



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

Minutes
Monthly Teleconference
October 14, 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 Ten:** Adult Children of Alcoholics has no opinion on outside issues; hence the ACA name ought never to be drawn into public controversy.

B. Roll Call of Board Members: Marcia, Mary Jo, Majbrit, Carole, Charlie, David, Jeffrey

C. A quorum was established.

D. Guest Introductions

Jim R. Brooklyn **24**

- Chair ABC Comm.
- Ballot Prep Comm.
- OPPM Comm.
- SVC Comm

Laura SoCal IG 620

- Region Comm./MPS
- Archive Comm./Lit.
- OPPM
- SVC Comm.

Bonnie K-M TX **36**

- Intergroup Chair/MPS
- SVC Comm
- Lit. Rev. Comm.
- Ballot Prep Comm.
- ComLine Comm.

Christian Greater NY **10**

Sue Toronto, ONT 558

- Chair 2018 ABC/AWC

Miles Belleville, ONT **10**

- Co-Chair 2018 ABC/AWC
- OPPM
- SVC Comm.

Mardi MT IG 0126

- ComLine

Denise AK 021 **4**

Pam CA IG 76

Brody CA **2**

- Chair Delegate Training Comm.

Cheryl Toronto **1**

- Volunteer 2018 ABC/AWC

Gina IN **1**

E. Minutes:

- 1. Motion to approve the September 9, 2017 Teleconference Minutes (Marcia J.)**

SECOND: David

DECISION: Motion passed unanimously

F. Committee Reports:

1. **ACA WSO Treasurer's Report**, Finance Committee Vice-Chair David McB
There is no report for September because of complications resulting from the hurricane. The report will be completed and put on the repository.
2. **Finance Committee**, Finance Committee Vice-Chair David McB.
There are two large projects that involve the Finance Committee and are happening within the next month to six weeks: We are migrating our accounting books over to Quick Books and are changing our distribution orders from X-Cart to a new Shopping Cart.
3. **Literature Committee**, Charlie H.
 - The date of the regularly scheduled **quarterly call** has been changed. It will now happen on Sunday Nov 5 at 1 PM Eastern time.
 - **International publishing:** Jeffrey reports the publication of two new BRBs in Europe. The Castilian Spanish Big Red Book was ready on the day of the European gathering in Madrid on September 16. The whole event was amazing. 100 Castilian Spanish BRBs were sold at the event; 60 were put aside for Amazon; the rest were put on consignment to the new Spanish intergroup that was formed.

On September 23 the Russian BRB went on sale to 300 people gathered in Moscow. 200-300 books were sold on that day. About 700 books sold within the month. 1500 copies were printed in the first edition; they are looking to print more. A first edition book has been brought to the United States to launch a Russian group in FL. The Russian BRB is the first to have a ribbon bookmark. Having the Big Red Book in their own language has amazing effects on countries all over the world.

- **Literature Development:** The orientation meeting for this committee was held on July 29. On September 30, a group of volunteers were assigned their first project, the *Little Big Red Book*. The first meeting to see how the work is progressing will be held on October 28. This first group will be used as a prototype for the process we will end up using on all our projects. We want to standardize as much of our editing and technology as possible. There is much excitement and engagement in this group.

Our second project, *Becoming Your Own Loving Parent*, will begin around the third week of November.

- **ComLine report:** The Fourth Quarter ComLine has been released on time and is now posted. Please let your groups know. As usual, remind them we are looking for stories, art, and other submissions, which can be sent to litstaff@adultchildren.org The next publication will be posted on January 1. Please submit articles by November 30. This is the last issue before the 2018 ABC/AWC, so committees involved in that may want to submit articles. Our focus is on Steps, Traditions, and Concepts 1, 2, and 3.

4. DC Oversight Committee, Mary Jo L.

Part of the committee budget was used to bring in Pat H. to help with inventory. She has a strong background in inventory which brought clarity to the task.

5. Distribution Office, Tammie G.

- ACA has 1805 registered meetings and 80 Intergroups.
- Our posting for a special worker still needs to be filled. If you are interested submit information requested to email.

6. Members and Public Service Committee (MPS) Vice-Chair Caro

- **Delegate World Service Training Subcommittee, Brody F.**

The first Teleconference with 5 attendees went well. Discussed were the binder and the availability of 24/7 training using the webpage. The next meeting will be held on Nov. 1 at noon. The goal is to make sure delegates are prepared and comfortable with their responsibilities at the ABC.

20 responses were received from the 2017 survey. A letter will be sent reminding people to respond.

- **Intergroup Liaison Subcommittee, Bonnie KM:** The IG Forum on Slack has exploded with lots of sharing. Remind intergroups Slack is there to request answers to questions. There are still technical database issues that need to be addressed in order to make it easier for others to use.
- **Virtual Meetings Subcommittee, David McB:** Bill led last meeting. Quite a few participants. They are defining safe procedures in order to provide recommendation to board. Anxiously awaiting newly approved software for meetings. There are about 20 members. The next meeting will be held on October 30 at 8PM EDT
- **Regions, Laura L:** Laura will provide outreach responding to a request from a group in Alaska. A few areas are looking at becoming members.

