

The Delegate Binder

Of the 31st Annual Business Conference

ADULT CHILDREN OF ALCOHOLICS[®] / DYSFUNCTIONAL FAMILIES
WORLD SERVICE ORGANIZATION, INC.

Toronto, Ontario, Canada
April 26th and 27th, 2018

A Letter from the Chairperson of the Board of Trustees, 2018 ABC

My Fellow ACAs,

Happy 40th Anniversary to all of us!

We are growing, we are maturing and we are embracing the future. And just as we each learn to do so on a personal level, World Service is doing so with the service and business of ACA.

As you will see over the next two days, there are a great many initiatives that the Board, the Service Committees, and our Special Workers are effectively addressing – it can make your head spin just trying to keep it all straight. We are proud to note that the majority of the work that is done at the World Service level is the result of an untold number of hours given willingly by amazing volunteers. This will always be the case for a thriving organization like ours that values the service of its members.

As we continue to mature, though, we do expect that some of the responsibilities presently accomplished by volunteers will be shifted to a larger pool of Special Workers. This will happen with an increase in 7th Tradition contributions, which will help us maintain a self-supporting and self-sufficient ACA World Service Organization.

Much of the work of WSO is achieved by the Board itself. We were pleased and grateful to welcome four new Board members at the 2017 ABC, Carole C., a Regional Trustee, Jim B., Marcia J, and David McB. They joined Majbrit M., Bill D., Jeffrey F., Charlie H., and myself. As a team we have experienced the correlation between giving service and receiving the many benefits in our own personal growth. We continue to build trust in each other, ensuring we put the Fellowship's needs above and before any personal biases and agendas. I am very proud to be a member of this team.

We wish to acknowledge the many contributions of Jeffrey F. who is leaving the Board as of this ABC. We are happy to report, though, that he will continue to work with the European Committee, the Literature Committee and other areas as his time allows. Thank you for your service to the Fellowship, Jeffrey!

Some of the milestones of 2017 and in the first quarter of 2018 are listed below. You will hear much more about most of these achievements during the reporting and discussions that will follow during these two days, given by some of the people who helped drive them.

- Meetings: there are currently over 2,000 registered meetings, up from 1,700 at the end of 2016
- Intergroups: there are 84 active Intergroups, up from 68 at the end of 2016
- Regions: we have our first official Region in over a decade when the former Regions dissolved
- MPS: three major milestones - The Traveler Newsletter, Public Service Announcements (PSAs) available for download and use, and a new MPS Special Worker, Eleni M.
- Service Structure: creation of a Nominating Committee to help ensure a more objective process for bringing on new Board members; filling out more of the service network of ACA with discussions about drawing a new Regional map

- Technology: completion of a new primary website as well as a new shopping cart and document repository
- Literature: a functional restructuring of the committee's process that enables them to work more cohesively; presentation of new literature for approval during this ABC; two new publications being prepared – a smaller version of the BRB and the Becoming Your Own Loving Parent workbook; more translations
- Europe: now printing our literature abroad for faster turnaround time and savings in most cases, which included printing of the new translations of the BRB in Castilian Spanish and Russian; increasing support of translation teams; growth and encouragement of the fellowship in more countries
- Office and Distribution Center: hired a General Manager, Tammie; moved to new space in Signal Hill, CA; made the decision to discontinue the contract with a 3rd party distribution vendor in Illinois
- Finance: completion of the first official audit of WSO financials followed by implementation of the recommendations, including the drafting of an extensive Accounting manual; migration of more of our systems to QuickBooks
- Amazon: selling our books through Amazon US and UK with many other Amazons to follow

That's an amazing list made possible by a great team of volunteers!

Giving service at the WSO level, just as at your local level, is both challenging and rewarding. Without the people who do so as a means of giving back for what they've gratefully received, we wouldn't be where we are nor be headed in the positive directions we're headed.

With gratitude for those who are here now, hope for those who step forward to give service in the future, and respect for those who have come before us,

Mary Jo L.

ACA WSO Board Chair

April 26, 2018

Welcome 2018 Annual Business Conference Delegates & Guests,

We are looking forward to hosting the 31st ACA Annual Business Conference (ABC) in Toronto, Ontario, Canada.

Thank you for your service and representing your local Meeting Groups, Intergroups and Regions at the 2018 ABC. Your voice matters, with your service work ACA will continue to thrive and grow in the years ahead. Our ACA traditions and concepts will guide us throughout the weekend and beyond.

A little information about Toronto. Toronto is the capital of Ontario, the country's largest city and home to over 2.8 million people from all parts of the globe. It is a cultural hotbed packed with ethnic enclaves, take a walk or drive and you may find yourself in Asia, France, Greece, Italy, Jamaica, the Middle East or pick another country, your choice. We are also proud to announce we have 10 countries registered over this weekend.

Our city is the most linguistically diverse one in Canada and in the world with over 200 languages spoken and 45% of the residents speak a mother tongue other than French or English. Additionally, we recognize the enduring presence and contribution of Canada's Aboriginal peoples on this land.

Toronto is home for our sports teams: Blue Jays, Raptors and Maple Leafs. We are also known as Hollywood North with our TIFF (Toronto International Film Festival) taking place in September each year where all the star's flock together. If you love art galleries, museums, fashion, parks, zoos or the harbor front, we have something for you to enjoy. We are also proud to welcome back our musical from Broadway, "Come from Away" at our Mirvish Theatre, a play placed in Newfoundland, where a remote town became the epicenter of a remarkable true story filled with unusual characters, unexpected camaraderie and uncommon generosity.

If you have some extra time and want to venture out of Toronto, we have one of the wonders of the world, Niagara Falls a little over an hour away, a truly spectacular sight. We also have the McMichael Gallery in Kleinberg 30 minutes away. Located on 100 acres of forested land along the Humber River.

Finally, we would like to say a few words about our local ACA fellowship. We are an ever- evolving fellowship growing from a few meetings in one city almost 8 years ago to over 18 meeting groups in six cities. We have a beautiful mix of regular ACA meeting groups and step/laundry list workbook studies providing healing.

We are extremely grateful to all our volunteers and WSO partners who have worked tirelessly to ensure the success of this conference. Without them none of this would be possible. Thank you again.

In Loving ACA Service,

Sue & Miles

Toronto Host Committee Co-Chairs of the 2018 ABC and AWC

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The Problem

Many of us found that we had several characteristics in common as a result of being brought up in an alcoholic or other dysfunctional household. We had come to feel isolated, and uneasy with other people, especially authority figures. To protect ourselves, we became people-pleasers, even though we lost our own identities in the process. All the same, we would mistake any personal criticism as a threat. We either became alcoholics (or practiced other addictive behavior) ourselves, or married them, or both. Failing that, we found other compulsive personalities, such as a workaholic, to fulfill our sick need for abandonment.

We lived life from the standpoint of victims. Having an overdeveloped sense of responsibility, we preferred to be concerned with others rather than ourselves. We got guilt feelings when we stood up for ourselves rather than giving in to others. Thus, we became reactors rather than actors, letting others take the initiative. We were dependent personalities, terrified of abandonment, willing to do almost anything to hold on to a relationship in order not to be abandoned emotionally. Yet, we kept choosing insecure relationships because they matched our childhood relationship with alcoholic or dysfunctional parents.

These symptoms of the family disease of alcoholism or other dysfunction made us 'co-victims', those who take on the characteristics of the disease without necessarily ever taking a drink. We learned to keep our feelings down as children and kept them buried as adults. As a result of this conditioning, we confused love with pity, tending to love those we could rescue. Even more self-defeating, we became addicted to excitement in all our affairs, preferring constant upset to workable relationships.

This is a description, not an indictment.

Adapted from the Laundry List

The Solution

The solution is to become your own loving parent.

As ACA becomes a safe place for you, you will find freedom to express all the hurts and fears that you have kept inside and to free yourself from the shame and blame that are carry-overs from the past. You will become an adult who is imprisoned no longer by childhood reactions. You will recover the child within you, learning to love and accept yourself.

The healing begins when we risk moving out of isolation. Feelings and buried memories will return. By gradually releasing the burden of unexpressed grief, we slowly move out of the past. We learn to re-parent ourselves with gentleness, humor, love and respect.

This process allows us to see our biological parents as the instruments of our existence. Our actual parent is a Higher Power whom some of us choose to call God. Although we had alcoholic or dysfunctional parents, our Higher Power gave us the Twelve Steps of Recovery.

This is the action and work that heals us: we use the Steps; we use the meetings; we use the telephone. We share our experience, strength, and hope with each other. We learn to restructure our sick thinking one day at a time. When we release our parents from responsibility for our actions today, we become free to make healthful decisions as actors, not reactors. We progress from hurting, to healing, to helping. We awaken to a sense of wholeness we never knew was possible.

By attending these meetings on a regular basis, you will come to see parental alcoholism or family dysfunction for what it is: a disease that infected you as a child and continues to affect you as an adult. You will learn to keep the focus on yourself in the here and now. You will take responsibility for your own life and supply your own parenting.

You will not do this alone. Look around you and you will see others who know how you feel. We love and encourage you no matter what. We ask you accept us just as we accept you.

This is a spiritual program based on action coming from love. We are sure that as the love grows inside you, you will see beautiful changes in all your relationships, especially with your God, yourself, and your parents.

Delegate Information

The Delegate Binder

ACA World Service Organization, Inc.
2018 Annual Business Conference

A Summary of the Conference Experience

As reflected in our Operational Procedures and Policies Manual

BYLAWS

ARTICLE NINE (IX) ANNUAL BUSINESS CONFERENCE (ABC)

1. The ABC shall be convened on the fourth (4th) weekend of April at a location approved by the Board of Trustees in keeping with the OPPM.
2. The purpose of the ABC shall be to bring Unity and Consistency to the ACA fellowship. Toward this end, it may establish guidelines for service and communication links within ACA.
3. All members of ACA shall be invited to attend the ABC, with each affiliated Meeting and Intergroup designating one voting delegate and alternate.
4. The group conscience obtained from the delegates in attendance shall provide direction, recommendations, and/or Special Committees to the Board for conducting the business of ACA WSO.

