



MONTHLY TELECONFERENCE AGENDA

April 14, 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:

B. Roll Call of Board Members:

Present:

Absent:

C. Establish Quorum

D. Minutes: Motion to approve the March 10, 2018 Teleconference Minutes (Marcia J.)

Second:

Discussion:

Decision:

E. Guest Introductions

F. Tradition Four: Each group is autonomous except in matters affecting other groups or ACA as a whole.
We cooperate with all other Twelve-Step programs.

G. Committee Reports: *All reports can be found on the business website: <http://acawso.org>*

1. Executive Committee—Majbrit M.

2. Archive Committee—Marcia J.

3. Treasurer's Report: Bill D.

Finance Committee: Bill D.

4. Literature Committee: Charlie H.

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

6. **European Committee:** Majbrit M.

7. **DCOC:** Mary Jo L.

8. **Audit Committee:** Pat H.

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

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

11. **ABC Committee:** Jim R.

12. **OPPM Committee:** Mary Jo L

13. **Nominating Committee:** Greg R.

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:** Request board approval to authorize purchase of 10,000 Hardcover Big Red Books, SKU 100-01 at an approximate cost of \$46,273. In addition Bang will charge \$2,000 to print and apply a barcode sticker and an estimated 2,803 for shipping. The total estimated cost will be \$51,076 which we will likely draw out of our inventory purchase reserve. (DCOC)

Background: The inventory is down to about 2 months of supply in all outlets. We have the space to store a larger order now and this will decrease our cost by .15 per book or \$1,500 overall to order this quantity. It would be the largest order ever placed for BRB. The prior largest order was 7,500. The DCOC unanimously recommends this purchase.

Decision: Motion passes unanimously

2. **Motion:** To add the daily meditation to the website. Users to the website will be able to see a graphics image of the daily ACA mediation, strengthening my recovery. The image will prevent people from copying the text. At most 7 day's mediations will be available, with only the current days being available initially. A budget of \$ 1,000 will be provided for this project. The website committee will get 3 quotes for this project before proceeding. (Jim B. March 24)

Background: Having the ACA daily meditation available on the website will be a great resource for ACA members, particularly when traveling. It will drive traffic to our website and increase our search engine ranking. This will increase awareness of the book and we will provide links to our shopping cart

for those interested in having the hard copy. We will monitor the number of users viewing the page and also see if sales of the actual book are affected and consider other display or pricing models if needed.

Second: David McB

Discussion: Concerns about potential loss of revenue were expressed, but the trustees thought it would be good to see if this perhaps helps to spread the message and results in greater sales. There was discussion of possible translation capabilities.

Decision: Motion passes unanimously.

3. **Motion:** To approve the purchase of a Noblelift Mast Moving Reach Truck for use in the Distribution Center Warehouse. The cost is \$12,485 plus tax and delivery for a total of \$13,884.60. (DCOC March 27)

Background: In May of 2017, WSO moved to larger facilities and had pallet racks installed that allows vertical storage of inventory. Since moving we have borrowed the services of a neighboring business when pallet racks had to be moved around. This can be a liability issue for WSO and not recommended as a continuing practice. We researched other options, including buying used and leasing. With used equipment, the disadvantages seemed to outweigh the advantages because of potential maintenance issues. The associated costs with leasing could be over \$1,100, which does not seem to be a prudent use of fellowship funds. Therefore, the DCOC recommends this purchase as the best, most cost effective way to be self-sustaining.

Second: David McB

Discussion: None

Decision: Motion passes unanimously.

4. **Motion:** To decrease the price of the Commemorative edition of the Fellowship Text (BRB) from \$17 to \$15. (DCOC April 2)

Background: WSO still has a substantial quantity of this book on hand and all numbered copies were sold during the first few months it was available. The DCOC feels it's prudent to start selling them at the same price as the regular BRB to get them into the hands of the Fellowship.

Second: Bill D.

Discussion: None

Decision: Motion passes unanimously.

5. **Motion:** To approve the purchase of 1500 International Spanish language Yellow Workbooks from Bang Printing at an approximate cost of \$4,784 including shipping. (DCOC April 3)

Background: The DCOC has evaluated the sales trends and inventory storage capacity and recommends this purchase. This is the largest quantity of these books ever placed so it requires board approval.

Second: Mary Jo L.

Discussion: None

Decision: Motion passes unanimously. (Charlie?)

6. **Motion:** To approve the purchase of 100 each 39 Year Coin and 100 40 Year Coin from Wendell's. Total amount is \$332 plus shipping. (DCOC April 3)
Background: This will be our first order for these two coins so full board approval is being sought.
Second: Jim B.

