



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

**Agenda**  
**Monthly Teleconference**  
**August 12, 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:**

1. **Open with the Serenity Prayer**
2. **Tradition Eight:** Adult Children of Alcoholics should remain forever non-professional, but our service centers may employ special workers.

**B. Roll Call of Board Members:**

**C. Establish Quorum**

**D. Guest Introductions**

**E. Minutes:**

1. **Motion to approve the July 8, 2017 Teleconference Minutes** (Marcia J.)

**Second:**

**Abstain:**

**Decision:**

**F. Committee Reports:**

1. **ACA WSO Treasurer's Report**, Finance Committee Vice-Chair David McB.
2. **Finance Committee**, Finance Committee Vice-Chair David McB.
3. **Literature Committee**, Charlie H.
4. **DC Oversight Committee**, Mary Jo L.
5. **Distribution Office**, Tammie G.
6. **Members and Public Service Committee (MPS)**, Carole C.
  - **Delegate World Service Training Subcommittee**, Brody F.
  - **Hospitals & Institutions Subcommittee**
  - **Intergroup Liaison Subcommittee**, Bonnie KM

- **Virtual Meetings Subcommittee**, David McB

7. **Service Structure Ad Hoc Committee**, Marcia J.

8. **Website/Database Committee**, Jim B.

9. **European Committee**, Majbrit M.

10. **OPPM Review Committee**, Mary Jo L.

11. **ABC Committee**, Jim R.

12. **Executive Committee**, Majbrit M.

#### G. Old Business

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

#### BOARD OF TRUSTEES WORKING SESSION OF July 27, 2017

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

H. **Member Absent:** Jeffrey F.

1. **Motion:** To authorize the Treasurer and Chair to establish a business account with HSBC US for the purposes of facilitating the setup of a similar account in the UK. (Bill D.)

**Background:** The WSO has no bank accounts in Europe and with its growing membership it will need access to withdraw and deposit funds on an increasing scale. By opening the branch in the UK we will not incur fees for transferring money to and from Europe from the US bank accounts. We will have better transparency on the financial activity in Europe as expenses can be paid from that bank account which can be monitored by the Treasurer and bookkeeper and other authorized persons. In essence we will be setting up a cost center to monitor all European financial activity that will provide a clean auditable record of financial transactions. Most importantly, we will ensure we do not put our tax exempt status at risk by failing to follow United States Federal IRS regulations governing 501(c)3 Tax Exempt organizations.

**Motion:** Unanimously passed.

2. **Motion:** To approve adding an additional day to the already scheduled Strategic Planning Session in October at an approximate cost of \$2,000 to cover room and board for that day. (Majbrit)

**Background:** The Board has determined that two days of Governance and teambuilding training with a specialized facilitator are appropriate in order that we get to know each other well enough and understand our role well enough. Additionally, the only week that all Board members were available was the second weekend of the month, so time will be set aside to prepare for and conduct the monthly Teleconference. This would leave only one day of the three days originally planned to work on the strategic plan. Because this is a working board that chairs and actively participates in most of the Committees of the Board, and because of all of the initiatives being managed, it is reasonable to add an extra day.

**Motion:** Unanimously passed

3. **Motion:** To obtain “ACA WSO, Inc.” as a DBA (*Doing Business As*) for the WSO corporation. (Bill D.)

**Background:** Using the DBA “ACA WSO, Inc.” will greatly reduce the issues we have with forms and streamline entry into new accounts. Two tasks must be completed in order to do this: an update of information about our current officers with the California Secretary of State using the Officers and Agent form, and an application for the DBA name with the Secretary of State. The former needs to be done anyway because of a change of our address; the latter requires minimal cost and effort.

**Motion:** Passed Unanimously

4. **Motion:** To approve hiring James Mueller, a facilitator from Florida, for the Board's Strategic Planning Meeting in October to focus on Board governance issues. The cost will be \$7,500 for both pre-work and the actual training and facilitation of our meeting. (Exec. Cmte.)

**Background:** Because there is so much at stake with Board oversight of the fellowship, we feel it's in the Fellowship's best interest that the Board be educated on our governance role to ensure that we manage the business of the fellowship as prudently as possible.

**Motion:** Passed Unanimously

5. **Motion:** To approve payment of \$635 for modification to the existing air duct system at the Distribution Center. (Mary Jo)

**Background:** The work room off of the warehouse was an add-on for a previous tenant and air conditioning was never provided. The landlord has received a quote of \$1,270 to make a fix so that cool air will flow to and from that room when the air conditioning system is on, and they will pay half of the cost.

**Motion:** Passed Unanimously

6. **Motion:** To approve the purchase of an enterprise DropBox account to be used by the board and its committees. The cost is \$504 per year and provides unlimited storage and extensive control for managing security and tracking file access.

**Background:** The WSO board and its committees are using a number of different file sharing services, including personal Dropbox accounts that the WSO is reimbursing staff members for. Google Drive, MSFT OneDrive, and others are also being used. Standardizing on the Enterprise level version of Dropbox will ensure that the WSO files are safe, secure, and backed up. The administrative tools will allow us to control and track access.

**Motion:** Passed Unanimously

#### BOARD OF TRUSTEES WORKING SESSION OF August 10, 2017

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

1. **Motion:** For all foreign fellowship orders of at least 1,000 books to be printed outside the US, the profit margin split will be adjusted from 70/30 to 60/40 in favor of the WSO.

**Background:** Local fellowships outside the US who make such orders also handle all of the storage and distribution of ACA literature. The WSO also has no overhead costs associated with these operations. Therefore, it is reasonable, to offer an additional 10% to local fellowship for large orders so they have additional funds to cover the cost of commercial storage for so many books.

**Motion:** Passed unanimously

2. **Motion:** To pay the invoice from PNB Print SIA in Latvia to print and ship 500 copies of the Castilian Spanish Big Red Book to Madrid, Spain (for EUR 3,326) by 15 September to sell at the 4th annual European Meeting hosted by the WSO's European Committee.

**Background:** After several years of waiting for translation verification and layout, the fellowship in Spain can now read the Big Red Book in the language of their inner child. Originally 100 books were planned, but this will be a chance to distribute these books to the fellowship in Spain that does not have an Intergroup. It is estimated that the WSO should be able to recoup their investment within a year.

**Motion:** Passed Unanimously

#### I. New Business

No New Business

#### J. Guest Comments:

#### Announcements:

The next ACA WSO Board Teleconference is scheduled September 9, 2017 at 2:00 p.m. EDT.

**Close with the Serenity Prayer**