OPPM

XIX. ANNUAL BUSINESS CONFERENCE

C. Process for Accepting Committee and Caucus Reports

The process for presenting and accepting committee and caucus reports explains the ramifications and effects of such reports and is found in the OPPM in: Section VII. PLACING ISSUES BEFORE THE BOARD and Section X. COMMITTEES, E. Reports

VII. PLACING ISSUES BEFORE THE BOARD

A. Methods

Issues can be brought before the ACA WSO Board in various ways.

3. when, at times, an issue is raised, by anyone attending, which is considered by a substantial majority to require immediate attention
4. at the Annual Business Conference
5. in keeping with the Policy Statement and Right to Petition* as amended

*Groups may use the Right to Petition to request the Board to reconsider any issues previously considered. (See Appendix I)

APPENDIX I – RIGHT TO PETITION

In the event ACA WSO has declined to take action on an issue, or there is dissent with some action, or other dissatisfaction on a matter considered by ACA WSO, the fellowship may formally petition for reconsideration or some other specific action to be taken by ACA WSO.

ACA WSO may refer such petitions to any of their committees for initial consideration, but will be obligated to place same on the ACA WSO agenda at the next board meeting held 30 days after receipt of the petition. A petition may be submitted, in writing, by five (5) registered meetings, at least three (3) of which are from different geographical areas, or by the petition of three (3) affiliated Intergroups. The

above shall have no affect on the present right of any meeting or Intergroup to submit to ACA WSO any matter for consideration.

X. COMMITTEES

A. General

ACA WSO utilizes a committee system that includes both Standing and Ad Hoc committees. Such committees are composed of Trustees (whether as committee members or liaisons), ACA members, and an occasional nonmember. All committees are referred to as Committees of the Board.

- Standing Committees: permanent committees that meet regularly throughout the year.
- Ad Hoc Committees: temporary committees that meet regularly until their defined purpose is accomplished.

The purpose of WSO committees is to respond to the needs of the fellowship within specific areas of service and help carry the message. Committees may make recommendations for policies and other items to the Board for possible action.

Committees are created or disbanded by appropriate motions of the Board and/or the ABC.

D. Reports

The business and progress of each committee shall be explained within its reports. Committees are responsible for submitting two types of reports: Monthly and Annual.

Monthly: a written report of the committee's activities is posted to the website within 3 days prior to the Board's monthly teleconference.

Annual: a report of each committee's activities is required for the ABC and must be submitted to the ABC Committee Chairperson, or designated alternate, within the timeframe requested. Reports should cover the past fiscal year (January 1 through December 31) with an addendum to cover significant actions of the committee after the first of the year and prior to the writing of the report.

OPPM

XIX. ANNUAL BUSINESS CONFERENCE

D. Counting Group Conscience Ballots and Delegate Votes – Substantial Unanimity

Ballots, that are filled in and returned, will be counted. A vote of two-thirds of the ballots is required for an item to remain on the ABC agenda for consideration.

The delegates attending the ABC will vote on the items. A majority vote of the delegates in attendance is required for an item to be forwarded to the WSO board for possible action. (See Concepts VI, VII and VIII for detail on the relationship and responsibilities of the ABC and WSO Board – pp. 37-38)

APPENDIX VII – ACA TWELVE STEPS; TWELVE TRADITIONS; TWELVE CONCEPTS

Concept VI

On behalf of ACA as a whole, our Annual Business Conference has the principal responsibility for the maintenance of our world services, and it traditionally has the final decision respecting large matters of general policy and finance. But the Annual Business Conference also recognizes that the chief initiative and the active responsibility in most of these matters would be exercised primarily by the Trustee

members of the World Service Organization when they act among themselves as the World Service Organization of Adult Children of Alcoholics.

Concept VII

The Annual Business Conference recognizes that the Articles of Incorporation and the Bylaws of the Adult Children of Alcoholics World Service Organization are legal instruments: that the Trustees are thereby fully empowered to manage and conduct all of the world service affairs of Adult Children of Alcoholics. It is further understood that our World Service Organization relies upon the force of tradition and the power of the ACA purse for its final effectiveness.

Concept VIII

The Trustees of the World Service Organization act in this primary capacity: with respect to the larger matters of over-all policy and finance, they are the principal planners and administrators. They and their primary committees directly manage these affairs.

Twelve Traditions of Adult Children of Alcoholics

1. Our common welfare should come first; personal recovery depends on ACA unity.
2. 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.

BYLAWS

ARTICLE EIGHT (VIII) PARLIAMENTARY AUTHORITY

1. The latest edition of Robert's Rules of Order shall be used as a guide in resolving any disputes; however, the ultimate authority shall be the group conscience of those persons present.

OPPM

APPENDIX VII – ACA TWELVE STEPS; TWELVE TRADITIONS; TWELVE CONCEPTS

Twelve Concepts of Adult Children of Alcoholics

Concept I:

The final responsibility and the ultimate authority for ACA World Services should always reside in the collective conscience of our whole fellowship.

Concept II

Authority for the active maintenance of our world services is hereby delegated to the actual voice, the effective conscience for our whole fellowship.

Concept III

As a means of creating and maintaining a clearly defined working relationship between the ACA meetings, the ACA WSO Board of Trustees, and its staff and committees, and thus ensuring their effective leadership, it is herein suggested that we endow each of these elements of service with the traditional Right of Decision.

The Right of Decision as defined herein refers to:

- 1) the right and responsibility of each trusted servant to speak and vote his/her own conscience, in the absence of any contrary mandate, on any issue regardless of the level of service;
- 2) the 12 Steps, 12 Traditions, and the Commitment to Service will be followed by trusted servants in decision making;
- 3) delegates to the Annual Business Conference are trusted servants and therefore equally guided by the 12 Steps, 12 Traditions, 12 Concepts, and the Commitment to Service;
- 4) standard practice that decisions made by subcommittees are subject to the authority of the service body which creates its mission and defines its parameters.

Concept IV

Throughout our structure, we maintain at all responsible levels a traditional Right of Participation.

Concept V

Throughout our structure, a Right of Petition prevails, thus assuring us that minority opinion will be heard and that petitions for the redress of grievances will be carefully considered.

General Information and Parliamentary Procedures

Robert's Rules of Order

The first edition was written in 1876 by General Henry M. Robert for the English Parliament (also known as the Parliamentary Procedure). The 10th, and latest edition, *Roberts Rules of Order Newly Revised* has a section, "IN BRIEF", which is a very handy guide.

Why use Robert's Rules? It provides a standard order of conducting business for large meetings so that they may operate and function effectively. The Rules balance of right of the Majority to decide with the right of the Minority to be heard.

Understand that studying and utilizing the principles in ACA's Twelve Steps, Twelve Traditions, and Twelve Concepts can provide the most useful guide to protocol. We use parliamentary procedure, when necessary, to ensure that courtesy is given to members, and to promote the orderly exchange of ideas. These procedures were developed to serve – not to stifle expression.

Conference Quorum. A quorum of delegates (2/3rds of the total number of registered Conference participants) is required in order to conduct official Conference business.

Making a Point

POINT OF ORDER. A question about Process, or Objection and Suggestion of an Alternative Process. This may include a request for the Chair to rule on the process.

POINT OF INFORMATION. A request for Information on Process or about the content of a Motion.

POINT OF PERSONAL PRIVILEGE. A comment about a personal need. For example: A request to have speakers use the microphone.

The General Rules of Discussion and Voting:

1. No one may speak for a second time on a topic until all who wish to have spoken for the first time.
2. Time limits are established for the debate of topics. The body can vote to extend the discussion by a simple majority or table the motion until later in the proceedings.
3. A motion passes by simple majority.

What is a motion?

At the ABC, a motion is a formal proposal, made by a Delegate, which asks that the WSO take a certain action. A motion can be made "from the floor" on any issue by any voting member of the Delegation when there is no other issue being considered.

The Process of Making Motions:

1. **Obtain the Floor.** (being recognized by the Chair and/or obtaining the microphone)

2. **Make the Motion.**
3. **The motion is Seconded.** This demonstrates that more than one voting member is in support of the motion. The Motion is lost if not seconded. The Chair or Secretary may restate the Motion for Clarity.
4. **Discuss the Motion.** If every comment is in favor of the motion, the Chair may ask if the motion is to be adopted. If there is no opposition, it can be recorded as a passed motion. A reasonable opportunity is given to all to speak on the motion. The Chair, noting that there is no further discussion will call a vote, restating the motion.
5. **The Vote.** The Chair asks first, “All in favor of the motion ...”, and then “all opposed ...” A simple majority is required to adopt the motion.

Minority Opinion and a Motion to Reconsider

After each vote on a matter of policy, if the vote was not unanimous, the minority will be given an opportunity to speak to their position. After the minority speaks, a poll will be taken to see if anyone changed their vote. If there are enough changed votes to make the outcome questionable, an official vote will be taken again to determine whether the motion’s result has changed.

Reconsideration

A motion to reconsider a vote may be made only by a member who voted with the prevailing side, but it can be seconded by anyone. The motion to reconsider is debatable. After reasonable discussion, the Chair will ask for a vote. Only a simple majority is required.

If the majority votes to reconsider, discussion on the Main Motion is resumed. (Delegates are urged to limit discussion to only new considerations of the matter in question). The vote is called, following the same rules as before. There is no minority opinion on the second vote.

Other meeting guidelines and considerations for the Conference Chair to enforce:

- allow questions for information to be asked before opening the discussion
- discourage the repetition of arguments
- impose time limits on speakers if the discussion carries on too long

Things that can happen to a Motion

A Motion can be seconded, debated, voted upon, as outlined above. The following subsidiary motions can be made regarding it:

Amending a Motion. The amendment is debated and voted on; then discussion of the original motion resumes.

Referring a Motion to Committee. A Motion may be sent to a Committee, either with or without additional assembly instructions.

