



MONTHLY TELECONFERENCE AGENDA
February 10, 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 January 11, 2018 Teleconference Minutes (Marcia J.)**
Second:
Discussion:
Decision:
- E. Guest Introductions**
- F. Tradition Two:** For our group purpose there is but one ultimate authority - a loving God as expressed in our group conscience. Our leaders are but trusted servants, they do not govern.
- G. Committee Reports:**
 - 1. Executive Committee—Majbrit M.**
 - 2. Treasurer's Report and Finance Committee: Bill D.**
 - 3. Literature Committee: Charlie H.**
 - 4. Members and Public Service Committee (MPS): Bill D.**
 - 5. European Committee: Majbrit M.**
 - 6. WSO Office: Mary Jo L/Tammie G.**
 - 7. Audit Committee—Pat H.**
 - 8. Service Structure Committee: Marcia J.**

9. Website/Database Committee: Jim B.

10. ABC Committee: Jim R.

11. OPPM Committee—Mary Jo L

12. Nominating Committee: Carole C.

H. Read into the Record—Specific Concurrences: These motions are being read into the record as they were approved outside of a board meeting via online communication because of the urgency for approval. The Board member who concurred first is shown as the Second for the motion.

1. Motion: To seek and engage an accounting firm to perform the tasks listed below. A cost not to exceed \$9,000 is requested in order to invest the time in vetting the firms and soliciting proposals for board for approval. (Bill D.)

1. Planning and implementing a changeover from cash based accounting to accrual method
2. Advising on policy and procedures regarding 3rd party connections into Quickbooks Enterprise Platinum for direct download of data from revenue channels such as Amazon (we already have our Shopify Shopping Cart connected via Webgility)
3. Analysis of and improving our accounting procedures for sales, inventory, purchasing, and COGS.
4. Develop procedures and policies for managing inventory effectively in Quickbooks Enterprise Platinum hosted on the Cloud - Reviewing inventory management and warehousing procedures (bar code scanner, reconciliations, etc.)

Background: We already have the consultant who can make the software changes needed. The dilemma is an overall lack of cohesive accounting policies and procedures and implementation to achieve the desired end results. We want to have a scalable accounting system that can handle increased sales and inventory currently happening plus those that will happen when our contract ends with Ware Pak. We need this expert help to get our accounting systems set up properly and none of the volunteers on the finance committee have the time nor expertise to do all of this as efficiently as an accounting firm. We have also withdrawn the previously approved tax compliance review by an accounting firm and believe WSO will benefit more by spending those funds in this area.

Second: Marcia J.

Discussion: This will help improve overall transparency in WSO financial matters.

Decision: Motion passed unanimously

2. **Motion:** Request approval for the purchase of 5,000 each of the Tool Bag and ACA Is... trifolds at a total cost of \$731 including delivery. (Bill D.)

Background: Due to increased demand for our trifolds we are ordering larger quantities of these two titles than previous orders.

Second: Marcia J.

Discussion:

Decision: Motion passed unanimously

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:** To approve the 2018 budget. (David McB.)

Background: The budget has been approved by the Finance Committee after obtaining input from all committees and having budget meetings.

SECOND: Marcia J.

DISCUSSION: The budget sets a target of \$75,000 for 7th Tradition contributions. Concerns about reaching that goal were expressed.

We continue to try to raise awareness of the need for 7th Tradition contributions. WSO expenses are projected to be higher than in the past.

DECISION: Motion passed unanimously

2. **Motion:** To approve the two PSAs to move to final editing and preparation for release to the fellowship. (Bill D.)

Background: The MPS Committee has approved the audio reading of the PSAs and recommends their approval to the board. Work on the beginning, background music, and endings will occur once the content and voice are approved.

SECOND: Marcia J.

DISC: A preference was stated about phrasing: to rephrase “...*alcoholic and dysfunctional families...*” and substitute “...*alcoholic and **otherwise** dysfunctional families...*” This makes the point that alcoholic homes are also dysfunctional. The consensus was to keep this in mind for future products of this type and go ahead with production of these PSAs for several reasons. First, the rest of the 30 second spot provides more explanation. Second, we would rather not delay the process any further because this has been in the making for a couple of years already.

DECISION: Motion passed unanimously.

3. **Motion:** Permission from ACA WSO Board of Trustees to offer the MPS Committee the ability to negotiate a salary in the range of \$18.00 to \$23.00 per hour for a 30 hour work week when hiring the MPS Special Worker. (Carole C.)

Background: This is a demanding position with specific skills and requirements. We have applicants who meet all of our qualifications. We need to pay them according to the skill and qualifications required.

SECOND: Charlie H.

DISC: A concern is that the budget provided only for \$18/hour, so it could require an adjustment. We are grateful to get the services needed at the requested price range.

DECISION: Motion passed unanimously.

4. **Motion:** To approve the purchase of 5,000 Crosstalk Booklets from Bang Printing at an approximate cost of \$2,074 which includes printing and estimated freight to Signal Hill. (DCOC)

Background: The DCOC has evaluated the sales trends of this booklet and recommends a purchase of 5,000 from an offset printer to obtain better quality and lower cost. This will be the largest order of Crosstalk Booklets ever placed, therefore it requires board approval. The attached quote from Bang says Identity Papers, however the cost is the same for all similar size booklets according to Bang.

Second: Carole C.

Discussion:

Decision: Motion passed unanimously

5. **Motion:** To approve the purchase of 5000 softcover Meditation books at an approximate cost of \$9,500 from Bang Printing. (Mary Jo)

Background: This purchase is more than 10% above quantities ordered before and thus requires full Board approval.

Second: Jim B.

Discussion:

Decision: Motion passed unanimously

6. **Motion:** To authorize payment to California Employers Association (CEA) for the HR Audit that was completed in January.

Background: The GM Liaison committee reviewed the three quotes obtained by the GM and thought this was the best choice. It was inadvertently approved without sending it to the board for approval, so that is being corrected with this motion.

Second: Carole C.

Discussion: Board members asked about the safety of our HR files. California requires hard

copies, which should be in the fire-proof file cabinet originally purchased for that purpose. Tammie will check with CEA about backing up files on the cloud. Per the auditor, and in her presence, materials in the files that were not required were disposed of properly. Anything found to be incomplete is being taken care of by Tammie.

Decision: Motion passes unanimously

J. New Business

K. 2017 ABC Motions and Status

1. Create a new OPPM Committee to complete the 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.**

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

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 March 10, 2018 at 2:00 p.m. Eastern time