selecting trustees.
- g. Until a broad service structure revision devises new policies governing regional service entities, a Region that has registered with WSO, and been ratified by the board, may nominate a candidate for the board of trustees to vet and consider in a timely manner, using OPPM board eligibility criteria.
- h. These steps are interim in nature. Potentially significant adjustments, including borders for Regions, may be required when WSO adopts long-term changes to ACA's service structure. Such changes could include provisions for professional management and staff to take over much of the day-to-day operations currently managed by the Board.

Background: In March 2017, the WSO Board of Trustees asked the Service Structure Ad Hoc Committee to recommend interim guidelines for recognizing newly formed ACA regional service bodies. The request was made in recognition that one new Region has formed, and others are being explored, at a time when WSO's policies governing regional service bodies need updating and clarification.

The board motion is an amended version of the Service Structure Ad Hoc Committee's recommendations, and lays out interim WSO policies on regional service entities, until the ACA fellowship and WSO board can devise and approve a long-term map and policies governing regional entities.

Note: *The map referenced in Point 4 is available at this link:*

https://acawso.slack.com/files/billd/F4V4C005D/aca_region_map.pdf

Motion approved unanimously

2. Motion: Interim Guidance on New Regional Service Bodies:

WSO accepts the application of the Greater Western US Region to register as WSO Region 2; further, WSO invites Regions 2 to submit a nominee for WSO board trustee, and commits to review and vote on that nomination within 60 days of submission, using OPPM board eligibility criteria; finally, in keeping with a separate motion on ACA regions approved April 13, 2017, WSO affirms that policies governing Region 2, including its boundaries, may be adjusted when the ACA fellowship and board determine a long-term map and other policies governing ACA regions.

Background: The Greater Western US Region registered as Region 2 in 2016. This motion, approved April 13, 2017, is intended to define Region 2's status during an interim period, as outlined in a separate April 13 motion on regional service bodies, while WSO updates and clarifies its map and policies governing regional entities.

Motion passed unanimously

From the Board of Trustees Working Session of May 11, 2017 at which the following members were present: David McB. Mary Jo L., Majbrit M., Marcia J., Bill D., Jeffrey F., Charlie H., Carole C.

1. **Motion:** 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, and that Larry A. is to be removed as a signer from all accounts. (Mary Jo)

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

Motion passed unanimously

I. New Business

1. **Motion:** Hire a parliamentarian @ \$600 for Friday ballot voting at the ABC. (Mary Jo L.)

Background: Because of the number of participants expected to be present and the large number of initiatives that need to be discussed, it's important to have an objective party to help ensure that protocols are followed so everything gets done.

2nd: Carole C. **Vote:** Passed unanimously

Discussion: David McB expressed his gratitude for the presence of the parliamentarian to help keep the ABC moving efficiently.

2. **Motion:** That the Board validate on the record its Specific Concurrence to approve paying for five GM candidates (G.Z., T.B., T.G., S.M., J.B.) to travel to and attend the 2017 ABC/AWC in San Diego from Thursday 20 April until Sunday 23 April inclusive. Included in these costs are relevant but prudent travel expenses. (Jeffrey F.)

Background: The ABC/AWC is "the" annual event of the year for our fellowship and gives the best exposure to GM candidates regarding their role, who they would serve and why. This will also allow the full Board to conduct very efficient face-to-face interviews with each candidate at a day and time most convenient to their schedule.

2nd: Bill D. **Vote:** Passed unanimously

Discussion: None

3. **Motion:** Authorize WSO to cover the approximately \$640 cost of the guest room that the host committee used throughout the convention as a storage room and office to do the behind the scenes work for the ABC AWC that could not be done at the registration. (Bill D.)

Background: The San Diego Host Committee did not have a dedicated private space to do the behind the scenes work required to facilitate the ABC and AWC. Susan C reserved a room that was primarily used by the committee for storage of items that could not be left at the tables at night as well as a

space for the IT person to run reports and work on the database that kept track of all the meals and other registration information. They also used it as a sleeping / resting accommodation as they were both on site from before 7am until late each day. They should not have to pay for the room out of their pockets as this work was part of the work required to run the event.

2nd: David McB. **Vote:** Passed unanimously

Discussion: None.

