****

**MONTHLY TELECONFERENCE MINUTES**

**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.

1. **Call to Order:** Mary Jo L. opened the meeting at 2:01 PM EST with the ACA Serenity Prayer
2. **Roll Call of Board Members:** Mary Jo L., Marcia J, Jim B, David McB, Majbrit, Bill D., Jeffrey F., Charlie H., Carole C.
3. **Establish Quorum:** Established
4. **Minutes:** Motion to approve the January 11, 2018 Teleconference Minutes (Marcia J.) **Second:** Carole C.

**Discussion:** Correction Pat H. Audit Committee Chair

**Decision:** Motion passes unanimously

# Guest Introductions

|  |  |  |  |
| --- | --- | --- | --- |
| * **Brody F. CA1175 DTSC Chair**
 | * **Jim R. Brooklyn, NY109/ABC Chair**
 | * **Matt WI West Great Lakes IG, SVC**
 | * **Pat H. CA Audit Committee Chair**
 |
| * **Denise Anchorage, AK021 Lit**
 | * **Kristian WA Long Island**
 | * **Mikkel DN340**
 | * **Sue V. CAN IG558 Co-Chair 2018 ABC/AWC Host Cmte**
 |
| * **Erin PA076 Vice-Chair DTSC**
 | * **Laura L. CA IG620 WSO Rep, Archives Cmte Chair**
 | * **Miles Belleville Ont. Co-Chair 2018 ABC/AWC Host Cmte, OPPM SSC**
 | * **Svetlana Calgary GR**
 |
| * **Greg R. TX Lonestar IG**
 | * **Mardi M. MT026 ComLine Editor**
 | * **Mona Chicago, IL206**
 | * **Tammie G. WSO GM CA079**
 |
| * **Jerry E VA104**
 | * **Marina CA**
 | * **Pam CA IG 64**
 |  |

1. **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.
2. **Committee Reports:** *All reports can be found on the business website:* [*http://acawso.org*](http://acawso.org)
	1. **Executive Committee—**Majbrit M.

The Executive Committee gave approval to the following purchases:

1. A new computer external monitor, keyboard, and mouse for the General Manager’s laptop. The DCOC previously approved the purchase. The cost will be less than $200.00
2. An order for 5,000 "*25 Questions*" pamphlets from ABC Press at a cost of $331.00
3. A docking station and monitor for General Manager’s computer to cost around $300.00

**Comment:** It was later decided that the docking station was not currently needed, so the money was not used.

* 1. **Treasurer’s Report and Finance Committee**: Bill D.

ACA WSO started the year with strong financial performance for January primarily due to increased literature sales and a large 7th Tradition contribution. The P&L Statement shows sales were up $14,318 (minus COGS) over December as the WSO inventory has consistently been available due to improved purchasing methods.

We ended January with $96,786 in total income and $81,479 in total expenses for net income of $15,307.

In the expense section of the P&L there were no unexpected expenditures for the month. Freight and shipping costs were up about $4,000 as a result of the increase of inventory and sales. A payment of $5,000 retainer for the audit was made to the CPA firm conducting the audit. Wages were back down to normal because there were only two pay periods in January instead of three as we had in December.

7th Tradition Contributions are shown on the 7th Traditions tab in the side menu.

**Finance** **Committee**

The Finance Committee continues to work on our accounting system upgrades and has been focusing this past month on improving our chart of accounts, moving from cash based accounting system to accrual accounting, and making recommendations to the board for modifications to the Fiscal Policy section in the OPPM.

The Committee placed the annual budget before the board in December and it was adopted in January. We plan to provide regular reports to the board and committee chairs to enable them to see how the organization is doing financially compared to the budget and more specifically, how each area is performing as compared to the projected budget.

* 1. **Literature Committee:** Charlie H.