Tabling a Motion. Tabling a motion means moving the discussion to a later time during the same Conference:

Postponing a Motion. Postponing a motion involves moving the discussion to a later date at a later conference (usually the next scheduled conference):

Calling the Question. Calling the question brings an end to the discussion. Delegates then decide whether to proceed directly to a vote on the question (Motion), or go on with the debate. If adopted, the delegation votes immediately on the motion under consideration.

Tabling, Postponing, and Calling the Question:

- Must be made in order (obtaining the Floor, or at the microphone).
- Must be made without comment.
- Requires a second.
- Is not debatable.

The ACA Commitment to Service

From page 601, of the Big Red Book

I perform service so that my program will be available for myself, and through those efforts, others may benefit. I will perform service and practice my recovery by:

1. Affirming that the true power of our program rests in the membership of the meetings and is expressed through our Higher Power and through group conscience.
2. Confirming that our process is one of inclusion and not exclusion; showing special sensitivity to the viewpoint of the minority in the process of formulating the group conscience so that any decision is reflective of the spirit of the group and not merely the vote of the majority.
3. Placing principles before personalities.
4. Keeping myself fit for service by working my recovery as a member of the program.
5. Striving to facilitate the sharing of experience, strength, and hope at all levels: meetings, Intergroups, Regional committees, service boards, and World Services.
6. Accepting the different forms and levels of service and allowing those around me to each function according to their own abilities.
7. Remaining willing to forgive myself and others for not performing perfectly.
8. Being willing to surrender the position in which I serve in the interest of unity and to provide the opportunity for others to serve; to avoid problems of money, property, and prestige; and to avoid losing my own recovery through the use of service to act out my old behavior, especially in taking care of others, controlling, rescuing, being a victim, etc.
9. Remembering I am a trusted servant; I do not govern.

The Board of Trustees

The Delegate Binder

ACA World Service Organization, Inc.
2018 Annual Business Conference

Chart: Board and Committee Chairs

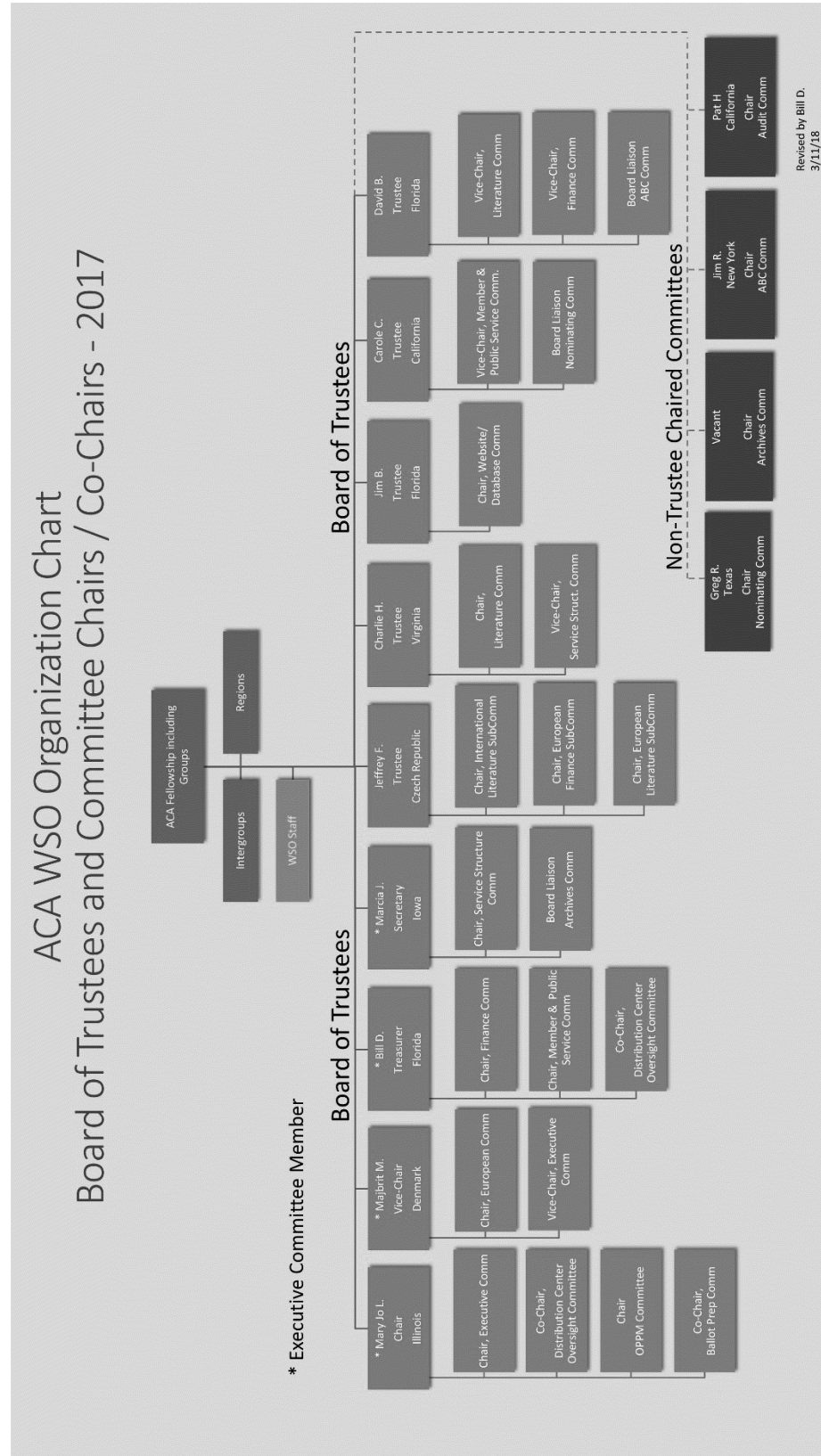
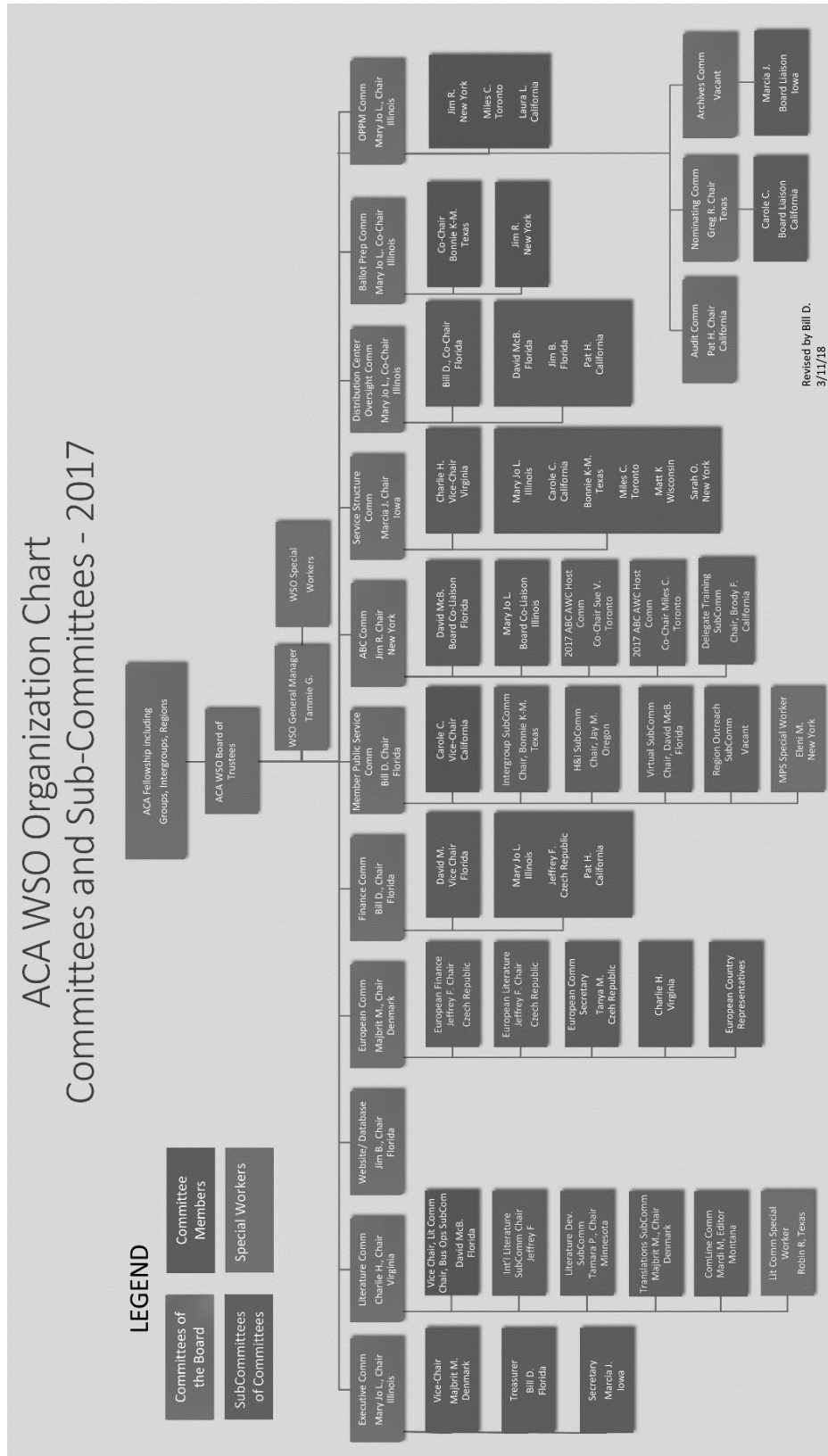


Chart: Committees and Subcommittees



The WSO Trustee Commitment to Service

I, _____, agree to perform service in the capacity of a Trustee on the Board of the Adult Children of Alcoholics World Service Organization, Inc. (ACAWSO) for a period not to exceed the maximum allowed term of service. The term of office for this agreement shall commence with the first Annual Business Conference (ABC) after my election to the Board.

As a condition of election as a Trustee of the ACAWSO Board, I am familiar with and agree to comply with and be bound by all of the terms and provisions of the By-Laws, Operating Policy and Procedure Manual (OPPM), and the Twelve Concepts of Service of ACAWSO.

