



Adult Children of Alcoholic and Dysfunctional Families

World Service Organization, Inc.

Compassion, Clarity, Courage and Commitment

**Monthly Teleconference Agenda
December 9, 2017**

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: Mary Jo opened the meeting with the ACA Serenity Prayer.

B. Roll Call of Board Members: Mary Jo L., Marcia J., Bill D., Majbrit M., David McB., Charlie H., Carole C., Jim B.

Board Members not present: Jeffrey F.

C. Establish Quorum: Quorum established

D. Minutes: Motion to approve the November 11, 2017 Teleconference Minutes (**Marcia J.**)

SECOND: David

DISCUSSION: None

DECISION: Motion passes unanimously

E. Guest Introductions

- | | | | |
|----------------------------------------------------------------------------------|-----------------------------------------|------------------------------|-------------------------------------------------|
| • Marina CA GR Brentwood | • Sue V. CAN IG558 Co-Chair
2018 ABC | • Darmody M. Calgary | • Pam CA IG |
| • Christian GNYIG Rep | • Cheryl Toronto | • Brody F. CA1175 DTSC Chair | • Jim R. NY109/ABC Chair |
| • Miles Belleville Ont. <i>Seeds of
Change</i> Co-Chair 2018 AWC
OPPM SSC | • 2018 AWC | • Mardi M. MT026 ComLine | • Bonnie K-M TX081/IG600
BallotCom, IG Chair |
| • Erin CA Vice-Chair DTSC | • Barbara P. Lit Com. NY080 | • Channon Int. Rep CO | • Matt WI West Great Lakes IG,
SSC |
| • Susan C. NY Phone Bridge | • Mike NY080 Lit | • Colleen B. FL140 | • Laura L. CA IG620 |
| • Mikkel DEN IG40 | • Jude Virginia Beach Virtual
Group | • Vonnie KS | • Arthur W. |
| | • Karen K. | | |

F. Tradition Twelve: Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

G. Committee Reports:

1. ACA WSO Treasurer's Report and Finance Committee: Bill D.

We had a net income for the month of \$2,040. This surplus is due primarily to being down one Special Worker in MPS and one Special Worker at the Distribution Center and not having their wages in the expense side of the statement. The [complete profit and loss statement](#) for November 17 is on the repository as part of the [November Balance Sheet](#) shows a slight increase in assets over the prior month which is due primarily to registrations coming in for the 2018 ABC AWC. To date we have received \$4,708 in registration income.

Also this past month:

- The Finance Committee continues to work on the **Quickbooks** integration with the shopping cart and other sales channels now that the migration to the cloud based **Quickbooks Enterprise** software was completed.
- The creation of the annual budget for 2018. We hope this will be completed before the end of the year and ready for presentation at the January Teleconference.
- Bids have been solicited for a tax compliance review performed by tax experts to ensure we are doing everything properly with regards to sales tax and other tax related issues.

2. European Committee: Majbrit M.

The report has been sent to the secretary and has not yet been posted. There was a retreat held in Belgium in which we were able to make many connections. There is a need for a service sponsor for English speaking woman in Europe. If you can be of service, contact Majbrit at eu@acawso.com

3. Executive Committee: Majbrit M.

No report.

4. Literature Committee: Charlie H.

- **Quarterly Meeting:** The call schedule has been re-established and will be the first Saturday of each quarter, with times to be decided. The next meeting will be on January 6, 2018 at 11:30 AM EST.
Conference dial-in number: +1 (712) 775-7085
Participant access code: 690690#.
- **Literature Development Subcommittee:** Two calls have been held concerning the **Little Big Red Book**. There are approximately 13 members in this subcommittee. The team is meeting monthly, and its next call is scheduled for Jan. 6, 1 PM EST. The kickoff call is being scheduled for a second development team that will focus on a new **Loving Parent** workbook. We anticipate holding this launch meeting in late January or early February 2018. Bonnie K-M has submitted a proposal for a trifold directed at members of other fellowships who could benefit from our program. She has agreed to facilitate the workgroup team.
- Information on **Literature Development Subcommittee projects and activities** can be found at <http://www.repository.adultchildren.org/literature-committee/literature-development-subcommittee>.
- **ComLine:** Mardi M. reports that the first quarter **ComLine** will come out on Jan. 1, 2018. November submissions were very scant. We would like more articles, art, poetry, photos and international submissions. We have no active typesetter yet. The job is time-consuming.