7. Service Structure Ad Hoc Committee, Marcia J.

The committee is working on a selection process to fill service positions within ACA. We are finished with qualifications for office, and are now discussing the possibility of a Selection Committee outside of the current Board of Trustees. Please see the report in the Repository.

8. Website/Database Committee, Jim B.

- The committee is meeting more frequently. Volunteers familiar with Word Press are needed.
- The switch to shopping cart acawso.myshopping.com will be moving to our standard address shortly. This is a much more convenient way to shop. Credit cards and PayPal can both be used.
- Statistics are on the repository

9. European Committee, Majbrit M.

The meeting in Madrid required months of preparation. The fellowship in Spain is not very large. Sylvia and Una, both from Spain, gave much help. People were somewhat skeptical about their ability to organize at first, but in the end, a new intergroup was born, reminding me of why I do this job. Fear and insecurity changed to unity. Thanks to Jim R. and Mary Jo for calling in. It was so nice to have you there. People from the states are welcome to call in to any of our meetings. Times and dates can be found on the European website at <http://acawsoec.com>

We have the information about hosting the 2019 ABC, which will be held in Europe, on the website.

A call out for those who want to sponsor overseas. Need Spanish, Polish, and Italian speakers. Contact Majbrit and she will connect you with a local chair or contact to work things out.

Coming events:

- October 22—Service Convention in Karlstad, Sweden.
- November 10-12 –Weekend retreat in Voeren, Belgium

The Sixth Annual Russian Conference was held in Moscow on September 23. 264 people attended from different cities in Belarus, China, and the Czech Republic. 116 people participated through Skype.

The theme was *Progress, Not Perfection* which was very symbolic of the development of the Russian BRB, which was finally available to the fellowship. The development, translation, and publication took longer than we thought it would, but the day finally arrived. There was a moving tribute to those doing service in translation during the seven years it took to bring the book to fruition. Some of those who had worked on it had died during that time. A letter from past chair of the Board of Trustees was read in English, and our current chair sent a recording. A few words about printing process in Europe: this is a big deal.

There were lots of workshops and presentations, and meetings. The social function included live music presentations by members of the fellowship. Attendees received Teddy Bear coins that didn't arrive last year. The second day the first face to face meeting of the Russian service committee was held with participants from all around Russia. They talked about their service structure, future publication translations of the yellow book and meditation book; also talk of a Russian version of the ComLine. The fellowship is growing at amazing fast rates of speed. It is wonderful to see growth and to be a part of it.

Minutes of Russian and Spanish conventions are in the repository. Country reports given in Spain are a part of those minutes so people can read more of what is going on in those countries.

Dates for application to host the 2019 European ABC are due by Nov 30. The date is coming very soon. Jim B will make sure link is up on EU and USA websites.

10. OPPM Review Committee, Mary Jo L.

See report on the Repository

- 11. ABC Committee, Jim R.:** The document containing the application form to host the 2019 ABC has been converted to an online version and put on the website and sent to those who may be interested. Finished applications should be sent to aca.abcchair@gmail.com.

The committee is refining ABC committee roles and responsibilities. Jim has started work on a beginning document that would remove the ABC information from the OPPM and make it a stand-alone document. Jim R. addressed EU committee about 2019 hosting application and found it to be a wonderful experience.

Working with Ballot Proposal Committee to edit and respond to the proposals in order to make them ready for the conference binder. The ABC Committee would like to recommend that the board start the 2020 ABC selection process. It would be good to start looking for a host and getting a timeline by December 2017.

From Toronto, Sue B.: Dates

- **November 10**—deadline for workshop applications. These are available online and in .pdf format
- **November 30**—last day to get the super early bird discount price.

Lodging—Toronto has some sites available to help people with lodging. Alternative accommodations and shared accommodations are available. There will be an introduction of people who may want to share. Local people may open homes to host international traveler.

Miles: It's nice to see the convention on the ACA web site. Can we also highlight the key dates on the website? Board doing final approval on colors for logo. www.acaworldconvention.org

Ballot Prep committee is working on submitted ballots and getting ready for translation. The window is closed on new ballots.

12. Executive Committee, Majbrit M.

Approved purchase of newcomer booklets, pamphlets and trifolds

G. Old Business

None

- 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 by other specific concurrence and implementation of the Board.

BOARD OF TRUSTEES WORKING SESSION OF September 28, 2017

Board Members Present: Carole, David, Jim, Mary Jo, Charlie, Bill, Jeffrey and Majbrit.

Absent: Jim B

1. **Motion** - Seeking a specific concurrence to execute the attached contract with KIMCO, a temp employment agency, to hire a temp employee for the distribution center. (Mary Jo L)
Background - ACA WSO is in need of a temp employee to perform warehousing duties in the distribution center. The GM researched various temp agencies that had employees that would fit our need.