I recognize in this commitment that the true power of our Program rests in the ACA fellowship as expressed in our group conscience. I acknowledge that I am a trusted servant; I do not govern. I shall, to the best of my ability, abide by the word and spirit of the literature of the ACA program, and more specifically The Problem, The Solution, The Twelve Steps of ACA, The Twelve Traditions of ACA, and The Twelve Concepts of Service in ACA, in executing the duties entrusted to me by the fellowship and the ACAWSO Board of Trustees. I agree to continue to participate in ACA meetings and to work on my recovery program.

I am aware that the service structure of ACA is incorporated in the State of California as “Adult Children of Alcoholics World Service Organization, Inc. (ACAWSO)” as a Nonprofit Public Benefit Corporation, and I agree to fulfill and be bound by such laws as required by the State of California in the performance of my duties as a Trustee.

I will be also willing to surrender the position in which I serve and all materials entrusted to me in that position at the request of the ACAWSO Board of Trustees in order to promote unity, to provide an opportunity for others to give service, and to avoid problems of money, property and prestige.

Signature

Date

Print

Annual Reports

The Delegate Binder

ACA World Service Organization, Inc.
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The 2017 ACA WSO Annual Business Conference

April 20 -21, 2017

San Diego, California



Notes from the proceedings submitted by Marcia J.



Thursday April 20

DELEGATE ORIENTATION

Our first ever ABC delegate orientation session opened at 8:00 with a moment of silence and the ACA Serenity Prayer. Delegates were welcomed by Laura L, chair of the Delegate Training Committee. An introduction to the role of the delegates, reporting on the ABC to home groups and intergroups, and the archives was given. Roberts Rules of Order, which delegates had a chance to learn about in training sessions before the ABC were reviewed, as well as the ACA Concepts and Commitment to Service. A short overview of the OPPM was also presented.

The Ad Hoc Service Structure Committee gave a slide presentation of the current structure of the ACA/WSO. See **APPENDIX 1** of this document for a copy of the slides.

The major finding is the lack of a structure between the individual meetings and the WSO. There are a good number of Intergroups, and a recently approved Region. The presentation emphasized the desire of the fellowship to have a well-planned structure and policies for its use as our organization continues what appears to be rapidly increasing growth throughout the world. After the slide presentation, those present were divided into smaller groups and given some starter questions about group structure to choose from for a discussion. The results of those discussions were then shared with the entire group.

At the end of the morning members of the current Board of Trustees were introduced to those present:, Majbrit M, Vice-Chair of the WSO, Member of the Executive Committee, and Chair of the European Committee; Mary Jo L, incoming Chair of the WSO, outgoing Treasurer and Chair of the Finance Committee, Member of the Executive Committee and the Distribution Center Oversight Committee (DCOC), Co-Chair of the OPPM Revision Committee; Bill D, incoming Treasurer, Chair of the Audit Committee and MPS, Member of the Finance Committee, the DCOC Committee, the Ad hoc Service Structure Committee, and Chair of the ABC Committee; Jeffrey F., Vice-Chair of the European Committee, Chair of the European Literature Committee and the European Finance Committee, Member of the Finance Committee; Charlie H. Chair of the Literature Committee, Member of the Ad Hoc Service Structure Committee and the Finance Committee.

Not present were Larry A., outgoing Chair of the WSO, Chair of the Literature Committee, the Technology Committee, and the Executive Committee, and member of the DCOC; Ines Z, outgoing Secretary of the WSO, Member of the DCOC, and Co-Chair of the OPPM Revision Committee.

Annual Business Conference Day 1

WELCOME

The meeting was called to order with a Welcome from Mary Jo L, incoming Chair of the WSO, followed by a moment of silence and the recitation of the ACA Serenity Prayer. The ACA 12 Traditions and Commitment to Service were read, followed by the Meditation of the Day for April 20.

ELECTION OF THE ABC CHAIRPERSON

David McB FL134 was chosen to be the chairperson for the 2017 ABC.

APPROVAL OF MINUTES FROM THE 2016 ABC IN DEL RAY, FLORIDA

Minutes for the 2016 ABC were unanimously approved. The 2016 minutes can be found in **APPENDIX 2** of this report.

APPOINTMENT OF A SECRETARY FOR THE 2017 ABC

In the absence of the Board Secretary, Marcia J from Iowa 029 volunteered to take notes for the ABC with several others offering to help out.

Treasurer's Report

The Treasurer's Report was read by Mary Jo L., outgoing Treasurer. ACA WSO is planning to change the method of reporting on the budget from a cash basis to the accrual method, which has been suggested by the auditors, based on the growing size of our organization. Question: can we expect lower costs from Ware Pak. Answer: This is still being sorted out. Delegates were asked to keep an eye on the reporting of 7th Tradition donations and report any errors to treasurer@acawso.org Mary Jo thanked the fellowship for the four-year opportunity to work with the finances of the organization.

*This report was accepted without a motion: it will be approved with the other committee reports at the end of the presentations. A copy of the report can be found in **APPENDIX 3** of this document.*

COMMITTEE REPORTS

Executive Committee: The Executive Committee Report was read by Majbrit M., Vice-Chair of the committee. The report can be found in APPENDIX 4 of this document.

Questions were asked about the frequency with which the Executive Committee approves requests for book orders. Are there standing orders? Does the Board need to look ahead to remedy this constant need. Mary Jo L responded that there are supply chain issues, and that there are no standing orders for anything: printing approval is month-to-month because ACA has a small warehouse for storing literature. We will move to a larger location within the next two weeks. Pat from CA 1258 suggested a Canadian printer who will print in large quantities and hold the material on their end until needed.

Finance Committee: Mary Jo L, Chair of the Finance Committee read the report, which can be found in **APPENDIX 4** of this document. Mentions were made of the need for a cost accountant to help with pricing of literature and a budget professional for help with the 2017 Budget.

Literature Committee: Charlie H., incoming Chair of the Literature Committee facilitated this report. The full report is available in Appendix 4 of this document. The Literature Committee is charged with the development and production of new literature; responsible for the translation of international literature, and publishes the Quarterly News of ACA known as ***The ComLine***.

Achievements this past year include:

Translation of the Big Red Book into Castilian Spanish

The Castilian e-Book is nearly ready to go public. Many thanks to Sanne.
The creation of a system for printing outside the United States.
Facilitation of delivery of books to Australia and New Zealand, making literature more affordable to their meetings.

Comments were positive, and Trustee Jeffrey F. congratulated the Literature Committee on their efforts in behalf of the international fellowship.

Amazon Project: David McB spoke about efforts to make literature available internationally through Amazon UK. The WSO is pursuing this because cost of shipping for individual orders is too high currently to Europe. David is running into lots of red-tape in this endeavor as well as problems with verification of differing organizational names. We want to use Amazon UK because of its great distribution record and because we have been quite pleased with our experience with Amazon US. A question was asked about getting a Canadian Amazon account. The plan is to see how it would improve cost and availability first.

Literature Review Subcommittee has been responsible for a lot of creative feedback. Charlie thanked Larry A. for the big role he has played in making literature available to the fellowship. Question: what is the status of Ready! Set! Go! Answer: it is in the revision stage and is not yet ready for publication.

Distribution Center Oversight Committee: Mary Jo L. and Bill D. The full report can be read in **Appendix 4** of this document. The DCOC is standardizing procedures at our facility in California. The oversight situation is not ideal, being done from a distance with periodic on-site visits. The Board made a decision to contract with WarePak in Illinois last year for third party distribution. We kept our current distribution center for several reasons: we are incorporated in California; the office at the distribution center provides other services that we need as well as warehousing; it is cheaper to ship books to Europe from California than from Illinois; our new involvement with Amazon makes it helpful to be in closer proximity to their headquarters in California. The Board was thanked for their many hours of volunteer work used in running this business.

ABC/Ballot Prep Committees: Bill D., Chair of the committee, gave the report. The complete report can be found in Appendix 4 of this document.

Toronto, Ontario was recognized as the site for the 2018 ABC/AWC. We received 203 completed ballots. That was double the participation from last year.

MOTION: 2017_abc_0420_01: Chair for ABC Committee—Motion passes
To name Jim R. as the new Chair for the ABC Committee. (Bill D.)

SECOND: Majbrit M.

VOTE: Motion passes

European Committee: Majbrit M. and Jeffrey F. gave this report. The full report can be read in Appendix 4 of this document.

In Europe, many meetings need help. The European trustees on this committee are the face of ACAWSO in Europe. The European Committee is trying to help national fellowships start their meetings from

scratch. Speaking in a second language to each other means that sometimes comprehension suffers. The committee has found that it is better to speak face-to-face to increase rapport.

A lively discussion about the international fellowship followed. It was noted that Australia and New Zealand are far away from Europe, and that the availability of literature is key in those locations. Russia has 25 meetings in five cities. We have a huge Hispanic population in the United States but there is little awareness of our fellowship. What are we doing about continents beyond Europe? There was quite an interest in Africa, with some members volunteering to use their own African contacts to carry the message to that continent. We have one African intergroup registered. A motion was made and withdrawn to form an International Committee. It was decided to pursue the African connection through the MPS Committee.

MPS Committee: Bill D., Chair of the committee, gave the report. The complete report can be read in **Appendix 4** at the end of this document. An effort has been made during the past year to get momentum going in the Membership and Public Service Committee. The Slack online platform has been useful to bring people together to work on this.

Intergroups: Bonnie K-M TX IG600 let those present know it is necessary to get groups and Intergroups registered with WSO. What WSO does in support of your group is up to you. There is a list of Intergroups on the website. Not all Intergroups are geographic. Those who are not near another intergroup can form their own.

Delegate Training: Laura L. CA IG620, Chair of the committee, was congratulated on a job well-done for the work of her committee in making delegates aware of their responsibilities and how to operate within the ABC.

H & I: Bill D.' MPS Chair, asked for a volunteer to chair the H & I Committee. This person could be a liaison with Region 2. Kurt from CA IG637 volunteered.