Discussion:

Decision: Motion passes unanimously.

7. **Motion:** To amend Motion 2018_0113_04 to say OPPM Revisions Sections I - IIIH instead of Sections I - IIII. (OPPM Committee April 2)
Background: There was a typographical error in the document.
Second: Bill D.

Discussion: None

Decision: Motion passes unanimously.

8. **Motion:** That the Board accept the changes presented to them for Section III I through the end of that section of the OPPM. (OPPM Committee March 26)
Background: The OPPM Committee has made changes to this section to bring everything up-to-date with current Board and WSO practices. With the approval of this motion, these changes will be integrated into the OPPM with the appropriate notation about what sections were revised as of the date of approval of this motion.
Second: Marcia J.

Discussion: There was an explanation requested and given that the election of Trustees is placed by design after the Nominating Committee information.

Decision: Motion passes unanimously.

9. **Motion:** That the Board accept the changes presented to them for Section XVI - ACA WSO ComLine. (OPPM Committee March 26)
Background: The OPPM Committee has made changes to this section to bring everything up-to-date with current Board and WSO practices. With the approval of this motion, these changes will be integrated into the OPPM with the appropriate notation about what sections were revised as of the date of approval of this motion.
Second: Marcia J.
Discussion: None
Decision: Motion passes unanimously.

10. Motion: That the Board accept the changes presented to them for Section XII - Literature Policy. (OPPM Committee March 28)

Background: The OPPM Committee has made changes to this section to bring everything up-to-date with current Board and WSO practices. With the approval of this motion, these changes will be integrated into the OPPM with the appropriate notation about what sections were revised as of the date of approval of this motion.

Second: Marcia J.

Discussion:

Abstain: Jim B.

Decision: Motion passes with 8 votes.

11. Motion: That the Board accept the changes presented to them for Sections XIX - Annual Business Conference and XX - Ballot/Group Conscience Survey Preparation Committee (BPC). (Mary Jo L. April 1)

Background: The OPPM Committee has made changes to these sections to bring everything up-to-date with current Board and WSO practices. With the approval of this motion, these changes will be integrated into the OPPM with the appropriate notation about what sections were revised as of the date of approval of this motion.

Second: Marcia J.

Discussion: The following language was incorporated: "*Groups will be asked to vote Yes or No and be allowed to skip a proposal.*" The survey has previously been designed to force an answer, which is why "No Opinion" was used. We really don't know why groups indicate No Opinion on any proposal - it could be because they can't decide, they don't care, or they simply don't have time to finish the whole ballot. This change of language will eliminate any guesswork and allow us to count only definitive votes.

Decision: Motion passes 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 MPS Committee's purchase of two retractable banner systems with the graphic images of the **Laundry List** and the **Promises** on them for \$225 each. (Bill D.)

Background: These graphics were created to be visible on a 47" wide by 81" tall retractable banner that is freestanding from the floor. The stand and the production of the banner total cost would be approximately \$225 per stand.

Second: Charlie H.

Discussion: MPS Committee is generating the content of the banners, Eleni did the graphic design and is Everything Tradeshow is printing them. In the future, anyone can use them. The shipping cost is

unknown. The traditions and the Laundry List might be better to have than the current banners. Change “the steps” to “the promises.” The steps and traditions are pretty much the same as AA. Original motion has been changed to reflect the discussion.

Decision: Motion passes unanimously

2. **Motion:** To establish a social media presence for ACA that conforms totally to the Traditions and will serve as a way for people to see ACA. (Bill D.)

Background: This has come up from two different sources, and we can commission a study by several board members so we can get started.

Decision: Table the motion

Amended Motion: To authorize the MPS Committee to continue study of the role of social media in ACA. (Bill D.)

Background: MPS is already working on this, and anyone interested can join that group.

Second: Charlie

Discussion: MPS is already working on this, and any board members who are interested could join that group. **Amend motion.** We need to consider the workload may overwhelm us. Bill will let us know about meeting times.

Decision: Motion passes unanimously

3. **Motion:** That the Board approve granting the Russian fellowship, represented by the Moscow Intergroup (MIG), a license to reprint, sell and distribute 1,000 copies of their Russian BRB. The Local Sales Price of 1,000 copies of the Russian BRB = RUB 650,000 – RUB 279,000 (cost to print) = RUB 371,000 total profit margin to be split. 60% of this margin (RUB 222,600 - or approximately USD 3,870) would be paid to the WSO within 30 days signing the license agreement.

(Jeffrey F.)

