



MONTHLY TELECONFERENCE MINUTES

March 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: Mary Jo L. called the meeting to order with a recitation of the ACA Serenity Prayer.

B. Roll Call of Board Members:

Present: Carole C, Mary Jo L, Marcia J, David, Bill D., Charlie H, Jim B.

Absent: Majbrit, Jeffrey

C. Establish Quorum

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

Bill D.

Discussion: Treasurer should be up in the officer reports rather than in the committee reports.

Decision: Motion passes unanimously.

E. Guest Introductions

- | | | | |
|---|------------------------------------|------------------|------------------------------------|
| • Armin W. Bremen | • Eleni MPS Special Worker NY | • John MA | • Mardi M. MT026 ComLine Editor |
| • Brody F. CA1175 DTSC Chair | • Gina C. IN Evansville GSR | • IG 66 Josh DC | • Matt WI West Great Lakes IG, SVC |
| • Bonnie K-M TX081/IG600 Ballot Com, IG Chair | • Greg R. TX Lonestar IG | • Germany /Karla | • Paul CT |
| • Darmody Calgary | • Jim R. Brooklyn, NY109/ABC Chair | • Kristian NY IG | • Pam CA IG 64 |

F. Tradition Three: The only requirement for membership in ACA is a desire to recover from the effects of growing up in an alcoholic or otherwise dysfunctional family.

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

1. Executive Committee—Majbrit M.

The Executive Committee authorized the following:

1. Paying expenses for an extra day in Toronto for Mary Jo L. in order to be present if there are any last minute issues or decisions.
1. An extra working meeting for the Board of Trustees on March 1 because of the number of issues needing to be dealt with.
2. Payment of \$570.35 for the purchase of 5,500 assorted flat sheets of the trifolds used in literature assortment and new meeting packets.

2. Treasurer's Report: Bill D.

A summary of our financial information was given by Bill D., as well as information about the activity at the Distribution Center. A generous contribution from the fellowship in Finland through their intergroup. This was part of a rise in 7th tradition contributions. To see individual contributions, go to the new acawso website where you will find the link [7th Tradition Contributions](#). The complete report as well as links to the financial spreadsheets is available on the new acawso website under the link to the [Treasurer's Report](#)

Finance Committee: Bill D.

The Finance Committee continues to meet every Wednesday at noon via teleconference and work to improve our accounting and financial systems along with other matters pertinent to the financial wellbeing of WSO. The committee worked this past month on numerous projects including reviewing the financial statements, accrual accounting, international bank account, vetting and recommending an external consultant to get our accounting and inventory management systems upgraded, and making recommendations to the board for modifications to the Fiscal Policy and Expense Reimbursement sections of the OPPM.

To find information about the four meetings held during February, go to the February [Treasurer's Report](#).

3. Literature Committee: Charlie H.

The WSO Literature Development Policy has been redrafted. The new policy outlines procedures for submitting a new or change literature proposal, the evaluation, development, and production processes, and provides criteria guidelines for members considering a proposal, as well as a timetable estimate.

We have re-established the quarterly Literature Committee call schedule going forward for the first Saturday of each quarter at 11:30 a.m. eastern US. The next quarterly call will be on April 7 at 11:30 AM (USA) EDT. The committee tries to have at least one open-ended conversation, so all are welcome to call in and give their input. Call-in information can be found on the Literature page in the Repository.

The Literature Development subcommittee is working on the following projects:

- ***The Little Big Red Book (LBRB)*** being led by Charlie H.
- ***The Loving Parent Workbook (LPW)*** being led by Bonnie M.

- ***Emotional Sobriety (Welcome to Other 12-Step Fellowships)*** trifold led by Charlie H. Content has been finalized for presentation to ABC. A new cover design is being developed.

In other news, the Literature Evaluation subcommittee has evaluated a couple of trifolds, with two more coming up. Charlie H. and Majbrit M. are working on a new translation policy. Mardi is working without a typesetter at the ComLine right now, and finds her learning curve to be quite large.