Website Committee: Jim B. FL176 gave the report. The full report can be read in **Appendix 4** at the end of this document. A short tour of the website was given and some of the improvements made to date were explained. The committee would like to enhance areas that would help committees and the community to do their work. One area brought up by delegates was to have websites of intergroups available from the main website in the future.

Ad Hoc Service Structure Committee: Marcia J., Chair of the committee, gave the report. The full report as well as the results of the committee's research under each topic can be found in Appendix 4 at the end of this document.

She explained the method used to brainstorm needs of the ACA WSO and the decision to research the structures of other 12-Step groups to see how they may have structured their fellowships to meet similar needs. The committee identified nine areas for development in ACA: ABC delegates, role of the conference, communication, foundational documents, international fellowship, literature, organizational structure, representation, and service opportunities. A recommendation based on the committee's research was made to the ABC in each area. Also recommended was the continuation of this ad hoc committee to continue the work and oversee work groups in the areas identified.

MOTION TO END DAY ONE

MEETING ENDED WITH RECITATION OF THE SERENITY PRAYER

Friday April 21

Annual Business Conference Day 2

CALL TO ORDER

Welcome by Chair David McB FL134

Serenity Prayer led by Chair David McB FL134

Meditation for April 21 read by Mary Jo L., incoming Chair of the Board of Trustees.

CONTINUE COMMITTEE REPORTS

Audit Committee: Bill D., Chair, gave the report. The full report of the audit committee can be found in **APPENDIX 4** of this document.

This new committee was created to oversee the first full audit of the finances of ACAWSO. It is considered time to make sure we are ready for the expanding growth of the fellowship. A plan was created for putting the audit together. Five auditing firms were vetted and proposals were received from three of them. The firm chosen was Vasquez and Company. They suggested we move to accrual accounting to provide a better picture of our financial standing. They will soon provide a final report that will list our strengths and weaknesses in record keeping and income and expenditures.

OPPM Committee: Mary Jo L., Chair, gave the report. The full report of this committee can be found in **APPENDIX 4** of this document.

In 2014 a complete revision of the 2012 Edition of the OPPM was started to make the document consistent with current practices. The OPPM is a living document that changes at times with board actions introduced as motions over short periods of time. Those motions representing policy changes have not always been added into the OPPM. The committee starting this revision consisted of Joan B., Mary Jo L, Karen R, and Ines Z. A new committee will be formed, perhaps in connection to the Service Structure Committee.

Comments made by the delegates include the fact that the OPPM is a fundamental part of who we are. Delegates want to know about changes to the document, and were assured those changes would occur as motions over the period of time when the document is being updated. Delegates also want to know where the OPPM can be found, offered to join the OPPM Committee, and noted that the overall document is awkward, repetitive and needs to be changed to a more logical and user-friendly format. It was decided to turn the discussion over to the committee.

REQUEST FROM FLOOR FOR CONTACT INFORMATION

A request was made from the floor for information that can be used to contact committee chairpersons. Jeanne from FL offered to put together a handout with the committee contact information that can be handed out to home groups.

PRESENTATION OF PROPOSALS

INTRODUCTION OF THE PROFESSIONAL PARLIAMENTARIAN

David McB, Chair of the 2017 ABC, introduced Jacqueline Marzari PRP to the delegates. Jacqueline has been a Professional Registered Parliamentarian since 1999, and will help the chair with Roberts Rules of Order, and with questions concerning parliamentary rulings during the Ballot portion of the ABC.

GROUND RULES FOR BALLOT DISCUSSION

Some ground rules for discussion of and voting on the ballots were established:

Time length: An ideal time for reading the proposal and discussion would be 7 to 10 minutes if all ballots are to be dealt with according to the schedule set for today.

Reading of the Proposal: The group who brought the proposal to the ABC will be allowed to read the proposal but not go into further explanations of it, which would not give equal footing to ballots brought by groups not in physical attendance.

Ballots

MOTION abc_2017_0420_02: Combination of Ballots—Motion fails

To combine discussion of Ballots 5 and 16 because of their similarity. (Brody CA1175)

SECOND: Carole C. Region 2

DISCUSSION: The wording of the two motions is different, but the premise is the same: Tony A.'s 12 Steps. It was noted that if Ballot 5 is passed, 16 would be overcome by that ballot and eliminated.

VOTE: Motion fails

MOTION abc_2017_0420_03: Consecutive discussion for ballots 5 and 16—Motion passes

To discuss Ballots 5 and 16 consecutively because of their similarity. (Dani CA1090)

SECOND: Jody O'C TX119

VOTE: Motion passes

QUORUM ESTABLISHED

Proposal 2017-1 MOTION abc_2017_0420_04: Use of "I" Statements (AL025)—Motion passes

Amended MOTION: abc_2017_0420_23 changes the wording to "...sharing in the first person promotes self-responsibility..." Cut the rest.

To post the following statement on the website under **Resources** entitled, *Why the Use of “I” Statements is So Important*:

“When sharing with an individual or as part of a group, using “I” statements can make a big difference. An “I” statement is sharing in the first person, as opposed to using words such as “we, they, us,” or “you.” At first it may seem like an insignificant detail, but using third person statements is distancing and impersonal... Sharing in the first person promotes self-responsibility by divulging information only about yourself. An “I” statement exercises my self-control; “I” statements build my self-respect while offering others a true opportunity to have a real relationship with me; Struggling with “I” statements will often reveal the hidden aspects of the issues at hand.”

DISCUSSION: Melani McK AL025 asked to withdraw the motion before it was discussed and amend it to a proposal to be adopted as a **Best Practice** as suggested in the WSO Analysis.

Amendment: Adopt the ballot measure, replacing the word “I” with the word “we”. (Wes LA)

SECOND: Carole C. Region 2

DISCUSSION: The word “we” signifies community. However, it is thought that voting for the proposal without use of the first person would be to defeat the purpose of the proposal.

VOTE: Amended motion fails

MOTION: Jody O’C TX 119 called a vote on Proposal 1.

SECOND: Brody F. CA1175

VOTE: Motion passes.

MINORITY OPINION: This does not really need to be anywhere but in the best practices section.

CHANGES TO VOTES: The vote stands.

Proposal 2017-2: Did not receive enough votes to be discussed at the ABC.

Proposal 2017-3 MOTION abc_2017_0420_05: Becoming Your Own Loving Parent Wkbk. (FL158)—Motion passes

That the WSO create a workbook on ***Becoming Your Own Loving Parent***.

MOTION: Colleen B FL140 moved that we vote on this motion.

SECOND: Duncan CA IG584

DISCUSSION: This will be referred to the Literature Committee if passed.

DECISION: Motion passes

Proposal 2017-4 MOTION abc_2017_0420_07: “Sponsor” vs. “Fellow Traveler” (FL158)—Motion passes

That the WSO revise BRB Chapter 11 and the sponsorship pamphlet for clarity and consistency. Recommend use of the term “Fellow Traveler.”

DISCUSSION: A revision of the BRB will be happening in the near future. Changing material in the book will take much more time than to do so online.

MOTION: Dani T.CA1090 moved that we vote on this proposal.

SECOND: Not known

DECISION: Motion passes

MINORITY OPINION: This is a change in verbiage and will not affect the relationship involved. There should not be continual “tinkering” with the wording of the BRB: keep it simple.

CHANGE OF VOTE: The motion stands

Proposal 2017-5 MOTION abc_2017_0420_08: Tony A.’s 12 Steps (NY099)—Motion fails

That WSO and the fellowship “go to any lengths” to adopt the 12 Steps of Tony A. Print Tony A.’s steps be printed side-by-side with the already-adapted 12 Steps.

DISCUSSION: There has been a renewed attempt during the past year to contact Tony A.’s widow for permission to print his steps with proper citation. After speaking with her attorney, she declined. Further negotiation could involve a financial arrangement, which is questionable because of Tradition Six where we are counseled not to support outside enterprises. We will not publish without a copyright waiver. Since there is an open literature policy, Tony A.’s steps can be used in any meeting.

MOTION: Cheryl VT004 moved to call a vote on the motion.

SECOND: Jodi O’C TX199

DECISION: Motion passes

MINORITY OPINION: If we pass this, there will be two sets of steps. This could set a precedent for ballots seeking to change steps on a more regular basis and will only create confusion. There will be questions about what it means to “Go to any lengths,” that are impossible to solve.

CHANGE OF VOTE: The motion fails

Proposal 2017-16 MOTION abc_2017_0420_09: Make Tony A.’s Steps Conference Approved Literature (CA1175)—Motion fails

Introduce Tony A.’s ACOA Steps to our membership as Conference approved literature.

DISCUSSION: The only real issue here is the ability to call Tony A.’s steps “Conference Approved.” As in the last motion, we still do not have the legal right to use the steps. WSO is a legal corporation. Tony A.’s book was copyrighted in 1993. Use of the material, even from an audio tape could put us at risk of a lawsuit. We cannot be unclear about this if we hope to enforce the copyright on our own materials. Many members of the fellowship have found more healing with Tony A.’s steps. The fellowship would like the Board to speak with Tony A.’s lawyer and keep pursuing the copyright approval.

MOTION: Jody TX199 moved to call a vote on the motion.

SECOND: Heather CA IG625

DECISION: Motion fails

Proposal 2017-6: Did not receive enough votes to be discussed at the ABC.

Proposal 2017-7: Did not receive enough votes to be discussed at the ABC.

Proposal 2017-8 MOTION abc_2017_0420_10 Telephone Conference Meeting Committee (TEL210, IG616, TEL282)—Motion passes

To create a standing WSO Board committee as a liaison between Telephone Conference Meetings and Intergroup, and the WSO Board of Trustees. The committee will be responsible to get answers to the telephone community about their questions and concerns. Issues of importance include autonomy,

anonymity, safety, donations, sanctions, delisting and clarity of messages between the telephone community and WSO. Ultimately a trustee could represent this group on the Board.