*The ComLine* is preparing for the release of the quarter two newsletter containing stories, poetry, art, and articles about steps, traditions, and concepts 4, 5, and 6 on April 1. The submission deadline is February 28th. Remember to send a signed copyright permission form with your submission. Stories from international members and anything about the upcoming ABC are very welcome. Submissions can be send to litstaff@adultchildren.org

*The ComLine* contains material that is inspirational, and is completely different from the *Traveler*, which is more of a news bulletin.

The first meeting to begin work on the *Becoming Your Own Loving Parent Workbook* was held in January. This project was promoted by Bonnie M. from San Diego, and she is also chairing the committee. Work is also proceeding on the *Little Big Red Book* (LBRB)

Tamara P. held first meeting of the evaluation team. This team provides a critical service in making sure materials are ready to become Conference Approved. The team is currently working on the trifold created to let other 12 Step Fellowships know what ACA is about. Lit

The Executive Committee approved new literature development policy explaining and giving guidelines for planning and launching a literature project. The committee hopes this policy will be posted online within a month. The literature committee is also working on a policy for translation groups.

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

The free literature for professionals has continued to receive more requests. The outreach is working to spread the word. The numbers signing up for the Traveler keep growing, which also spreads the word. We were asked for some sample literature from an AA group in Oklahoma, which we see as positive.

More intergroups are participating in the reduced price for books. New Jersey is receiving one case per month.

Carole C. has been instrumental in updating resumes and interviewing for our MPS Special Worker, who we hope to hire soon.

* 1. **European Committee:** Majbrit M.

Welcome to new committee member from the Board of Trustees, Charlie H. The committee is currently building their database of meetings and contacts, as well as creating new procedures for the committee.

The Greeks have completed their translation of the BRB, YWB and the Meditations book and are ready for the next step. Charlie proposed a meeting with Robin, Charlie and Majbrit to discuss how to proceed.

We are looking for bids for us to host the European Meeting 2018 Conference and we are talking with fellowships already submitting their bids. Malmo, Sweden will be the site of the 2019 ABC, and the Swedish fellowship is working on it right now.

The UK is holding ACA Awareness Week Feb 12-18. There will be a Convention in London on March 17. If you are interested, you can check their website at aca.london.convention@gmail.com

There is need for financial aid if people from Europe are going to attend the 2018 Toronto ABC/AWC. There is currently no provision for this from the WSO. More conversation about this topic will occur at the Board level.

* 1. **WSO Office:** Mary Jo L/Tammie G.

There are currently 1,987 active meetings, which is an increase of 17 meetings. There are currently two more intergroups, bringing that number to 84.

Tammie G. is currently interviewing applicants for positions at the Signal Hill office as general office help and warehouse associate.

* 1. **DCOC:** Mary Jo L

The committee meets weekly to keep apprised of the business done at the office and warehouse. Current projects include the termination of our Ware Pack contract as we currently have space to keep more materials in our new office. We can now make sure that all orders for California can be filled in California, which helps with shipping. We have had a good response since we lowered the price from $600.00 to $100.00 on the intergroup book savings. We are also looking for a new or used forklift to use in the warehouse.

* 1. **Audit Committee**—Pat H.

Pat H. will be the chairperson for the Audit Committee this year. We are early in the process. A physical inventory has been done at Signal Hill, and the committee has received a long list of information needed by the auditing firm by mid-March. Tammie G. and our accountant are working to gather this material.

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

Work on the Nominating Committee was finished and committee recommendations were approved at the end of December. Carole C. has been recruiting the two members the board will approve to start the work of this committee. Once those are chosen, they will do the rest of the recruitment. We are hoping this will provide a separation between the Board of Trustees and those who solicit and vet applications for new trustees. It was decided that the Nominating Committee will make their own report at the ABC.

During January the committee began discussions about the report and presentation for the 2018 ABC. Vision and Mission Statements for Regions were finalized. We are now ready to look at suggestions for a regional map to replace the last version, which we believe to be about twenty years old.