4. **Motion:** To price our literature as follows in Pounds for Amazon UK: BRB - both h/c and s/c: 20; LLWB and h/c Meditation book - 16; YWBK and s/c Med book - 14. (Finance Committee)

Background: We are about to go live on Amazon UK. Prices reflect what we expect to be the normal shipping charges, although we won't know that for certain until we send another shipment. We aren't basing shipping charges now on the cost of the first shipment of books because it was expedited as an accommodation to the European community and shipped by air at a greater cost in anticipation of being able to get our sales up and running in a very short time. Unfortunately, that didn't happen because of a lot of red tape that we ran into.

2nd: Jeffrey F. **Vote:** Passed unanimously

Discussion: None.

5. **Motion:** To seek board approval close down the office from May 23rd through May 25th to facilitate the move to the new office. Also to advertise the office will be closed those days on the front page of the website and wherever else is appropriate. (Bill D.)

Background: The office is scheduled to be moved between the dates of May 23rd to May 25th with some things being moved sooner as is possible. The plan is to have it done much sooner than three days, but with telecommunications and internet being a big part of our office operation we are at the mercy of those entities. If all goes smoothly and the services are transferred efficiently and everything is up and running sooner than 3 days, the office will reopen right away. This gives us a cushion to get the move completed without the customers and membership expecting to reach us.

2nd: Charlie H. **Vote:** Passed unanimously

Discussion: None.

6. **Motion:** To authorize Bill D to travel to Signal Hill May 22nd through May 26th to oversee the office relocation. The expected cost of this will be 1,450 including airfare, hotel, per diem, and rental car. Market rates for economy class airfare and 3 star, not 4 or 5 star hotels. Probably 300 to 500 for roundtrip ticket (higher the closer the date gets) and about 150 per night for hotel including state and local taxes. Per Diem for meals is 51 dollars per day. (Bill D.)

Background: There is a lot of work that is scheduled to occur during those days by outside vendors such as movers, 2 telecommunications vendors, internet, and local area network, relocating building signage, loading and unloading the public storage unit, security cameras relocated and repositioned,

alarm system, cleaning company, and dealing with city business licenses. This is too much work for the staff we have at Signal Hill to take on and perform while also being part of the move process.

2nd: David McB. **Vote:** Passed unanimously

Discussion: Charlie thanked those who are working so hard to get this move done.

7. **Motion:** To authorize Jim B to travel to Signal Hill for two days and oversee the IT needs of the move. The expected cost of this will be \$900 including airfare, hotel, and per diem. No car is needed. Market rates for economy class airfare and 3 star, not 4 or 5 star hotels. Probably 300 to 500 for roundtrip ticket (higher the closer the date gets) and about 150 per night for hotel including state and local taxes. Per Diem for meals is 51 dollars per day. (Bill D.)

Background: The office Local Area Network and computer systems will be taken down and moved to the new warehouse space on the 23rd. New cabling will need to be run to the new locations for the workstations which will not be side by side any longer. One will be located near the warehouse for printing shipping labels and the other will be in the large office. The network router will need to be connected to the internet and all functions tested before re-opening the office for business. We will also need to purchase and install a phone system with an intercom so that the workers can communicate without walking back and forth through the space. Jim can do this work and also assess the WSO computers for proper back up and antivirus software. He can install a LAN cable for the GM's office as well even if a computer is not purchased at this point.

2nd: Jeffrey F. **Vote:** Passed unanimously

Discussion: None.

8. **Motion:** To purchase a 24 month burglar alarm contract with ADT for 39.99 per month. (Bill D.)
Background: Another vendor was contacted that services the office park and their price was 49.99 per month. The contract would include free installation and monthly monitoring. The equipment would include 3 motion sensors, door alarm for 4 regular entry doors, alarm for 2 roll up warehouse doors and a keypad. We feel the street exposure of the old office prohibited anyone from thinking about breaking in. Our new space backs up to an alley that cannot be seen from the street and could be a target for thieves or vandals. An alarm system would also be beneficial to Gloria who works there alone at night in that she could have a wireless alarm key chain FOB that could serve as a panic button.

2nd: Carole C. **Vote:** Passed unanimously

Discussion: Mary Jo L. is happy that the personnel who work late will have a measure of protection.

9. **Motion:** That the board approve the purchase and installation of pallet racks in the new warehouse space at a cost of approximately \$2,000. (Bill D.)

Background: By installing pallet racks versus sitting all pallets on the floor we will gain 12 pallet spaces on one side and 10 pallet positions on the other side. We had about 24 pallet positions in our existing space. In addition to the 22 rack pallet spaces this would give us, we will have 11 spaces on the floor under the racks and can place up to 2 rows of pallets on the floor in front of the racks. This would allow us to order larger quantities of books to get a better price and store them more efficiently.