DISCUSSION: The virtual meetings do not currently have a specified voice within the ACA Service Structure, or a way to consistently make their 7th Step Donations to the fellowship. In addition, the MPS Committee has been receiving requests to help solve problems which should be solved by autonomous meeting decisions. Designation of a Board liaison will provide more awareness to these groups while guiding them to organize in ways that will facilitate problem solving.

MOTION: Jodi O’C TX199 moved to call a vote on this proposal.

SECOND: Dave WI112

DECISION: Motion passes

Proposal 2017-9 MOTION abc_2017_0420_11: Seating of Regional Representatives (IG076)—Motion fails

To seat Regional Representatives on the Board of Trustees within 30 days of the accepted registration of the Region. Full membership granted in accordance with maximum number of Trustees allowed by OPPM.

DISCUSSION: There is only one approved Region at this time, and it was approved in March. So even with a waiting period, it should be time for Carole C. to be seated. We should do what we can to have more voices on the board. Charlie H. explained the document below to the delegates:

Interim Regions Policy

In March 2017, the WSO Board of Trustees asked the Service Structure Ad Hoc Committee to recommend interim guidelines for recognizing newly formed ACA regional service bodies. The request was made in recognition that one new Region has formed, and others are being explored, at a time when WSO's policies governing regional service bodies need updating and clarification.

The committee previously had studied regional formation and representation as part of a broad review of many aspects of ACA's service structure. Eight committee members held two meetings in response to the WSO board's request.

Motion: Relying in significant part on recommendations from the Service Structure Ad Hoc Committee, WSO adopts the following interim guidance on new regional service bodies:

- 1) ACA World Service Organization reaffirms its historical commitment to the formation of regional service entities as important channels for improving service to the fellowship, and for increasing connections between groups, Intergroups, and the WSO.
- 2) The WSO board authorizes an expedited review by the Service Structure Committee of all policies governing regional formation and representation, with a goal of proposing clearly written mechanisms for regional structures that are stable yet flexible, and predictable yet equitable.
- 3) The WSO board recognizes that an existing map defining ACA Regions must be updated, since it was drawn more than 25 years ago, before the WSO had its own literature in English or foreign translated versions. It therefore authorizes the Service Structure Ad Hoc Committee to propose a new Region map that reflects ACA’s changing global membership patterns.

4) In the interim, until a new map is adopted, Regions seeking registration and a seat on the WSO Board should follow the existing WSO regional map (attached to this motion). To ensure a proposed region has a meaningful linkage to the fellowship, a new region may be asked to demonstrate significant participation by intergroups and groups in its designated area. Also, in keeping with BRB pages 604-605, new regions should present written service plans designed to benefit members in their geographical area.

5) Regional Service Committees, which are not eligible for a seat on the Board, may register and form according to their own group conscience and needs, and do not need to conform to the Region map.

6) WSO commits to adopting clear, consistent written criteria for board eligibility, so that all service bodies and all members of the world fellowship can prepare themselves to seek WSO volunteer and board service opportunities. These criteria, which include WSO service needs and best practices, will be incorporated into the OPPM, to guide service bodies and WSO in nominating and selecting trustees.

7) Until a broad service structure revision devises new policies governing regional service entities, a Region that has registered with WSO, and been ratified by the board, may nominate a candidate for the board of trustees to vet and consider in a timely manner, using OPPM board eligibility criteria.

8) WSO's board accepts the application of the Greater Western US Region to register as WSO Region 2, and commits to a timely review and vote on a board nominee submitted by the region, using OPPM board eligibility criteria.

9) These steps are interim in nature. Potentially significant adjustments, including borders for Regions, may be required when WSO adopts long-term changes to ACA's service structure. Such changes could include provisions for professional management and staff to take over much of the day-to-day operations currently managed by the Board.

DISCUSSION: The information about the Interim Region Policy was only given out on the day of the ABC. Maybe this proposal needs to be postponed until people can come together. It is hoped that the Board will move more quickly to work on this than they have moved on Carole's nomination. There is a desire to do this with urgency.

Jodi TX 119 moved to call a vote on this proposal

SECOND: Jessica IN

DECISION: Motion fails

Board Member Statements and Ratification

Charlie H. Thank you to everyone. I came to ACA in 1985 after reading *"It Will Never Happen to Me."* I was completely shut down, full of shame, and caught up in my own alcoholism. The program gave me my Higher Power and my feelings. It gave me a joyful healthy relationship with my wife. It also gave me a view of how tragic life as an untreated ACA can be and how joyful life is in recovery. I have been actively working in service in the Washington Area for many years. I was totally honored when asked to be on the Board of Trustees. I believe in transparency, honesty, and the group conscience. I have been

on the Service Structure Committee and have a lot of hope for our group going forward. As Literature Chair, I want to make this program available to all levels of recovery. **Ratified**

Bill D. My life has changed since I found this fellowship. I didn't know this existed for a long time; I thought that it had gone away. I was so happy to find it. I tried to find emotional sobriety in another program for almost thirty years, but here, you people have helped me find it. I am so glad to have put that bag of rocks down, and I want to help other people put their bags down. I just signed my commitment to service, and it is more important today than it was last year, because I know what the work means. I promise you that if I am ratified I will make sure those promises happen. **Ratified**

Mary Jo L. I came from a small town in Wisconsin. I tear up a bit because I never would have imagined what this program would have done for me. I went to a retreat with Claudia Black 32 years ago and it changed my life. I am so grateful that I kept coming back. Service has helped me to grow so much as I peeled away pieces of my onion. I have been on the board for four years, and have had a lot of experiences that I think will help us in the future, but I am not tied to the past. We need to change with the growth of the organization. I am absolutely embracing the change. I look forward to it, and every opportunity for growth. **Ratified**

Majbrit M. I came into these rooms on Monday 8 years ago. I had lost my job, my business, and my family. If it hadn't been for a friend in AA who told me there was a fellowship like this I don't know what I would have done. He was a drug and alcohol counselor, and gave me a book about it in Swedish. I decided to translate that book. It was about alcoholism, dysfunctional families, and how the alcoholic tries to provide healthy environment for their kids. I called this guy up and told him I couldn't keep translating it was tearing me up. He sent me to a meeting 50 miles away. What kept me going was the courage and the honesty. My mother was an alcoholic and I was always covering up for her, always secretive until I was 18. Then I told my Dad. So when Larry pulled me aside, I told him I wanted to give back. I feel for those people who don't know about this program, who are trying to work alone. People are so appreciative. They call me, they want literature. They need it in their own language, and they read stuff they don't quite understand. So I try to find them sponsors. We have a responsibility: the twelfth step says we have to pass it on. So I try to do that. **Ratified**

Jeffrey F. You have heard a lot about what I have been doing about Literature outside the USA. That is what I signed up to do. I have been on the board for about a year. Last year was all about setting things up. There was no global structure to market the literature. This type of marketing is really about attraction. I have been teaching people to attract other people for 25 years. I got involved with ACA in Germany, but didn't do anything in the States. Then I moved to Prague; it took me awhile to go to meetings, because I was ashamed and afraid that someone I worked with might recognize me, and think something was wrong. I have been going on Fridays at 12:30 PM for 19 years now. People keep coming and going: those who live in Prague and tourists. I always feel better after a meeting. It's like a spiritual ice cream cone for myself. After some time in Prague I started getting information about trying to do something in Europe. I resisted until I heard about a gathering in Helsinki that I felt compelled to go to. A voice inside me let me know I had to go to Helsinki. I ended up going, and working at the same time, so there was no problem with my business. Ever since then I have been working on the European Committee. I want to do everything to get literature to more people. I push for a lot of things on the

board, I push am a force for change and internationalization as an American who has chosen to live in Europe for the past 30 years. **Ratified**

NOMINATION OF BOARD MEMBERS FROM THE FLOOR

MOTION abc_2017_0420_12: To seat Carole C. as the Region 2 Representative to be seated immediately as a trustee for Region 2. (Laura L. IG)

SECOND: Courbet CA1185

Carole C. accepted the nomination. I don't know if I should accept, but people would kill me if I didn't! I have been in ACA for 30 years. I got into service right away because I really needed this program. I would have been dead by now from the self-caused stresses in my life. Inside I shook all the time. My father was an alcoholic, my mother was abused as a child and seemed to have a dissociative identity disorder; she was hard to understand. I went to Denmark for genealogy purposes and was glad to find Majbrit. I was 48 when I found the program. I didn't find it myself, one of my daughters did. When I talk to people about ACA they don't understand that we aren't alcoholics. I had already hit my bottom. I cried the first three months I attended ACA. I'm not ashamed of crying. I'm glad I can cry for me now, not just for other people. My inner child deserved to be grieved. I didn't trust that I would stay, because I am a runner. So I just did service. I tried every type of service. If I couldn't find a meeting I started meetings. Then I started Intergroups. I was chair of WSO for two terms and chair of Literature. I am glad to be back.

Discussion: Will her previous service will be taken into consideration by the board. She will be representing Region 2.

Ratified

MOTION abc_2017_0420_13: To seat Laura L. as a Trustee on the WSO Board. (Kurt CA637)

SECOND: Carole C. Region 2

Laura L. declined the nomination

MOTION abc_2017_0420_14: To seat Marcia J. as a Trustee on the WSO Board. (Laura L IG620)

SECOND: Colleen B. FL140

Marcia J. accepted the nomination. As far as qualifying at all, I knew when I saw the laundry list that I had finally out what made me tick. My husband and I started in Emotions Anonymous, ACoA, and Al-anon in the 1980's. We found ACA again at a Contemplative Outreach retreat for 12-steppers in St. Louis. We immediately started a group in Davenport, Iowa, and now have two groups. What is so liberating about ACA is knowing that I turned out perfectly for the way I was raised. Now, I know when I am working the laundry list instead of my recovery. That helps. I am an organizer, I'm a teacher, and I'm a teacher of teachers. I can help this organization process a lot of necessary change. I tend to be focused so I think I can get some work done. I am honored and frightened. **Ratified**

MOTION abc_2017_0420_15: To seat David McB as a Trustee on the WSO Board. (Colleen B. FL140)

SECOND: Denise R. AK021

David McB accepted the nomination. I'm a Yankee from Louisiana. My parents were divorced, and remarried each other three times. I joined AA about 20 years ago, but could have joined 40 years ago. I

found a home and found a new church (service) right away. I have done high service and low service in AA. It was 17 years ago I joined ACA: I decided I could not change others but could change me. I found the characteristics and it hit the spot. There were 5 other AA members and we went through the book together. But after the BRB was published I really got in. We started two meetings in Miami, a meeting in Key West, and Palm Beach. I am on four service committees. **Ratified.**

MOTION abc_2017_0420_16: To seat Jim R as a Trustee on the WSO Board. (Duncan B. CA 1G584)

SECOND: Jody O’C TX119

Jim R. declined the nomination. I am touched by the nomination and I am very happy doing service for ACA, and don’t want to jeopardize that happiness by joining the board.