5. DC Oversight Committee: David

Resource for GM help troubleshoot distribution problems, work with Jim B. on technology, finance with Quick Books and Literature. We work diligently together to keep the warehouses and Amazon efficient;

there are lots of moving parts! We have just given a 6 month notice to Ware Pack letting them know we will be discontinuing their services. This will simplify things and there is no financial gain to keeping them. We are growing, and have a job posting for warehouse worker at Signal Hill.

6. **Distribution Office:** Tammie G. was not able to attend this meeting. The current census of meetings and Intergroups is as follows: 1828 active meetings and 82 active Intergroups.

7. **Members and Public Service Committee (MPS):** Bill D.

The MPS committee is continuing to increase outreach to the fellowship. The following areas were addressed during November:

- The committee approved a motion to ask WSO to pay for the professional production of the PSA. Scripts were approved as submitted. The recommendation has been sent to the WSO.
- 146 requests for literature by therapists working with adult children were filled this month. The receive sample literature that we hope will help them to understand the adult child and the ACA program. 7 books were sent to prisons.
- *The Traveler* went out on November 15. We are getting good feedback on this newsletter. We currently have 2900 subscribers, and will need to upgrade our subscription plan. We have received two quotes for this and hope to receive a third sometime next week.
- There is an upcoming radio interview with a station in Mission Viejo, CA. Four members of the fellowship, including Pam, will be interviewed. The interview will be broadcast on i-Heart, streaming live on the website, and also available for replay.
- The search for a paid special worker for the MPS Committee was expanded to include a remote worker as it seems none of the local applicants either had the desired experience with software programs or time in the program that the MPS Special Worker position requires.
- There is a current effort to redo meeting lists for all fellowship meetings. Keeping this database accurate is quite an undertaking, and we are one of the few fellowships to provide this service. We will be migrating this online information to our new site in the future.
- Most of the intergroup activity is occurring on *Slack* as opposed to email these days. The committee is trying to verify contacts for non-English groups' verification process. This is a challenge. Marcia J. offered to contact Spanish Speaking groups.
- The Virtual Meeting Committee is coming to consensus on a safety policy. There will be a meeting next month to get group conscience. The best we can do is to make it as safe as possible. Final plan for the virtual intergroup is to bring suggestions to the board as to what meetings should be recognized on the ACA website.

8. **Service Structure Committee:** Marcia J.

The committee has presented a recommendation to the Board, which will be voted upon today. The content of that recommendation will appear as an addendum to these notes. A short summary of the recommendation is as follows:

- The creation of a Nominating Committee which will change the practice of the Board of Trustees choosing its own members and maintain consistent and well-publicized criteria for those who aspire to the office of trustee as well as for the information of the fellowship.
- Floor nominations were allowed during the 2017 ABC because the OPM did not address that

occurrence. This practice has the possibility of creating political situations that would not benefit the fellowship. The creation of a nominating committee assures that no one body of the fellowship can bring trustees to the board: all nominees of any type need to be vetted by this committee.

- The goal of the nomination process is to promote a public, inclusive way to nominate and recommend Trustees to the Board that shows respect for the fellowship.

An implementation plan will be needed for the selection of committee members. Carole C. has agreed to be the Board liaison to the committee. A web page and public posting of criteria for committee membership as well as information about the nomination process, qualifications for nominees as well as nomination deadlines will be created pending approval of the motion of recommendation.

9. Website/Database Committee: Jim B.

The committee is always looking for members as well as people experienced with web design, particularly **Word Press** to help maintain the website. If interested, please contact Jim B. at webservants@adulthoodchildren.org

The new shopify shopping cart is now accessed via shop.adulthoodchildren.org. New reports are being written to assist with shipping and inventory processing.

Working together with the ABC/AWC host committee we migrated the <https://www.acaworldconvention.org/> to **Word Press**.

There have been concerns about meeting lists removed from the website without notice. The original idea was to require groups to update their information at least once each year to ensure accurate information about meetings that were operational so that no one would show up at a meeting that was no longer in existence. Removal of ongoing meetings from the website was never our intention. We have updated all current meetings to ensure they do not auto expire. All meetings that were removed because of the auto expire function during the past year are being reviewed. They will be restored if they still exist.