2nd: Charlie H. **Vote:** Passed unanimously

Discussion: None.

10. **Motion:** That the board validate on the record its Specific Concurrence to insert a button on the adultchildren.org website with a link programmed to open a signup page that will allow members to sign up to receive e-mails and newsletters from WSO. (Bill)

Background: The email/newsletter button proposal originated as a result of drilling down into the Strategic Plan section titled Key Focus Area: Member Services / Service Structure, the stated Goal: Member Outreach, and the Action Item: “Groups – MPS Outreach Newsletter”. In order to reach the broader membership other than the meeting contacts, we need an ethical way to collect email addresses and build a member contact list.

2nd: Carole C. **Vote:** Passed unanimously

Discussion: Charlie H. asked to have the motion amended to include the **ComLine**, which is a spiritual tool for the fellowship. Bill D. said the database will be separate from the one that records our membership. It will be available to committees within the organization and the **ComLine** is already included.

11. **Motion:** When partnering with a local group in a foreign country to produce (translate/print/sell/distribute) non-English language literature for their local fellowship and in their own language, basic contact information (web site, email address and/or telephone number as appropriate) for this foreign group/fellowship should be added to the foreign language publication in consultation with the Literature Committee and their designer. (Jeffrey)

Background: This basic addition to all applicable foreign language literature is done to encourage more contacts and service opportunities. For non-English speaking fellowships with their own translated literature, this also makes it easier for local members of their fellowship to take action regarding corrections to the translated text or get involved with future translations.

2nd: Majbrit M. **Vote:** Passed unanimously

Discussion: None.

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 should contact a board member or committee chair.

1. **Miles:** Noticed the financial figures in all the reports. Would like to see an indication whether those are US or Canadian dollars for use by the next ABC/AWC.
2. **Bonnie K-M:** Would like a published breakdown of costs and revenue for the ABC/AWC that indicates expenditures and revenue for both WSO and the San Diego Committee. Bill D. said all the information

was not yet in, but that he would make that available in a separate document once he has the information.

3. **Denis:** Thank you for broadcasting the ABC proceedings allowing members in Moscow, Russia to follow the proceedings. Also thanked Jeffrey for his motion to add contact information for those who helped translate literature at the local level. He wants to put Russian contacts on Russian books in order to collect feedback.
4. **Barbara NY080:** Would like to volunteer for the Literature Committee and thought she had at the ABC. She has not heard anything since then. Charlie mentioned that he is just getting to the place where he was contacting people on the list, and is ready to send out invitations.
5. **Mike NY099:** Has there been any consideration of changing the ABC from a two to a three day event? It would allow for six hour as opposed to nine hour days. Mary Jo L. said it can be considered.
6. **Mikkel:** Thanked the ABC Committee and the Board for a wonderful ABC. Bill D. said it was wonderful to see him there.
7. **Matt K.:** His group presented a day-long workshop using *Ready! Set! Go!* They added an eighth topic to the day called *Becoming Your Own Loving Parent*. He is touched by the theme for the Toronto ABC/AWC. Charlie asked for his contact info at litstaff@adultchildren.org
8. **Sarah O. GNYIG:** Wants to be added to the literature committee, especially interested in working on the reparenting literature. Charlie asked her to send her contact information to litstaff@adultchildren.org Another issue is difficulty in communication with the Intergroup sub-committee. She has tried to get information updated. She has also sent events to be listed and that did not happen. Bonnie K-M responded that she edits events. She has just looked through her email and cannot find an event from Sarah's group. She asked Sarah to email her at intergroups@adultchildren.org for the best chance of Bonnie receiving it. Mail arriving in that account is forwarded to Bonnie. The Intergroup listing goes through the Database/Website Committee. Mary Jo said the board is aware of breaks in communication involving the website. The issue is being worked on.
9. **Don NE Conference:** What is the lead time to expect updates to contact information? Mary Jo said it is usually one to two weeks. If there is a delay, contact us again. Gloria has been busy working on the ABC/AWC and may be behind. The contact received by Gloria should include the email address.

Announcements:

The next ACA WSO Board Teleconference is scheduled June 10, 2017 at 2:00 p.m. EDT.

Motion to Adjourn: David McB **2nd:** Bill D. **Vote:** Passed unanimously

Mary Jo closed the meeting with the ACA Serenity Prayer