

An ABC Committee Report to **The ACA WSO Board of Trustees**

The ABC Committee coordinates the efforts of planning the Annual Business Conference and the ACA World Convention.

The Report for January, 2018

Submitted by Jim R., the ABC Committee Chair, February 10, 2018

HIGHLIGHTS FOR JANUARY:

- The estimates for the volunteer force for the Toronto event includes 35 persons involved with planning, and 75-100 persons who will be on hand at the ABC/AWC.
- The convention website, acaworldconvention.org, is being enhanced with information for delegates and attendees.
- Committee chairs were asked to submit annual reports for inclusion in the Delegate Binder. Supportive forms and outlines were offered.
- Asked for samples of any new literature, for inclusion in the binder
- The Swedish fellowship voted to support hosting the 2019 ABC.

RECOMMENDATIONS:

- Suggest that the Board formalize the rules and guidelines for Convention workshop and program content, as well as for the presenters and facilitators. Documents and forms can be developed concerning copyright and use; handouts; and published works.
- Would like an “ok” on the layout of the Proposals, as they will be presented in the binder.
- Recommend that Sweden be gratefully accepted as Host, for the 2019 ABC.

The 2018 ABC/AWC

The ABC Venue

- Viewed venue, by means of videos from a walk-through of the meeting rooms and facility.
- Began discussion about conference table/chair arrangements. Considering a raised platform for the Conference Chair/ Recording Secretary(s)/Parliamentarian, at the front of the room. Looking at stationary mics and/or floating mics for commenting and debate.
- Analyzing the various needs and parameters for recording the ABC

The AWC Program

- Received a listing of the various subcommittees within the Toronto Host Committee [See below]
- Volunteer force estimates: planning/leading – 35 persons; on hand at AWC – 75-100 persons
- Invited the European fellowship to have a Keynote speaker at the Convention
- Created a document where people could share ideas for event entertainment/games/fun
- Recognized a need for guidelines for Convention workshops, programs, and presenters to be formalized and published – release/copyright; handouts; published works

Communications

- Considering a direct appeal to Delegates who may want to volunteer while at the ABC/AWC.
- Assisted with the development of the convention website acaworldconvention.org
- Began developing a website page of FAQ for delegates and the fellowship. For example, “Are there qualifications or requirements to be a delegate?”
- Looking at questions about the live broadcasting of the ABC and possible recorded versions for internal use or for sale

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The 2018 Delegate Binder

- Asked Host Committee to submit artwork for the binder cover
 - Called for annual committee reports. Offered a form [See below]
 - Asked for any new literature samples, for inclusion in the binder
 - Offered an example of how the proposals might be laid out in the binder [See below]
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The Delegate Training Subcommittee

- Began reviewing and editing the materials used by the committee – announcements of phone trainings; the delegate’s handbook; binder materials; links to convention website
 - Discussed recording the two trainings of the mornings of the conference
 - Developing the materials for those trainings. Thurs – 60 min.; Fri – 90 min.
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The 2019 ABC

- The Swedish fellowship voted to support hosting the 2019 ABC.
 - The recommendation of Sweden as Host, was put forth to the Board.
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The Ballot Prep Subcommittee

- Answered questions about group voting
 - Suggested a convention website page of FAQ for the fellowship, concerning voting on Proposals, which could link to the Ballot instructions
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Additional Activities

- Provided an outline of ABC Committee roles and responsibilities to Pat H., for incorporation into an upcoming WSO procedural manual.
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2018 AWC PROJECT TEAMS

