



**MONTHLY TELECONFERENCE AGENDA
JANUARY 13, 2018
2PM EST 712-432-0075 PIN: 427266#
Press *6 to mute or un-mute.**

THIS IS A REGULARLY SCHEDULED MEETING WITH NOTICE GIVEN ON THE ACAWSO WEBSITE AND THE TRAVELER NEWSLETTER
Please notify the secretary with changes, additions, or motions for this meeting.

- A. Call to Order: Open with the Serenity Prayer**
- B. Roll Call of Board Members:**
- C. Establish Quorum**
- D. Minutes:** Motion to approve the December 9, 2017 Teleconference Minutes (**Marcia J.**)
SECOND:
DISCUSSION:
DECISION:
- E. Guest Introductions**
- F. Tradition One:** Our common welfare should come first; personal recovery depends on ACA unity.
- G. Committee Reports:**
 - 1. ACA WSO Treasurer's Report and Finance Committee:** Bill D.
 - 2. European Committee:** Majbrit M.
 - 3. Executive Committee:** Majbrit M.
 - 4. Literature Committee:** Charlie H.
 - 5. DC Oversight Committee:** Mary Jo L.
 - 6. Distribution Office:** Tammie G.
 - 7. Members and Public Service Committee (MPS):** Bill D.
 - 8. Service Structure Committee:** Marcia J.

9. **Website/Database Committee:** Jim B.

10. **ABC Committee:** Jim R.

11. **Nominating Committee:** Carole C.

H. **Read into the Record—Specific Concurrences:** These motions are being read into the record as they were voted on by specific concurrence outside of a board meeting because of the urgency for approval.

1. **Motion:** Request approval to authorize shipment of 3 pallets of books from Ware-Pak to Signal Hill for a cost of \$711. (DCOC)

Background: The office is out of LLWBs and Ware-Pak has more than will be needed for the next 4 months before the contract expires. As part of this, we are also requesting that we ship 2 pallets of other books now instead of in May that are more than will be needed at Ware-Pak.

SECOND: David McB

DISCUSSION:

DECISION:

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 purchase 500 perfect bound (glued) Yellow Workbooks to be used for H & I at a cost of \$2,303 plus shipping. (DCOC)

Background: This is a larger quantity than purchased in the past and therefore needs full Board approval. We are able to order this larger quantity that gives us a better price break because we have the storage space.

SECOND: Carole

DECISION: Motion passes unanimously

2. **Motion:** Request specific concurrence to purchase 5,000 copies of the Laundry Lists Workbook for \$17,555. (DCOC)

Background: This order is 20% greater than any previously placed for this item. This is possible because of the increased storage space.

SECOND: Marcia

DECISION: Motion passes unanimously

3. **OPPM Motion:** To accept the rewritten sections of the OPPM (Sections 1 – 3 G) as published and integrate them into the document. Accept the rewrite to sections 1, 2, 3G integrated.

SECOND: David

DISCUSSION: Naming conventions for the revised OPPM are still not agreed upon. A new committee dealing with documents may be formed, and could pursue information on best practices for this purpose.

VOTE: Motion passes unanimously

4. **Motion:** Request the Board's specific concurrence to order 5,000 copies of the newly formatted Identity Papers booklet at a cost of \$2,827. (Mary Jo) 12/18/17

Background: This is the first new purchase of this title in recent memory. It has been reformatted to match our other booklets. We suggest ordering this quantity because sales of this item are increasing and we have room to store them.

SECOND: Bill D.

DISC: None

DECISION: Motion passes unanimously

5. **Motion:** That the Board approve reprinting 550 copies of the Danish YWB in Europe to be sold to the Danish and Norwegian fellowships. The total cost of the printing is EUR 2,368 (approximately USD 2,788) with delivery charges being separate (EUR 154 or about USD 181) for 500 YWBs to Copenhagen and EUR 100 (about USD 117) for 50 YWBs to Oslo). (Jeffrey F.) 12/14/17

Background: This is the second half of the Danish literature order this year. The first half was for 550 Danish BRBs which was made last month. As with the BRBs, the Danish fellowship will pay for their portion of the printing and shipping costs up front and begin paying the WSO their portion of the margin beginning June 2018. The Norwegian fellowship will pay for the total cost of their much smaller order and shipping up front.

SECOND: Majbrit M.

DECISION: Motion passes with 7 votes

NAY: Bill D.

ABSTENTION: Jim B.

6. **Motion:** To appoint Pat H from California as the Audit Comm Chair to interact with the auditors.
Background: Pat H. is serving on the DCOC and Finance Committees. She makes an ideal candidate because she is not on the board and will be in Toronto to give the committee report.

SECOND: Carole C.

DISC: We were clear that we did not want to have anyone from the finance committee the first time around. This time we are using the same auditors, the same RFP. The main concern in year one was the possibility that we might be steered to a particular auditing company prejudicial to our organization. Pat is on the Finance committee. The auditing firm plans every phase of the audit. We are not in a position to direct them. They have professional standards and will do what they need to do regardless of the chair. Since Pat is not a trustee involved in other financial decisions, we have less reason to worry. We do not have a WSO policy for choosing the person to lead the audit. We need to write a policy. The Finance Committee is writing up procedures at present.

DECISION: Motion passes unanimously

8. **Motion:** To approve sending the Audit Engagement letter to Vasquez & Company LLP.
Background: We had three bids for the audit, and decided to accept the bid from Vasquez, who did our audit last year. This will benefit us since they have the necessary background to do the audit with less work than had to be done last year and are familiar with our organization.
SECOND: Carole
DISCUSSION: It would have been nice to receive a lower price bid since some of the preliminary work was done last year.
DECISION: Motion passes unanimously

J. New Business

1. **Motion:** To approve a \$1 reduction in the selling price for 3 of our literature pieces: the Soft Cover BRB, the *Good Enough Booklet*, and the *Cross Talk Booklet* and across all sales channels. (Bill D.)
Background: The Finance Committee compared prior purchase cost per item when smaller print quantities were ordered, against the reduced per item cost now that larger print quantities are being ordered. The committee found that the inventory valuations prepared in June 2017 showed a significantly higher cost for each of these 3 items compared to what WSO is able to buy them for in the larger quantities now that we have a larger warehouse and can store more of each item.
SECOND:
DISCUSSION:
DECISION:

K. 2017 ABC Motions and Status

1. **Create a new OPPM Committee to continue the work of a complete revision of the 2012 OPPM. –Complete**

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 Wkbk.—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, and its development will follow the LBRB.

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: Create Telephone Conference Meeting Committee—Complete**

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.” — Complete**

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

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

**M. Motion to close the
meeting:
SECOND:
DISCUSSION:
DECISION:**

Close with the Serenity Prayer

Announcements: The next ACA WSO Board Teleconference is scheduled for February 10, 2018 at 2:00 p.m. Eastern time