10. ABC Committee: Jim R.

The work continues for the 2018 ABC/AWC in Toronto. 51% of the 350 room/nights required by the hotel are now filled. There are 23 reservations for the ABC, 97 for the AWC. People are attending from 7 different countries, and 12 out of the 52 states and dependencies of the United States as well as 4 out of 7 of the Canadian provinces will be represented. The committee is encouraging diversity of all types in the program. Right now there are 20 workshops and 2 or 3 keynotes ready to go. All of them are program and solution oriented. The program will be the focus of our work in January.

The flyer for the event is awaiting approval from the Board. The website was moved to Word Press for consistency with and is working well. The content is similar with a few additions. The original site had 812 viewers; there are 71 new viewers since the changed site has been in place. There have been over 1,000 views altogether.

The committee will be given a walk-through by the hotel on January 4, 2018 so they can view the actual site in preparation for setting up. Miles is hoping to do some sort of filming so the board can view at a later time. He would like to know if committees would like to have in-person meetings while the conference is going on. Please let him know if this should be part of their planning.

The delegate training subcommittee has had a meeting with general information for this year's delegates. They are hoping to get information up on the website for the convenience of the delegates. There will be one training module that is offered two times, each with a different presenter before the conference. The delegates' binder is on the horizon, so get the information ready soon. There will be a ComLine article in the Delegates' Corner about the Minority Opinion.

Ballots have gone out with a letter to group contacts. The links and information for **Survey Monkey** were included. No results have been sent in yet. All the information about the ballots is on the repository at BPC@adulthoodchildren.org. The deadline for group feedback is February 28.

Only one application has been received for the 2019 ABC to be held in Europe, and that is from Sweden. Jim checked with Moscow and the UK to ask if they had any interest in submitting an application, and they do not.

- I. **Read into the Record: Working Session motions:** these motions are being read into the record as they were voted on during a working session of the Board.
 1. **Motion:** Request specific concurrence to order 7,500 Welcome Chips at a base cost of \$2,400. (DCOC)
Background: We believe this order may be larger than any previously made, so it, therefore, requires full Board approval.
SECOND: Bill
DISCUSSION: None
VOTE: Motion passes unanimously
 2. **Motion:** To give WarePack a six-month notice of intent to end the contract, leaving the current SKUs with WarePack on December 1, 2017. (David McB)
SECOND: Carole C.
DISCUSSION: This means we will be doing all shipping through Signal Hill and Amazon.
VOTE: Motion passes unanimously.
 3. **Motion:** To approve the purchase of 5,000 soft cover BRBs for a cost of approximately \$13,000. (DCOC)
Background: 5,000 is the largest order of soft cover BRBs that has ever been ordered because we have the space in the new warehouse to store them. Because of the unit cost, we will now be in a position to decrease the price so that the soft cover is less expensive than the hard cover.
SECOND: Charlie H.
DECISION: Motion passes unanimously
 4. **Motion:** That the Board approve reprinting 1,000 copies of the Swedish Newcomer Booklet and sending them to Sweden. The total cost is EUR 322.25 including shipping. This offer comes from a different printer in Lithuania and is the best offer of four different offers that we have researched so far. The Swedish Fellowship will be paying for the total cost of this order in advance. (Jeffrey)
Background: 1,000 copies of the Swedish Newcomer Booklet was first printed in Europe in April and a small mistake was found in it. This reprint seeks to make up for this mistake which is why it is being redone at cost without any margin for WSO.
SECOND: Jim B.
DISC: There was a graphic design mistake on our side that does not change the essential content. The Swedes decided, however, to do the reprint, which is why they are paying for it.
DECISION: Motion passes unanimously.
 5. **Motion:** To hire an attorney at a cost of \$1,000 (five hours at \$200/hr.) to review WSO copyright files. This would include a revision of the agreement for Literature volunteers. (David)
Background: The Literature Committee feels it is a good policy to have WSO copyright files audited to ensure everything is in order. Additionally, the volunteer agreement for the Literature Committee will be reviewed to make it less cumbersome.
SECOND: Charlie

DECISION: Motion passes unanimously

6. **Motion:** That the Board approve the Service Structure Committee's (SVC) guidelines for the structure and operation of a Nominating Committee that will vet and nominate candidates for the position of WSO Trustee. If approved, the SVC will work with the OPPM Committee to develop new OPPM language to cover the process. (SVC)

Background: After the 2017 ABC, the Board asked the SVC to research and recommend a plan for a more equitable way to select Board candidates. The current process has the Board itself selecting new Board members other than nominations that are done from the floor at the ABC. Neither current process is felt to be effective. With the creation of the Nominating Committee, the entire process will be more transparent to the fellowship, and is intended to promote the recruitment of candidates with excellent and consistent qualifications.