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

[MPS statistics](#), [The Traveler](#), and the new [PSAs](#) can be found by clicking the triangular arrow next to the MPS Committee on the Repository. MPS is working on a script that can be used when contacting news outlets about the PSI. 3900 people are being by The Traveler, which is going out in a week. There has been some conversation about announcing the ComLine with a link in The Traveler. It could provide access to new and back issues.

WSO COMMITTEES	WSO COMMITTEES
Meeting Minutes Teleconference Agendas Treasurer's Report 7th Tradition Contributions ▶ Literature Committee ▶ Member & Public Service Committee European Committee ▶ WSO Office Audit Committee ▶ Service Structure Committee Web Site Committee ▶ ABC Committee OPPM Nominating Committee Executive Committee	Meeting Minutes Teleconference Agendas Treasurer's Report 7th Tradition Contributions ▶ Literature Committee ▶ Member & Public Service Committee Africa Outreach MPS Statistics InterGroups Regions Public Information The Traveler Newsletter Hospitals & Institutions (H&I) Virtual/Telephone Meetings European Committee

The new special worker for MPS, Eleni M. was introduced. She is very excited to be on board and hopes to meet some of the fellowship at the conference in Canada. We are excited, too! Welcome to service!

Literature Placement Guidelines and a Log will be forwarded to the Board for approval before posting on the website. There is a continuing request for information about our organization from therapists and institutions for information.

The committee was asked to prepare guidelines for publishing events and flyers on the Events page of the website. One guideline that would specify “No last names” or “emails containing full names” on any flyer, is a possibility. The MPS committee will continue to work on this issue and eventually create guidelines for the website. If you have events to promote get them into the events webpage by going to [acawso.org](#). Information about the nominating committee and new board members has been posted there.

An MPS organizational chart (February 18, 2018) was reviewed by the committee. Also a request was submitted to the 68th Annual AA Convention in Florida for a table and possible workshop. The Intergroup Forum on Slack is really taking off. Groups are sharing ideas. Bonnie would like to reanimate the intergroup subcommittee of MPS and submit ideas to next year’s ABC. More

intergroups are registering all the time. Laura L. has left the position of chair for the Regional subcommittee. We will need someone in that position. The Virtual Meeting subcommittee is still working on safety procedures.

5. European Committee: Majbrit M. (posted after this meeting)

This month I had the privilege to connect a member from Panama to the Spanish service structure. He moved from Panama to Spain and would like to spread the message in both Spain and Portugal. An experience like that is why we do what we do. And we need all the help we can get.

This month we have had contact with Norway. Sweden, Germany, Finland, Austria, and the UK.

Things discussed were the traditions; what impact they have on how we treat one another in meetings, workshop; how to keep members attending the workshop through their realizations of their denial and pain. The ABC 2019 and how to build the host committee.

We are collecting data about our local fellowships to update our European Committee web site, so please send any submissions to eu-secretary@acawso.com

We would still like to remind all countries to register their ACA meetings with the WSO please see the link <http://www.meetings.adultchildren.org/meeting-register.html>

6. DCOC: Mary Jo L.

Since the last teleconference The Literature Committee has been asked to reformat the Cross Talk Booklet. The committee has also been working on inventory issues concerning re-ordering and inventory levels. A procedure for re-orders that specifies who is responsible for each part of the procedure has been requested from the Literature Committee. A capacity plan for the California warehouse will help with ordering decisions. The inventory situation should be easier to deal with when all retail fulfillment is brought back to Signal Hill from the current 3rd party fulfillment center in Illinois. We are currently preparing to ship books to Amazon to be sold through Amazon Canada.

We continue to work on making sure shipping charges are as accurate as possible on the Shopping Cart. Jim is working on low inventory alerts for the office.

Tammie is in the process of hiring two full-time employees – Warehouse Associate and Office/Warehouse Associate. We are still considering bids to determine whether to purchase or lease a motorized forklift. We had some confusion about voicemails earlier in February concerning the handling of voicemails between MPS and the Office, which was cleared up. With the hiring of Eleni as an MPS Special Worker, it will take some of the pressure off of the office staff.