Background: The Russian fellowship was granted a license to print 1,500 copies of the Russian BRB in 2017 so this will basically be like an extension of that but with some simplified terms. The first print run of their BRB was delivered in mid-September 2017 and they are out of stock. This license has been discussed and checked for several weeks by the Literature Executive Committee who approved presenting it to the Board.

Second: Majbrit

Decision: Motion passes unanimously

4. **Motion:** To authorize the 2019 AWC to be held on one of the following weekends: July 20, 27 or August 3, 2019

Second: Bill D.

Decision: Motion passes unanimously

5. **Motion:** To decrease the price of the Commemorative edition of the Fellowship Text (BRB) from \$17 to \$15. (DCOC)

Background: WSO still has a substantial quantity of this book on hand and all numbered copies were sold during the first few months it was available. The DCOC feels it's prudent to start selling them at the same price as the regular BRB to get them into the hands of the Fellowship.

Second: Bill D.

Decision: Motion passes unanimously

6. **Motion:** To adopt the procedures for literature placement presented by the MPS Committee. (Bill D.)

Background: This policy is listed on the MPS page of the website and has been in progress. There had been no formal policy.

Second: David McB

Decisions: Motion passes unanimously

7. **Motion:** Any expenditure in excess of \$1,000 for the purchase of a single item or service should have bids from three (3) suppliers if possible. These bids will be reviewed and specifically approved in advance by the Board of Trustees. Long term contracts such as those for recurring printing orders, office rent, etc. are excluded from this requirement. (Finance Committee)

Background: This was discussed at the finance committee. This is a policy recommended by the auditors.

Second: Jim B.

Discussion: It was agreed that having three bids promotes fiscal responsibility.

The Board will have access to the bid detail, beyond the price, to satisfy our responsibility for due diligence. Discussed whether \$1,000 was too low, but decided that the amount could be raised at a later time if the Board feels it's necessary. This will be added to the fiscal policy section of the OPPM.

Decision: Motion passes unanimously.

8. **Motion:** That the Federal 990 tax return preparation for 2017 be performed by Patricia Wilshire at a cost of \$1,100. (Finance Committee)

Background: Two other prices were obtained and this was the lowest price. The 2nd was for \$2,500 by Vasquez & Company and the 3rd was from HCVT at a little more than \$2,500.

Second: David McB

Discussion: None

Decision: Motion passes unanimously.

9. **Motion:** That the Board accept the changes presented to them for Section VII - *Placing Issues before the Board* and Section VIII - *Board Meetings*. (OPPM Committee March 28)

Background: The OPPM Committee has made changes to these sections to bring everything up-to-date with current Board and WSO practices. With the approval of this motion, these changes will be

integrated into the OPPM with the appropriate notation about what sections were revised as of the date of approval of this motion.

Second: Marcia J.

Discussion: Section VII – will change Executive Committee to

Decision: Passed unanimously

10. Motion: That the Board accept the changes presented to them for Section VII - *Placing Issues before the Board* and Section VIII - *Board Meetings* (OPPM Committee March 28) with the following stipulations:

- 1) Change the language in VII A. to “*contacting any board member*” rather than “*a member of the Executive Committee.*”
- 2) Delete the phrase “*a consensus must be reached*” from section VIII.D.
- 3) Discussions on how simple majority, consensus, and substantial unanimity will be held in the near future. The purpose is to make sure the Bylaws and the OPPM agree and to have one policy for passing a motion.

Background: The OPPM Committee has made changes to these sections to bring everything up-to-date with current Board and WSO practices. With the approval of this motion, these changes will be integrated into the OPPM with the appropriate notation about what sections were revised as of the date of approval of this motion.

Second: Marcia J.

Discussion: Change #1 from “Executive Committee” to “Board”.

Decision: Motion passes unanimously

11. Motion: To footnote language in Section XII WSO Office, sub-section B regarding trademark language as follows: “Clarification of Trademark and Logo guidelines is under revision for legal conformity.” (Board Discussion)

Background: Because the specified paragraph refers to language that will be clarified at another time, including in Section XVII – Logo, it was agreed that this footnote should be added to make it clear what the current status is of this language.

Second: Carole

Decision: Motion passes unanimously.

J. New Business: None

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 – Complete

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 sub-committee has been created to work on this**

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 Virtual Meeting Committee—Complete

6. 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.**

7. 2017-13: Use of the term “Closed.” — Complete

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.**

8. 2017-15: Laundry List Rewording—Passed

9. 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:

Decision:

Announcements: The next ACA WSO Board Teleconference is scheduled for May 12, 2018 at 2:00 p.m. Eastern time