SECOND: David

DECISION: Motion passes unanimously

J. New Business

1. **Motion:** Request specific concurrence to have Nova Graphics print 800 copies of the Good Enough Group booklet for a cost of \$581. (Mary Jo L.)

Background: This is a larger print run than previously done. We are also trying a new printer that is less expensive and will allow us to lower the price of the booklets if the quality is comparable to our current vendor.

SECOND: Carole C.

DISCUSSION: None

VOTE: Motion passes unanimously

2. **Motion:** Request specific concurrence to temporarily lower the price of the Commemorative BRB on Amazon from \$20 to \$18.50 (the regular price of the BRB) until a new shipment of regular BRBs are received by Amazon. (DCOC)

Background: There was a printing error on the ISBN for the new shipment of BRBs that requires all books to be relabeled. In the meantime, we are about to run out of the regular BRBs on Amazon and the DCOC would like to temporarily lower the price of the commemoratives to ensure that we continue to have books available for the regular customer.

SECOND: David McB

DISCUSSION: None

VOTE: Motion passes unanimously

3. **Motion:** To approve the purchase of various quantities of chips and medallions at a total cost of \$3,317. (DCOC)

Background: The quantities being ordered of some of these items may exceed previous quantities ordered, which makes it necessary for the full Board to approve the motion.

SECOND: David

DISCUSSION: None

VOTE: Motion passes unanimously

4. **Motion:** That the term "closed" in reference to a listed ACA meeting be inclusive of anyone who meets the qualifications set in Tradition 3: *"The only requirement for membership in ACA is a desire to recover from the effects of growing up in an alcoholic or otherwise dysfunctional family."* Any meeting considered "private" should not be listed publicly. (Marcia)

Background: This motion is in response to ABC Motion 2017-13: Use of the term "Closed." Propose a

clarification from the WSO of the term “closed” wherever it is used.

SECOND: Bill

DISCUSSION: Good question raised. How will we inform the fellowship? The information can be on the Meeting Directory page of website as part of the directions. We can send it out on the *Traveler*. Needs to be on the meeting listing area as part of the directions. If people encounter a “private” meeting they can let the Board know about it so it can be investigated. The registration page should also say that private meetings cannot be listed. This will help with the distinction.

VOTE: Motion passes unanimously

5. **Motion:** That the Board approve a phased approval process for the revision of the OPPM, to be completed before the 2018 ABC. (Mary Jo)

Background: The last full rewrite of the OPPM was in 2010 with a revision to that done in October 2012. There was a committee that worked on changes with the intent of having the Board approve everything at once. That was not a workable solution. The current committee is working on the document in sections, which are being presented to the Board for review and approval. With the approval of each new section, the OPPM will be updated to include the newly approved changes and reflect an interim revision date that states the sections that were changed on that date, for example, "Revised December 9, 2017 (Sections I, II and III through sub-section G). When the entire OPPM has been revised in this manner, the date will be changed to 2018 and those individual revision dates will be deleted.

SECOND: David

DISCUSSION: Bill would like revision dates on the front. There were differing opinions on how this might be done.

Motion to table: David **Second:** Carole

VOTE: Unanimous

Mary Jo presented the original motion for approval of the three sections, but the board chose to revisit the whole topic. Charlie asked to table the whole thing until the next call. It can be tabled until our next working meeting.