# Website/Database Committee: Jim B.

Our new website to replace the Repository, <http://acawso.org>,has been launched. We are hoping to call it something other than “the repository.” The site includes a link to events sponsored by Regions and Intergroups. When sending brochures or information, please do not use last names out of respect for our tradition of anonymity. We will not publish last names or personal information. We also require a generic rather than personal website and phone contact.

Plans are underway to migrate the adultchildren.org website to WordPress. This will include enhancements to the Meeting List search, adding, and updating. As well as provide full scale support for Intergroups and Regions.

We will be working with the ABC hosting committee to make the audio available for users to listen during the conference. We are also looking at other tools to make remote participation in the ABC possible.

* 1. **ABC Committee:** Jim R.

Thirty-five people are currently working as volunteers to plan the 2018 ABC/WSO in Toronto, Ontario. During the event, there will be 75 to 100 volunteers. We have 298 “room nights” booked of our required 350. There should be no problem filling the rest of the rooms. The committee is trying to getting extra rooms at the same price. There are currently 140 participants registered for the AWC and 25 registered for the ABC. We have added another international participant, this time from Argentina.

The website has been enhanced with additional information for delegates. The site has been averaging 35 – 60 enquiries per day. The program team is ready to finalize the program and once done, highlights will appear on the website.

Other 12-Step programs will be allowed to set up hospitality rooms that they pay for. The time has come for the finalization of the room layouts and approval by the Board.

Committee chairs need to submit reports for the binder as soon as possible. Jim R suggests that perhaps the binders could include some sample literature if there is any. He is currently putting together a “dummy binder” in order to see how all the information will be laid out.

The ABC Committee has received and is recommending approval of a bid from Swedish intergroups to host the 2019 ABC in Malmo, Sweden. The committee will work with them to finalize the rules for content, copyright, and presenters.

**Motion:** To gratefully accept the offer of the Swedish Intergroup in Malmo to host the 2019 ABC. (David McB)

**Background:** The bid has been received and considered adequate by the ABC Committee, which is recommending that we accept the hospitality of this group.

**Second:** Majbrit M.

**Decision:** Motion passes unanimously

**The Delegate Training Subcommittee** finalized plans for two identical teleconferences for delegates to the convention to be held on March 11 and April 1, 2018. The topics will include an informal review of some useful links and question and answer session. There is dial-in information on the Slack channel. A letter of welcome to 2018 delegates has been approved. We are waiting for final dates and information before sending it out. The committee is looking for help to implement a Buddy system. They also want to be sure delegate surveys are available before delegates leave the convention.

**The Ballot Proposal Committee** reports that 26 ballots have been returned. Feb 28 is the deadline to put in ballot decisions from meetings.

* 1. **OPPM Committee—**Mary Jo L

The committee is still revising with 4 sections to be ready for approval in next two weeks. Many revisions already accepted, and the most current OPPM under links section at <http://acawso.org>

* 1. **Nominating Committee:** Carole C.

There are currently 3 applicants for two committee positions. One is already doing a lot of paperwork. Carole will present the first two applicants to the board this month. The chair of this new committee will have to be sent to the ABC by WSO.

1. **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 objectives and associated tasks below. A cost not to exceed $9,000 is requested to be paid out as a retainer of approximately $2,000 with the resulting fees to be paid for work on an hourly basis as invoices are submitted.

1. Planning and implementing a changeover from cash based accounting to accrual method and upgrading chart of accounts.

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 have the consultant who can make the software changes needed. We want to have cohesive accounting policies and procedures: a scalable accounting system that can handle increased sales and inventory currently and when our contract ends with Ware Pak. This expert will help to get our accounting systems set up properly. We have 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**

1. **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.

**Decision: Motion passed unanimously**

1. **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.
2. **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**

1. **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.