We are suggesting to the Board that language be added to the Intergroup Discount Registration form indicating that IGs that participate in the program should have a minimum number of meetings that they represent, and that they understand books are only to be re-sold to those meetings. This suggestion comes as a result of complaints received.

OPPM: At the request of the OPPM Committee, the committee reviewed and made further changes to Section XI of the OPPM for recommendation to the Board.

7. Audit Committee—Pat H.

The committee is working to get all the items to the auditor, and working with Patricia to get asset and depreciation schedules ready. Field work should occur around March 19.

8. Service Structure Committee: Marcia J.

The Service Structure Committee met twice in January. The minutes are posted in the Repository. The report for the ABC was finalized and sent in to Jim R. to be put in the Delegate Binder. I am happy to report that ours was the second turned in, and met the deadline. It's the little things that make life worthwhile.

Several committee members created versions of maps for the Regions of the United States. The discussion on this topic is ongoing. The committee hopes to work with the International community to decide worldwide Regional suggestions.

We give a fond farewell to Laura L., who has been on our committee for a long time. We know she is busy with other great service endeavors. We also welcome Hanz from TN to be part of the committee.

9. Website/Database Committee: Jim B.

The Database and Website Committee meets regularly via teleconference. If you are interested in participating, please send an email to webservant@adultchildren.org. We can use people experienced with web design, particularly Word Press. We are currently supporting websites at adultchildren.org, acawso.org, shop.adultchildren.org, acaworldconvention.org, and now abc.adultchildren.org (used starting in 2019).

The new website with business documents is being used at acawso.org. There have been requests to post users full names associated with events and fliers on the events page. As this is a website available to the public, we cannot post full names in accordance with the 11th tradition and the principle of Anonymity at the public level.

We are in the final stages of building a new WordPress website for adultchildren.org Intergroups and Regions will be getting an enhancement on the new website. The Meeting list registration and update process will also be enhanced to provide better security and to ensure that meetings are added and updated by the group contacts. We are asking that all groups have a primary and secondary email contact that will be kept private and used for ensuring only they can update the meeting. If a group cannot have an email contact, we will work with them to make updates another way.

Testing with remote voting tools is underway to provide some input into the ABC discussion of one of the proposals to be discussed. Also, some problems with MP3 Audio files on the shopping site were fixed.

[Usage statistics.](#)

9. ABC Committee: Jim R.

243 Ballots have been returned. The Ballot subcommittee is in the process of validating those ballots now. The results will be posted later this month.

Reports for the Delegate Binder have been turned in by the Delegate Training Committee, the Service Structure Committee, and the Website Committee. Please have all reports turned in by March 31. The binder in skeletal format and reports are placed in the designated area as they come in.

The first teleconference for delegate training will be held tomorrow, March 11. Not all delegates have received training. The April 1 training has been rescheduled for April 8 because of Easter. Hopefully that will make for a better turnout. Delegates will get general rules for engagement at the ABC itself. Training will involve knowing what to expect as to using the microphone, etc. We are in pretty good shape. Erin has been doing great work!

The website acaconvention.org has information about the program and many other items of interest for delegates and visitors to Toronto. Information about 20 workshops is on the [website](#). The committee is looking for volunteers for both ABC/AWC. Don't forget to register for the Medieval Tour as well as banquets and lunches.

The 2019 ABC will be held in Malmo, Sweden. The Board may want to consider the duration of this event: three days or four days? This information will help the Swedish Committee with planning the venue and the contents of the meeting.

10. OPPM Committee—Mary Jo L

The committee consisting of Mary Jo L., Jim R., Miles C, and Laura L. have been working very hard to make sure the most up-to-date and accurate OPPM possible is available at the 2018 ABC. Sections 6, 9, 10, and 11 have been completed. The current focus is on sections 19 and 20, and several other sections are under construction.