MOTION abc_2017_0420_17: To seat Jim B as a Trustee on the WSO Board. (Dani T. CA1090)

SECOND: Lucia FL120

Jim B. accepted the nomination. I’ve been involved with the Board and the Committees for the last year, and a member of ACA for 5 years. I love the program. It’s changed my life. I’ve been sober for 28 years; I was in service in that program and it’s amazing how it changed my life many different times. I was laid off, and I had all these skills from volunteering lots of experience, just not at a job. I’ve done service in New York, Connecticut, and Florida as I’ve moved around and I’ve gotten to see how service is done in different places. There is no right way or wrong way, there is just to being part of something. Service is tough sometimes, with Laundry List traits coming up, which we When I got to ACA, I thought I was happy; I went to an AA Convention and saw an ACA Laundry List and was blown away. After reading asking someone to be my sponsor for ACA. Started going to meetings, got involved as opportunities presented themselves. I am touched and so grateful to my Higher Power for giving me this opportunity for this great cause. I was an emotional iceberg, and I continue to warm and thaw out. I am open to the possibility of service. **Ratified.**

MOTION abc_2017_0420_18: To close the floor nominations. (Colleen B. FL140)

SECOND: Courbet CA1185

DECISION: Motion passes

These nominees do not need Board approval if they meet the requirements of the OPPM.

RETURN TO BALLOT DISCUSSION

**Proposal 2017-10 MOTION abc_2017_0420_18: Prescription Medication References (NZE019)—
Motion Passes**

To change the phrase “refrain from all prescription medication use” (p. 13 of BRB) to “refrain from all prescription medication misuse” in future editions of the BRB.

DISCUSSION: Discussion centered on prescriptions of current pain medicines and whether or not a member of the fellowship should be allowed to be personally responsible for making this decision. It was suggested that the motion, if passed, be referred to the Literature Committee which can consult the proper professionals. Also that if this is passed, it be put in pamphlet form and incorporated when a new edition of the BRB is done.

MOTION: Colleen FL140 made a motion to vote on the proposal.

SECOND: Ben CA837

DECISION: Motion passes

MINORITY OPINION: This is way outside the expertise of our organization. We need to consult with professionals. Voting to approve this means that we would not discuss the following two proposals. Discussing prescription medication in the BRB is outside the boundaries of ACA. How do we talk about mind-altering substances and behaviors? Changing a word won't help us.

CHANGE OF VOTE: Motion stands

Proposal 2017-11 MOTION abc_2017_0420_19: Refraining from of Other Substances (NZE019) — Motion fails

Propose an additional sentence on p. 13 to follow the above change of wording: *"We also recommend that the adult child guards against the misuse of any other substances or processes to self soothe the pain of a dysfunctional childhood (e.g. Work, food, gambling, sex, relationships, shopping, internet use, exercise)."*

Background: We recommend that the term "prescription medication" be removed from p. 13 of the BRB and anywhere else it is used in conference approved ACA literature.

DISCUSSION: The addition of wording that lists other compulsive behaviors would increase awareness that medication and alcohol aren't the only compulsive behaviors an Adult Child deals with. This proposal does take away everything the person does to self-soothe right at the beginning of the book. It might make newcomers afraid to try the program.

MOTION: Courbet CA1185 moved to take a vote on the motion.

SECOND: Mikkel DEN IG40

DECISION: Motion passes

MINORITY OPINION: The issue in this motion is already addressed in the BRB and is overkill. The list presented does not list all compulsive activities. Some activities are necessary at the beginning of our recovery: they provide for self-soothing. We are being dogmatic and over-editorializing based on subjective experience.

CHANGE OF VOTE: Motion fails

Proposal 2017-12 MOTION abc_2017_0420_20: Anti-prescription Medication Comments (NZE019) — Motion passes

That "anti" prescription medication use comments, rather than a misuse of prescription medication comments, be removed anywhere they are used in ACA Conference-approved literature, or amended to make it clear that misuse is the issue.

DISCUSSION: Two previous discussions have been held on this same topic. Please advance this to the literature committee to carry out the previous mandates.

MOTION: Carole C. Region 2 moved to discuss

SECOND: Jessica S. IN0082

DECISION: Motion passes

MINORITY OPINION: It is important that ACA is not using medication as the first line of defense, it should be a last resort. This motion has already been passed.

Motion stands.

Proposal 2017-13 MOTION abc_2017_0420_21: Use of the term “Closed.” (NZE019)—Motion passes

That WSO explains more specifically what “closed” means anywhere the term is used.

Background: Some Adult Children are put off coming to meetings for the first time because they think “closed” means membership of the group is at capacity/full and therefore no new people can join.

DISCUSSION: Since the terminology is not clear, it needs further clarification. The clarification needs to appear in places that those looking for meetings can find it.

Bill D. FL moved to vote on the motion.

SECOND: Colleen C. WA184

DECISION: Motion passes.

Proposal 2017-14: Did not receive enough votes to be discussed at the ABC.

Proposal 2017-15 MOTION abc_2017_0420_22: Laundry List Rewording (CT095)—Motion passes

That 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.”*

Background: Many of our newcomers drop in to a meeting and question if they belong with us due to a short view of qualifying when alcoholic households are the only ones mentioned.

DISCUSSION: The focus on alcoholism in this program is overdone and it sends an incomplete message. It is only one type of dysfunction. Consistency in language is important. There are other versions of this statement in use throughout the fellowship. The literature committee will most likely take care of this during the review preceding the next edition of the BRB.

Jody O’C TX119 called the vote.

SECOND: Nirlepa C HI0026

DECISION: Motion passes

Proposal 2017-23 MOTION: abc_2017_0420_23: to revisit and reconsider proposal 2017-1 MOTION abc_2017_0420_04: Use of “I” Statements—Amended motion passes

That the following statement be posted on the website: reads statement. (James H. LA027)

SECOND: Dani T. CA 1090

Friendly Amendment: Amend the statement to *“...sharing in the first person promotes self-responsibility...”* only, cut the rest.

DISCUSSION: This was more of a website issue. We were asked to clarify the use of “I” statements. We are going to put it in the best practices portion of the website. If it does go to the BRB, it would probably not show up in the final form just as stated.

DECISION: Amended motion carries and is noted in proposal 2017-1

MINORITY OPINION: Group that submitted is their best practice/ we are overstepping by amending their best practice.

CHANGE OF VOTE: Motion stands

NEW BUSINESS

MOTION abc_2017_0420_24: Publishing Board Working Meeting Minutes—Motion passes

To publish the results of motions that are made and passed at Board working sessions outside of the monthly TC for transparency purposes. (Laura L. CA IG620)

SECOND: Carole C. Region 2

DISCUSSION: Board has had closed sessions called working sessions. Minutes of any decisions that affect the membership should be taken and posted so the membership can know about the discussion. This provides transparency. Executive sessions are not reported for reasons of legal confidentiality.

DECISION: Motion passes

Group Picture: A picture of the group attending the ABC was taken as a “back” shot to maintain anonymity.

MOTION abc_2017_0420_25: To adjourn the ABC.—Motion passes (Cheryl S. VT004)

SECOND: Nirlepa C HI0026

The 2017 ABC is adjourned at 4:30 PM PDT

The Treasurers Report / 2018 Budget

Bill D., Treasurer and CFO, North Miami Beach, FL

Good morning everyone. My name is Bill D. and I am an Adult Child. I have the distinct honor to serve on your WSO Board of Trustees as the Treasurer and Chief Financial Officer of the ACA World Service Organization, Inc. Today it is my privilege to deliver the treasurer's report to the conference delegates, the members of the board, and the guests here at the 2018 ABC.

In addition to this report there will be slides presented that will better help illustrate the financial position of WSO.

I want to begin by thanking all of the people involved in our bookkeeping and accounting functions. Patricia Wilshire, our long time financial services and tax external consultant, the various CPAs who have performed accounting services on an as needed basis, the volunteers who step up every week and make this service work more manageable, and of course, the employees at our World Service Headquarters in California.

I am pleased to report that WSO has a prudent reserve and we are meeting our financial obligations on time and are truly self-supporting declining outside contributions. Having said that even though we are in good financial condition, we do rely on our book sales more than many 12 Step organizations do to meet our fellowship's service needs.

For an organization like ACA, money is a spiritual tool. Our 7th Tradition reminds us "We are self-supporting through our own contributions". It is a sign of emotional and spiritual maturity when I as a recovering adult child, can take care of myself, when our groups and other service bodies can take care of themselves, and when our world-wide service headquarters can care for itself.

My ACA home group gives excess funds to ACA WSO after our meeting and local service bodies' needs are met and our prudent reserve is funded. As your treasurer I can assure you WSO is grateful for every dollar it receives from its members and service bodies. We could not do the work that needs to be done without your support.

Going to 7th Tradition Contributions and book sales for a moment. This past year WSO received \$79,871 in combined contributions from our worldwide membership. We also had \$550,192 in sales related income after sales expenses were deducted. There were other sources of miscellaneous income, but let's leave that out for now as it is not something we would expect again next year. Did you know that the sales income accounted for 86% of our total income for the year and the contributions comprised 14% of our total income for the year?

By contrast, another 12 step program called AA derived 57% of its income from sales related revenues and 43% from 7th Tradition Contributions in 2015.