**Discussion:** A preference was stated about changing *“…alcoholic and dysfunctional families…”* to *“…alcoholic and* ***otherwise*** *dysfunctional families…” -*making the point that alcoholic homes are also dysfunctional. This can be done in future projects. There is no wish to delay this project any further.

**Decision: Motion passed unanimously.**

1. **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.

**Discussion:** 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.**

1. **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. 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.

**Decision: Motion passed unanimously**

1. **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 previous quantities ordered.

**Second:** Jim B.

**Decision: Motion passed unanimously**

1. **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:** California requires hard copies of HR files, 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**

1. **Motion:** To purchase 3,500 copies of the hard cover *Strengthening Our Recovery* meditation books from Bang Printing at a cost of approximately $9,204 including shipping.(Bill D.) **Background:** The DCOC has evaluated the sales and costs of this book and recommends this quantity be purchased. It will provide us with enough books until later in the year. It is the largest quantity of hardcover meditation books WSO has ever ordered. (Mary Jo)

**Second:** Marcia J.

**Decision: Motion passed unanimously**

# New Business: None

1. **2017 ABC Motions and Status**
	1. **Create a new OPPM Committee** to complete the revision of the 2012 OPPM. **–Complete**

# 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.**

# 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.**

# 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.**

# 2017-8: Create Telephone Conference Meeting Committee—Complete

# 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.**

# 2017-13: Use of the term “Closed.” — 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.**

# 2017-15: Laundry List Rewording—Passed

1. **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.*

# Guest Comments

* **Pam:** We’vecome a long way baby….all the way to a forklift! Her intergroup created some Inner Child Bears to donate to the ABC. She was asked to send a photograph in an email to acaworldconvention@gmail.com in order to work this out.
* **Miles:** Participants at the 2019 ABC in Malmo, Sweden should flyinto Copenhagen and take a train to the location. It is only a 15 minute train ride.
* **Sue V.:** The 2019 committee is asking about space for a website.We can put another tab on the 2018 convention website when we are ready. Majbrit has people who have good ideas how to do this. She will be the liaison. Frederick, who will be leading the committee, plans to be in Toronto where more information can be shared.
* **Jerry DC:** Changing the minimum for the intergroup discount from $600 to $100 has been a major step forward for the IGs. Thank you. He is puzzled about Amazon and its competition with the intergroups. The 30% discount brings books to $11 each. Shipping is 20% of the order, so really we get a 10% discount ($13.50 each). Amazon is $18 with free shipping if you are a Prime member.

**Response:** The original purpose of this discount was to give Intergroups some cash flow. 2/3 of all sales go through our website, 1/3 through Amazon. We applied for an Amazon US account hoping it would help us get accepted for an Amazon UK account, and it did. The Amazon price is high enough that we felt it wouldn’t negatively impact Intergroups. We also needed to be lower than third party sellers who were undercutting us if our price was too high. We found $18.00 keeps that competition at bay. We are also getting a better handle on our numbers and are hoping our shipping prices can go down as we look for other sources. We do not want to disadvantage the Intergroups.

**Carole:** We may be getting people to ACA because they run across our literature on Amazon.

**Greg:** Our last order was 13% shipping costs. We give people a 10% discount. It solidifies our relationships with the groups rather than making money. We haven’t had much competition with Amazon. Four or five people have walked in new to the meetings with a book in hand.

**David McB:** There isquite a bit of activity on Amazon, which were about a third higher. We might be able to move up a dollar.

**Sue V.:** We too have people who come in with books. Some people use them when traveling. Or want eBooks.

* **Laura:** Does the Delegate getting started pdf need to be sent to the conference for approval? An internal document is all that is necessary.
* Jim R. would like information on whether or not the new PSAs will be presented at the 2018 ABC. He would also like to know about format.
1. **Motion to close the meeting:** Carole C.

**Second:** David McB

**Decision: Motion passes unanimously.**

**Meeting Closed at 3:36 PM EST with the Traditional Serenity Prayer**

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