2018 ACA WORLD CONVENTION IN TORONTO

TEAM	DUTIES & RESPONSIBILITIES	TEAM COORDINATORS	TEAM VOLUNTEERS
Venue/Hotel/Shared Accommodation	Coordinate facilities requirements for ABC & AWC. Monitor hotel minimum requirements and update WSO. Connect those interested in shared accommodation.	Ann K, Sue Miles	
Web and IT	Provide technical support for the world web site, local website, web streaming, registration system, online sales-computer. www.acaworldconvention.org ; www.acatoronto.org	Andree, Jim B, Sue Miles	Ann K, Gen
Design Work & Contest	Coordinate the logo, banner, bookmarks, designs for website & merchandise	Sue, Miles, Cheryl	Ramona, Mike E., Dylan, Beth
Program & Special Play	Assist with coordination of programming & supporting workshop leaders and speakers	Agata & Nancy	Nancy, Tania, Paul G, Agata
Overall Volunteer Coordinator	Overall Coordination of all teams with volunteers- plan and coordinate volunteers	Heather Sv, Carol F	
Outreach & Engagement (Locally & Globally)	Reach out to the local ACA fellowship, across Canada, USA, overseas. Volunteers with additional languages required	Sue, Miles	Cheryl, Francis, & Dylan (local). Jason, Carol
Entertainment & Fun	Coordinate Thursday evening outing, Saturday dinner & fun night, dance, music event, fun/games in hospitality suite & throughout conference, late night excursion Celebrate 40 th Anniversary of ACA & GTA ACA History: explore ideas to recognize and support our 40 th anniversary. Explore pulling together a collage of the history of ACA in the Greater Toronto & Area	Adelina, Agata	Taylor R., Renee, R, Cheryl, Michael E,

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Marketing, Sale of Literature, CD's Souvenirs, & Merchandise	Coordinate the sale of bookmarks, T-shirts, lapel pin, caps, cups, bags, flags etc	Miles , Sue	Sue, Suzette R
Registration	Coordinate manual registration locally & online through website, coordinate with WSO registration list of attendees etc.	Sue, Ann K	Gloria WSO
Continuous ACA Meetings (Albany or William)	Coordinate one hour ACA meetings throughout AWC, 2 trusted servants per meeting, 14 meetings over 3 days -In addition to LL, Steps, Traditions topics include (so far): women-oriented, men-oriented, LGBTQ, Black Women & ACA, Immigration & ACA, Play 2 Connect, "Flow" & ACA,	Thom V.,	Melissa T., Joris J., Judith P., Jason P., Amalia C., Gail S., Beth, David H., Meg VG., Sue W., Li D., Howard F., Linda V.,
Hospitality Room (Global)	Coordinate hospitality room & area;		Avril, Rollie, Michelle, Wade
Administration & ABC Binders	Coordinate printing requirements for the convention; develop word or excel documents, 2-3 minute takers for ABC	Cheryl	Ann C, Suzette R,
Delegate ABC	Plan and coordinate with the ABC committee	Sue, Miles	

VOLUNTEERS NEEDED DURING CONVENTION

HEATHER Sv & CAROL F

WILL CO-LEAD OVERALL VOLUNTEERS AT THE CONVENTION

Registration	Confirm registration with attendees - program, badges, binders	Sue- Gen	Erika
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Delegate ABC Coordinator	Support the ABC through putting together the binder, assist at the convention with mic runners etc. 2 minute takers for minutes to work with the Board secretary etc.	Sue, Miles	Ann C
Continuous ACA Meetings (Albany or William)	Coordinate one hour ACA meetings throughout AWC, 2 trusted servants per meeting, 14 meetings over 3 days	Thom	Melissa T., Joris J., Judith P., Jason P., Amalia C., Gail S., Beth, Li, Howard, Linda V., Sue W., Paul S., George, Judy, Ken, Maggie M., Carole P., Sally, Theresa DW., Lisa P.
Hospitality Room (Global)	Coordinate hospitality room & area;		Avril, Rollie, Michelle Wade
Registration	Welcome attendees, confirm registration & issue program, badges, program etc	Ann K, Sue. Gloria WSO	Erika Gen, Ann C, Rollie
Marketing, Sale of Literature, CD's Souvenirs, & Merchandise	Sell literature and merchandise at convention	Miles , Sue	Sue, Suzette R, Wade
Self Care Station	Medical and emotional support for attendees		
Convention & Administrative Support (Hudson) Brain Room	Work with all teams to provide extra support when required prior to the convention and during the convention. Scheduling support/relief support	Sue, Miles	Cheryl, Gen, Ann C & all team leads
Hotel - Greeters	Hotel - Front, back and side entrances		Wade, Rollie,

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			Avril
Mall/Subway Greeters	Greeters for TTC attendees at the subway and mall - provide direction		
York Hall South	Program Support - 2 at the door, 1 for presenter & audio tech		
York Hall Center	Program Support - 2 at the door, 1 for presenter & audio tech		
York Hall North	Program Support - 2 at the door, 1 for presenter & audio tech		
Dehavilland	Program Support - 2 at the door, 1 for presenter & audio tech		
Entertainment & Fun	Coordinate fun activities - dance etc	Adelina	
Apr 24 & 25 Admin & set up	Pull together ABC binders & name tags, AWC program, name tags (10 volunteers)	Sue, Miles Ann K	Cheryl 24 only, Gen, Ann C, Suzette R
Apr 29 & 30	Take down		Ann C
May / June 2018	Appreciation and celebration event, activities	All team leads	

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To The Committee Chairperson,

As we welcome 2018, let me first thank you, heartily, for your service to ACA.