K. 2017 ABC Motions and Status

1. **Create a new OPPM Committee to continue the work of a complete revision of the 2012 OPPM. This has been done and the revision is well under way. Most, if not all of the revised OPPM will be in the Delegate Binder for the 2018 Toronto ABC.**
2. **2017-1: Use of “I” Statements—Passed**
Propose posting a statement on the website under Resources entitled, Why the Use of “I” Statements is So Important. **Not yet done.**
3. **2017-3: Becoming Your Own Loving Parent Workbook—Passed**
Propose that the WSO create a workbook on Becoming Your Own Loving Parent. **Referred to Literature Committee.** A November 5 report in the Repository notes that, “...a meeting [has been] scheduled for ***The Loving Parent Workbook***” (working title: Loving Parent). ***Loving Parent*** is based on the content of chapter 8, first meeting in January. These are being done concurrently.
4. **2017-4: “Sponsor” vs. “Fellow Traveler” —Passed**
Propose that the WSO revise BRB Chapter 11 and the sponsorship pamphlet for clarity and consistency. Recommend use of the term “*Fellow Traveler*.” Referred to the Literature Committee. **Referred to the Literature Committee.**
5. **2017-8: Telephone Conference Meeting Committee—Passed**

Propose creation of a standing WSO Board committee as a liaison between Telephone Conference Meetings and the WSO Board of Trustees. **This has been done by creating the Virtual Committee. Trustee David MCB is the liaison.**

8. 2017-10: Prescription Medication References—Passed

Propose change on p. 13 of BRB from “refrain from all prescription medication use” to “refrain from all prescription medication misuse.” **Referred to the Literature Committee.**

9. 2017-13: Use of the term “Closed.” —Done

Propose a clarification from the WSO of the term “closed” wherever it is used. **See motion above.**

10. 2017-15: Laundry List Rewording—Passed

Propose that the first statement in the Laundry List read as: “These are characteristics we seem to have in common due to being brought up in an alcoholic or otherwise dysfunctional household.” **Referred to the Literature Committee.**

11. Publish the results of motions that are made and passed at Board working sessions outside of the monthly TC. This is being done in the Agenda and the Minutes of the Monthly TC.

L. Guest Comments:

Vonnie: A Social media committee was organized and lasted a couple of years. They were not given any powers of change. Is the virtual committee set up like that? Or do they have powers to make decisions about the virtual meetings? How will they be integrated into a change-making body? What is the process?

Board Comment: The first committee was set up in reference to a change to one of the traditions. This committee is a way to communication back and forth with meetings. There is no power in this committee. The intention is to become like an Intergroup for the virtual meetings; make recommendations to the board. It is a Virtual Intergroup with a liaison from the Board. Meetings are autonomous.

Vonnie: Who made it an Intergroup?

Board Comment: It isn't one now. We are hoping to do this in the future. They need to have their own Intergroup to go to instead of going straight to the WSO.

Bonnie K-M: There is a registered an Intergroup, but there was no real response. They seem to have faded out.

Jude: I can send David about the telephone intergroup. The comment is about the “Private” vs. “Closed” update. I understand it will be incorporated in next software update. What should be done now? Where do we find the definition before that?

Board Response: Can be found in TC agenda and notes as well as in the *Traveler*.

Susan NY: How do we send donations from the telephone meetings to WSO? We received a new address, and have noticed there are two other addresses on the website. Which one should we use?

Board Response: We are working to bring consistency to that information. Any of the addresses you see will get the donations to WSO? The current address is:

1458 E. 33rd St.
Signal Hill, CA

Susan: Are there requirements to be an ABC Delegate?

Board Response: The only requirement is to be elected by your individual meeting to the post.

Mike NY: A question on the proposal process: there seems to be a disconnect between the time a group submits

a proposal to **Survey Monkey** and the time the proposal is sent out to groups and time the proposal gets sent out to groups for their consideration. Last year no opportunity was given to speak with chair or the committee about proposal put forward to correct rough draft for the proposal that was finally put forward. The rough draft was published to all the groups. The proposal this year, I was given the opportunity to rewrite rough draft this year, the problem this year was that my anonymity was violated because my full name was put out to all the groups. I am wondering how this can be changed.

Board Response: Info was not put into ballot correctly. It has been corrected on Survey Monkey. It is also being corrected on the proposals put onto website. We apologize for errors made here.

M. Motion to close the meeting: Jim B.

SECOND: Carole

DISCUSSION: None

DECISION: Motion passes unanimously

Close with the ACA Serenity Prayer

Announcements: The next ACA WSO Board Teleconference is scheduled January 13, 2018 at 2:00 PM EST