Passed Unanimously

2. **Motion:** Request specific concurrence to reduce the price of the 10-Year Commemorative version of the BRB from \$20 to \$17. (Mary Jo)
Background: Because of the enhanced content and special printing, the cost was originally set at \$20. This was also done to call attention to the milestone significance of this book to the Fellowship. After nine months it is appropriate to reduce the price because we have a considerable remaining inventory of this item that should no longer be kept in available inventory.

Passed Unanimously

3. **Amendment to the Motion 0909201701:** (Bill D.) To change the QuickBooks and Webgility cost from \$8,700 to \$10,500. The full motion is contained in the minutes from the September 9th TC.
Background: We didn't have a clear picture before now of the level of service we needed, which increases the price for Webgility by \$150 per month.

Passed unanimously

4. **Motion:** To rescind the last sentence of Section VIII-H of the OPPM: "Any existing service body, or committee, with the exception of the Executive Committee, may not have, at any time, more than two full votes on matters pertaining to the matters of interest of the service body or committee." (Service Structure Committee.)

Passed Unanimously

5. **Motion:** Request specific concurrence to pay James Mueller, an organization development specialist, for up to 4 hours at \$295/hr. to provide guidance to the Board's Human Resources (HR) Committee and to our General Manager. (Mary Jo and Marcia)
Background: Mr. Mueller will be conducting 2 days of the Board's Strategic Planning meeting. To ensure that the Board provides the best possible support to our employees, the HR Committee has determined that the knowledge he has gained about the Board and our employees has already given him unique insight into how things are done and how we work together. He is, therefore, a logical choice for this limited coaching.

Passed unanimously

I. New Business

1. **Motion:** Request concurrence to transfer the Delegate Training Subcommittee (DTSC) from MPS to the ABC Committee. (Mary Jo)
Background: Because the purpose of the DTSC is to ensure that ABC delegates are prepared, it is more appropriate that it be a subcommittee of the ABC Committee going forward.
Second: Carole **Discussion:** **Decision:** Passed unanimously

2. **Motion:** To create a new three-person Board committee for oversight and evaluation of the ACA General Manager to be called the GM Liaison Committee. Along with working on goals and objectives for the GM, this committee will facilitate communication between the Board and the General Manager. (Mary Jo)
Background: It is a best practice to have a small group of Board members who have front-line responsibility for mentoring and evaluating the organization's chief employee.
Second: Charlie **Discussion:** **Decision:** Passed Unanimously

3. **Motion:** To move sales of chips, medallions and trifold away from Ware Pak and sent back to the Signal Hill warehouse for distribution. (DCOC)
Background: Because of associated fees and level of sales of these items, it is more cost effective to distribute them from our own distribution center.
Second: David **Discussion:** **Vote:** Passed Unanimously

4. **International Lit committee**
Motion: To get a general concurrence for Jeffrey F. to draft a plan that would change the manner of shipping literature to Australia and New Zealand. A motion would be brought to the board for a vote before going ahead with the plan. (Jeffrey)
Background: Literature is expensive for Australia and New Zealand, costing more than \$28.00 USD per book, mostly because of the cost of shipping which is currently done by air. Jeffrey F. would like to see if the cost can be brought down by sending larger shipments on consignment by boat.

It was decided that no motion is necessary -and that Jeffrey should proceed to put a detailed plan together for the board to review at a later date. The motion was withdrawn.

Guest Comments:

1. **Pam:** Referring to a section where Marcia was talking about the Service Structure Committee, concerning Board trustees, qualifications, nominations, all of that stuff. This is a bottom up organization. We have service committees directly responsible to those they serve. If a meeting sends a representative to a meeting that is the person that must be accepted. Only acting out will remove that person. In one instance a region was asked to send a different person. Not sure that any committee that has the right to do that. We should not make a person hop through hoops. Service Board does not have that right. That isn't what the 12-step program is about.

Response: The process is still underway in which we are trying to update the service structure. Our primary way of doing this is by looking at other 12 step programs for models. One of our key agreements when we voted in San Diego to have a temporary process to incorporate regions was that Regional nominees have to meet the same criteria as every other board member. That is a neutral and objective way to evaluate any candidate. As long as any candidates coming from a region meet the qualifications that other trustees must, it will be ok. Compared to current system we are trying to make a broader net. Hoping to make it a more representative of the fellowship and allow for a wider nomination process than we have currently.

2. **Mardi:** ComLine has lots of deadlines coming up. If you have deadlines, please let Mardi know. She will include comline1@adultchildren.org

Announcements:

The next ACA WSO Board Teleconference is scheduled November 11, 2017 at 2:00 p.m. Eastern time

A motion was made by Charlie to end the meeting.

SECOND: David **DECISION:** Motion passed unanimously

Close with the Serenity Prayer