11. Nominating Committee: Carole C. /Greg R.

The current committee consists of Greg R., chair and Laura L. Carole C. is the liaison between the committee and the Board. Three more members are needed for this committee. All documents for the committee are in the Repository.

The committee has been up and running since March 7, because a lot of work has already been done by Laura L. Jim B. made some last minute uploads, so there is now an application and other information available on the [Nominating Committee](#) page of the Repository.

The committee is looking for candidates to fill two open Board positions. They hope to have recommendations to the Board by April 19. People can self-nominate or be nominated. This process gives everybody equal footing as long as they meet the criteria. Each candidate must fill out their own paperwork. Thanks to Greg and Carol for getting this process moving so quickly

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 approve reprinting 600 copies of the Finnish Yellow Workbook in Estonia at an approximate cost in USD of \$3,180 whereby 500 will immediately be sold and shipped to the fellowship in Finland and 100 will be made available to sell on Amazon UK. (Jeffrey F.)

Background: The Literature Executive and Finance Committees made a detailed analysis of printing

and shipping options from Estonia and the US, and concluded doing a print run of this size in Estonia, was the most economical approach in terms of time and money.

Motion passes unanimously.

2. **Motion:** To approve the payment of \$950 to the Head, Johnson et al law firm of Tulsa, OK, for renewal of the ACA trademark design. (Mary Jo)

Background: This is a routine renewal of the trademark.

Motion passes unanimously.

3. **Motion:** To hire BIC Group LLC to provide accounting services approved at the last meeting, paying a deposit of \$2,000 at signing to be used against any late or final invoices, as well as agreeing to the leveled per hour cost table in the contract. (Bill)

Background: A number of CPA firms were contacted. Two bids were received, one for \$145.00/hr. (BIC) and the other for \$250.00/hr. Most firms either do not do the work as a regular part of their business or are not familiar with nonprofits.

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 pay travel and lodging expenses for Tammie G, Gloria D., and Jim R. Also, to pay travel and lodging expenses for the new MPS worker and one member of the Delegate Training Committee. (Mary Jo)

Background: There are several employees and volunteers who are integral to running the ABC. Our office staff and the MPS Special Worker will be able to keep track of the administrative issues and volunteers to WSO. Jim R. is the chairman of the ABC Committee and has participated in all of the organizational work. He should be present to see the Conference and Convention to completion and to offer help in that matter as needed. One member of the Delegate Training Sub-Committee is needed to oversee those portions of the ABC. This is not considered as a reward for hard work: many committee participants would qualify on those lines. To be fiscally responsible we need to limit the expense to those vital to the event.

SECOND: Charlie

DISCUSSION: In the discussion a couple of other names came up. One is a dedicated volunteer in many WSO committees; the other is vice-chair of the Delegate Training Sub-Committee. As the motion's background states, we have tried to be fiscally responsible in making choices. and lodging could not be a reward for hard work because too many of our fellowship meet that qualification. It was also decided that the DTSC Chair and Vice-Chair could decide between them who will attend, or split the remuneration.

Decision: Motion passes unanimously. *This was approved on January 25 and not included in the TC approvals on February 10.*