Next, let me happily remind you of the exciting business conference and convention that are on the horizon. Before you know it, we will gather for these events in Toronto, Ontario, Canada.

As you may know, each WSO Committee is required to offer a report to the organization, annually. These documents are included in the binders that are given to the delegates at the business conference. To aid in developing a comprehensive committee report, here is a list of information we suggest including in all committee report:

- Committee or Subcommittee Name
- Inception Date / Sunset Date
- Chair / Vice Chair / Committee Members
- Description or Statement of Purpose
- A list of committee activities since the last ABC
- Goals for the year ahead
- Location of meeting minutes / reports, such as the URL of the WSO website repository
- Committee Contact information

Additionally, we have developed the ACA WSO Annual Committee Report Form, included here, which may be utilized. Of course, some committee reports may include information that will not fall neatly into this form. The form is simply a tool, which you may choose to utilize. If you would like a copy of your committee's report from last year, I will be happy to send it to you.

Your committee will likely be expected to offer an oral report at the conference. The Form may be helpful for you to hit the highlights of your committee work. These oral reports will be from 5 to 10 minutes in duration.

If your committee has been undertaking work that may have broad interest or particular impact for the general ACA fellowship, a report of which would need more time and focus, you may want to offer an additional special report. An example would be the report offered last year, by the Service Structure Committee, which apprised the delegates of the developments the committee was envisioning. We will happily fashion an agenda that will provide you with the time you need to present to the delegates. Please let's begin the planning.

Finally, to assure time to assemble the Binder, we would like to receive your committee's written report by Friday, February 16th. If you have any questions, would like a copy of last year's report, or are considering offering an additional 'special' report – please write to me, Jim, at abc@adultchildren.org.

Thank you.

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THE ACA WSO ANNUAL COMMITTEE REPORT

Committee

Inception Date	Sunset Date

Chair / Vice Chair (<i>First name, Last Initial; State or Country</i>)		
Members (<i>First name, Last Initial; State or Country</i>)		

Statement or Description of Purpose

Bullet list of the committee activities of 2017

Detailed descriptions, as needed

Goals for the year ahead

WSO Website - Repository URL of meeting minutes / reports

Committee Contact information

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		skipped	Proposal 2018 – 1 Submitted on September 8, 2017 by Los Altos Hills, CA (CA988)
%		No Opinion	
		No	
		Yes	

Issue:
We propose that the ACA fellowship formally adopt the book The Laundry List: The ACOA Experience by Tony A and Dan F as official "ACA conference approved literature".
History/Reasoning:
At the 2017 ABC, several proposals were offered to incorporate Tony A's steps into the fellowship, into the BRB. It is clear the fellowship desires our founder's words to be more visible and accessible.
Argument in Favor:
Tony A is the co-founder of our fellowship. His 1991 recorded talk, his writings and especially his 12 steps are important recovery material for many....and, as folks become more aware, the numbers will only continue to grow. His call to unconditional self-love is an unambiguous message of healing. Even groups are actively using his steps and book in meetings. Adopting his book, which includes his 12 steps, is 'just the right thing to do'. Approving this proposal gives Tony, his recovery, and his book/steps the legitimate, rightful place in our fellowship that they so well deserve.
WSO Analysis:
It is against ACA Traditions to endorse an outside enterprise. While Tony A. is recognized as our primary founder, this book has been privately copyrighted and is the property of his and Dan F.'s estates. It is, therefore, an outside enterprise. It is important to note that ACA has an open literature policy, which means that groups may choose on their own to use this book by group conscience, without opposition or censure from WSO. Further details of ACA's literature policy are available in the BRB.

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Comments:	
Notes:	