2. **Motion:** To pay for travel and expenses for the following individuals to attend the Toronto ABC/AWC: Pat H. (Audit Committee Chair, Finance Committee), and a member of the Nominating Committee. (Bill)
- Background:** WSO has paid for travel costs of committee members necessary to the functioning of the ABC and who need to present pertinent information.
- Second:** David McB
- Decision:** Motion passes unanimously.
3. **Motion:** To approve the design and purchase of 700 40th Anniversary Commemorative Medallions at a cost not to exceed \$1200. (Bill D.)
- Background:** These medallions will celebrate both the 40th Anniversary of ACA as well as the 2018 ABC/AWC in Toronto. A new vendor was found who is able to produce them at a much lower cost than previously used for this type of item. We have to move forward on this to make sure they are finished on time.
- Second:** Carole
- Decision:** Motion passes unanimously.
4. **Motion:** To accept the changes for Sections VI Fiscal Policy of the OPPM and the accompanying Reimbursement Policy. (OPPM Committee)
- Background:** The OPPM Committee and the Finance Committee have made changes to this section to bring everything in line with current Board and WSO practices. With the approval of this motion, these changes will be integrated into the OPPM with the appropriate notation.
- Second:** Carole C.
- Decision:** Motion passes unanimously.
5. **Motion:** To accept the changes for Section IX Executive Committee and Section X Committees of the OPPM. (OPPM Committee)
- Background:** The OPPM Committee has made changes to these section to bring everything in line with current Board and WSO practices. With the approval of this motion, these changes will be integrated into the OPPM with the appropriate notation.
- Second:** Marcia J.
- Decision:** Motion passes unanimously.
6. **Motion:** To approve a 2% cost of living raise for the hourly staff at the Signal Hill office. (DCOC)
- Background:** This is the continuation of a practice the Board initiated two years ago.
- Second:** Majbrit M.
- Discussion: Friendly amendment:** To approve an annual cost of living raise per ssa.gov for the hourly staff at the Signal Hill office.
- Second:** Majbrit M.
- Discussion: Friendly amendment:** To approve an annual cost of living raise per ssa.gov for WSO hourly staff.
- Second:** Majbrit M.
- Decision:** Motion passes unanimously.

- 7. Motion:** To approve the amended budget. (Bill D.)

Background: While reviewing the budget approved at the Jan 25th working session, the following errors and omissions were found: a budget for 3 months of *Centauria* and *Rackspace* for the time before the new website is launched and tested; \$1,600 for the Executive and Finance Committee budgets not captured in the total expense line.

Second: Majbrit M.

Decision: Motion passes unanimously.

- 8. MOTION:** To retire the old repository on February 1, 2018. (Jim B.)

DISCUSSION: There has been little negative feedback about the new repository other than the reports seem to come up in random order when the Reports link is used. There is also a suggestion that the menu currently on the bottom of the page be moved to the left-hand side for easier access. The old repository will be given a different URL so material it contains can still be accessed by Trustees.

SECOND: David McB

DECISION: Motion passes unanimously (*This was approved on January 25 and not included in the TC approvals on February 10.*)

- 9. Motion:** To pay 50% of shipping costs for books sent to the Toronto host committee for sale at the ABC/AWC. (Mary Jo)

Background: Because of cost to ship materials to Canada, and because of the time and effort the Host Committee has put into our annual event, the Board feels it is appropriate to subsidize shipping costs of books the local service group will sell at the event. This is especially important for WSO events held outside of the US.

Second: Majbrit M.

Decision: Motion passes unanimously.

- 10. Motion:** To authorize payment for the HR Audit that was completed in January. (Mary Jo)

Background: Jeffrey, Bill, and Mary Jo looked at all quotes and chose the one they thought was most appropriate and cost effective. The motion was not presented to the Board in a timely manner and that is being corrected now.

Second: Carole C.

Discussion: The discussion consisted of debate on whether this is a motion or something that requires only Executive Committee approval.

Decision: This discussion will be taken off-line by Charlie H. and Mary Jo L. *This was unanimously approved on February 8 and missed being included in the TC approvals on February 10.*

- 11. Motion:** Request to affirm specific concurrence for approval to proceed with hiring Eleni Musmeci for the MPS Special Worker position. (Bill D.)

Background: WSO has been without an MPS Special Worker for over seven months. After a lengthy search, the selection team has chosen someone who we feel will represent ACA WSO very professionally and who has the needed skillsets to fulfill the enhanced responsibilities planned for this position.

Second: Jim B.

Decision: Motion passes unanimously. *This was approved on February 8 and not included in the TC approvals on February 10.*

12. Motion: To transition the archives subcommittee which has been part of the literature committee, to a standing committee. The Archives Committee will continue its mission to seek, preserve, and catalog historical artifacts from *Adult Children of Alcoholics and Dysfunctional Families*. The Secretary of the Board of Trustees will be the Board Liaison to the committee. (Marcia J.)

Background: Within the last year an effort to find, preserve, and put order to historical documents and artifacts has been undertaken with approval by the Board of Trustees, as a sub-committee of the Literature Committee. Other organizations have archival committees that stand alone, and this seems to be a better arrangement for the work to be undertaken.

Second: Bill D.

Discussion: A notation should be added to the original June 10, 2017 motion that this change has been made. 171011

Decision: Motion passes unanimously

13. Motion: That the Board accept the changes presented to them for Section XI – WSO Office of the OPPM. (Mary Jo)

Background: The DCOC and OPPM Committees have made changes to this section to bring it 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 section was revised as of the date of approval of this motion.

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

<https://acawso.org/2018/03/04/using-i-statements/>

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

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:

- **Pam CA**—her intergroup is in the process of getting Inner Child Bears and tote bags ready for the ABC/AWC. There is a limited number. Sue will have a volunteer at a table for souvenirs. The product will be a Bear Parent with an inner child bear wearing a band aide that says, “Hear me hug me.” The bears will come with a bag. The suggested price is \$20.00. CAN 25.00. Cost to produce the bears is \$12.00 with \$12.00 cost for each bag. Shipping fees/duty fees to Toronto will be paid by the intergroup. Anything above expenses goes to the Toronto Committee.
- **Paul CT**: Who votes for the proposals that were accepted for the ABC? Delegates
- **Josh W. DC**—had several questions:
 1. He would like some sort of introductory material for new WSO Reps, helping them get up to speed. We have nothing at this time, but it would be a good addition in the future. Charlie will help him in the Intergroup.
 2. Jerry tried to make a literature order and fell off the 30% list. This is a problem with the Shopping cart. Please contact Tammie at gm@adultchildren.org to get this taken care of.
 3. How does one get onto the Slack channel? Bonnie will invite Josh to the intergroup forum. He can contact her at intergroups@adultchildren.org with email address.
 4. Is there any more detailed information about the ABC available on the website? There are two sections of the website: the ABC section gives information about events for April 26-27 and the AWC section gives information about April 27-29. A full agenda is coming, but it goes through a couple of hands before showing up on the website, abc@adultchildren.org The daily program starts at 8 AM. Also will get delegate training information to Josh.
- **Miles**: Schedule for AWC will be up soon.
- **Mardi**—
 1. Is it the intention of the Board to rollover everything to the WSO website? Repository is the only thing that goes away. She would like a little information for the ComLine about these changes. Jim B. will work with Mardi on some comline stuff.
 2. Asked Pam for a 300 dpi photo of the bear for the ComLine. She would also like an article from the bear. Website changes: Pam will try to get the stuff done.

- **Gina:** As a first time Delegate she is confused about Delegate Binder. The binder contains committee reports, ballots, and foundational documents. It is printed and provided at the conference. It will be online at some point, but it is large and it is not necessary to print out. Delegate training is held tomorrow (March 11) and April 8. Go to the conference website and you will see three choices for training. Brody mentioned that there will also be delegate training at the convention.
- **Matt K.—**
 1. Is it ok for intergroups to put completely licensed material to which we own the rights out on their websites? It would be ok to post on your site. It would be a public service announcement and it does not imply endorsement. Peer to peer is fine, but it must not imply cooperation or affiliation with a commercial entity.
 2. Public Service Announcement: if we send this through email chains is it a break in anonymity?
- **Pam:** Can we announce regions along with meetings and intergroups? This is now being done on the website.
- **Bonnie:** would like some sort of a “how-to” video to help groups know how to navigate the new repository site. The one he did for “how to find a meeting” was great.

M. Motion to close the meeting: Bill D.

Second: Carole C.

Decision: Motion passes unanimously.

Announcements: The next ACA WSO Board Teleconference is scheduled for April 14, 2018 at 2:00 PM. Eastern time