Why is this important? Because when I take responsibility for being self-supporting, I am not relying on others to provide funds for my support. Suppose the treatment center down the street is buying 50 cases of books a year, or the book store across town is buying 40 cases of books a year. I might say that is great, they are eventually going to get in the hands of those that need them.

While that may be true, what does that say for me who already has his book and the gift of recovery? This is not about blaming or criticizing myself or anyone else for that matter. I am simply trying to say that the way I care for my service organization is often reflected by the amount of support I give back.

My home group has a phrase in the closing that says "It is time now for the 7th Tradition, in order to support the financial vitality of the group a \$2 donation is suggested". I am guilty of only putting \$2 in the basket each week. I don't put in an extra donation personally on my ACA birthday or actively encourage others to financially support WSO.

My \$2 a week donation to my homegroup barely adds up to \$100 for the entire year as long as I don't miss more than two meetings a year. What can my group do with a donation of \$100 a year for 10 or 15 of us who regularly give \$2 along with the 5 or 10 that do not give or only give a dollar?

My group might struggle to meet the annual rent of \$1,800 per year (\$150 per month). The group certainly cannot contribute much to our intergroup or WSO. It cannot help carry the message to the newcomer because we cannot afford to buy literature that can be placed around our community to attract new people who may not even know we exist.

My group can only carry the message at meetings unless the members each give enough to buy literature to put in therapist offices, libraries, hospitals and institutions. This is the same situation with your World Service headquarters. I fear we rely on our book sales far too much and not on ourselves enough for support. What if book sales took a down turn or heaven forbid there was a disaster and WSO could not get books out to people for a few months? How long could we operate on the contributions as a fellowship that is saving more lives than we will ever know? Probably 1 or 2 months at current expense levels before the prudent reserve was gone.

The point is I think we need to be more aware of the need for self-support for ACA WSO. I also need to make that effort to send in an extra \$5 or \$10 to WSO during my ACA birthday month. Better yet, perhaps I will suggest a program in my home group to get others to join me in sending a dollar directly to WSO for every year we have been in ACA during ACAs anniversary month of January or perhaps in the customary gratitude month of November. Perhaps calling it a Birthday/Gratitude Donation. I know when I give money to support a cause, I am more invested in its success. I want ACA to succeed so the many people who do not know about us can get the help I got when I came here.

Now let's look at the Financial Statements while someone passes the baskets: Just kidding!

The 2017 financial statements are presented herewith for your information. Please bear in mind these are not the audited financial statements and may be subject to revision at a later date when the auditor's report is completed.

2017 Balance Sheet

ACA WSO ended the year with Total Cash Assets of \$412,428 which reflects an increase of cash of \$76,831 from the prior year's ending cash balance of \$335,597. WSO's Total Current Assets were \$545,081 which reflects an increase of \$46,659. Combining the Cash and Inventory Assets for the period leaves WSO with Total Assets of \$667,505 for an overall increase of \$33,344 from the prior year.

WSO's Total Liabilities for the year were \$73,663 and our Net Income was \$10,651 leaving us with a Total Liabilities and Equity of \$667,506 at the end of the year.

2017 Profit & Loss Statement

Looking at the P&L we can see 2017 sales including Cost of Goods Sold (COGS) were \$512,327, up 11% over 2016 sales of \$463,500.

Freight was down 26% which is due to better planning of movements of the inventory and more favorable shipping rates implemented this year. Because we now have larger warehouse space, we are not constantly shipping inventory between locations trying to keep our stock levels up because we were frequently running low and had to reorder.

Overall Distribution Center expenses were up 38% at \$465,792 compared to \$335,452 last year. Part of this expense was moving to a larger office space for the World Service Office. Other increases were for increase of staff and fulfillment fees. The 3rd party fulfillment fees from the move to Ware Pak last year that the current board has decided to reverse were not in last year's financials. This left us with a net income for the publishing/printing side of the organization of \$46,535 for the year.

The Fellowship Services side of the ledger shows Total Income of \$171,282 with \$79,871 of that coming from 7th Tradition Contributions from members, groups, and intergroups. The balance of the revenue came from audio and e-book sales and one-time royalties from foreign produced ACA literature. We also realized an income of \$53,428 in worker's comp insurance premium overpayments over 5 years that were refunded in 2017.

The total expense for the Fellowship Services side of the organization was \$207,164 for 2017. That is an increase of \$15,368 in operating expenses for the Fellowship Services. That left this part of our organization with a loss of (\$35,882) for the year compared to a loss of (\$62,874) in 2016. Thank goodness for the book sales! When we add the top and the bottom of the ledger together the bottom line turns positive at \$10,653 Net Income for the 2017 year.

7th Tradition Contributions

The 7th Tradition Contributions were \$79,871 for 2017 which was \$336 more than WSO received in 2016. The annual 7th Tradition report is included with this report and details the individual donations for all 12 months with totals per month.

More information about the 7th Tradition Contributions can be found on the WSO website repository here:

<https://acawso.org/category/7th-tradition-contributions/>

In Addition to Chairing the Finance Committee these are the Treasurer Activities and Tasks - Completed in 2017

Assumed the Treasurer's responsibilities shortly after the 2017 ABC.

Reviewed and approved requests for all payments from WSO bank accounts.

Monitored and managed funds in all financial accounts including 5 accounts held at Bank of America and Chase, as well as accounts held with Paypal, Amazon, Transferwise, and Stripe.

Completed the process of changing over the account contact information for the financial accounts and with government agencies.

After we received a refund for the previous year, the Treasurer initiated audits of the insurance company that resulted in a return of \$36,721 to WSO from overpaid workman's comp insurance premiums for 4 prior years.

Led a project team of WSO volunteers, staff and consultants to migrate the WSO QuickBooks Enterprise accounting system to a cloud-based platform to allow WSO office staff and WSO volunteers to fully access the software. The migration was completed successfully before the end of the year.

Advocated for the relocation of our office and warehouse two separate times to a location with more warehouse and office capacity to meet the growing needs of the fellowship. Was successful on the second attempt.

Oversaw the relocation of the entire WSO office and warehouse to the larger space only requiring 3 days of down time.

Initiated the revision of the Chart of Accounts to more accurately track revenues and expenses.

Initiated discussions to replace our existing shopping cart as part of the Quickbooks migration project so that inventories could be better accounted for and we could get out from under a hefty maintenance contract with the contracted website consultant. This effort was led by Trustee Jim B who completed the change over at no cost to WSO other than what the software cost. Thank you for your dedicated service Jim!

Completed a DBA registration with the State of California to provide WSO with a more compact legal corporate name of ACA WSO Inc. that will actually fit in online forms.

Created a working budget for 2018 after obtaining input from each WSO committee outlining their projected financial needs for 2018. The board reviewed and approved the budget and we will begin tracking it as soon as the chart of accounts overhaul is completed.

WSO Website - Repository URL of meeting minutes / reports

<https://acawso.org/category/treasurer-reports/>

Contact information: treasurer@adultchildren.org

Looking to the Future: I am looking forward to the implementation of changes to our accounting and inventory management systems that will allow WSO to better serve the growing fellowship more efficiently with even more accountability. As we look forward to tremendous growth both in the US and internationally, I am committed to ensuring that WSO has the appropriate accounting and logistical support functions in place to allow ACA to continue to grow without compromising our service and supply abilities.

I would like to thank the members, groups, and ACA service bodies for your support and confidence in allowing me to serve in this important capacity.

In closing I want to acknowledge the people who help make this job of Treasurer and CFO manageable as a volunteer. Our former treasurer and current board chair Mary Jo L., our accounting service provider Patricia who has worked very hard to keep up with the demanding bookkeeping needs of an organization that went from \$299,765 in liquid assets in 2014 to almost double that amount in 2017 at \$547,808.

A special thanks to the team on the Finance Committee that shows up week after week to discuss the ways we can lower costs while improving services and reaching more people. Thank you for a great year Jeffrey F., David McB., Pat H., General Manager Tammie G. who also participates in our weekly meetings, and Gloria D. who provides accounts payable and receivables support among her many duties at WSO. Also, thanks to Charlie H. and Amy T. who were on the Finance Committee for part of the year before leaving us.

In loving service,

Bill D, Treasurer and CFO
Chair, Finance Committee

Chair MPS Committee

Adult Children of Alcoholics World Service Organization Inc
Balance Sheet Prev Year Comparison
As of December 31, 2017

	<u>Dec 31, 17</u>	<u>Dec 31, 16</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
Chase-Checking	\$ 23,545	\$ 4,497	\$ 19,048
Chase-Savings	84,083	84,044	39
Checking, AmazonUS/UK	15,425	8,305	7,120
Checking General Operating	35,445	10,358	25,087
EU Committee Cash on Hand	333	0	333
Savings 4377			
Additional Staffing	57,000	57,000	0
Audit	24,400	33,750	(9,350)
Equipment and Maintenance	7,000	7,000	0
Future Board Meeting	14,000	14,000	0
Future Business Conferences	19,000	19,000	0
General Operating Expenses	14,000	14,000	0
Literature Development/Trans'	21,000	21,000	0
Prudent Reserve	79,338	54,919	24,419
Total Savings 4377	<u>235,738</u>	<u>220,669</u>	<u>15,069</u>
AMAZON DE	17	0	17
AMAZON ES	46	0	46
AMAZON FR	(30)	0	(30)
AMAZON UK	414	0	414
AMAZON US	2,943	0	2,943
SHOPIFY-Shopping cart	2,142	0	2,142
STRIPE	(24)	0	(24)
Pay Pal Account			
PayPal Deposits in Transit	0	9	(9)
Inventory Purchase Reserve	7,351	2,715	4,636
Reserves/Refunds	5,000	5,000	0
Total Pay Pal Account	<u>12,351</u>	<u>7,724</u>	<u>4,627</u>
Total Checking/Savings	<u>412,428</u>	<u>335,597</u>	<u>76,831</u>
Accounts Receivable			
MPS Sales Receivable	1,471	0	1,471
Sales Credit Memo	0	(45)	45
Total Accounts Receivable	<u>1,471</u>	<u>(45)</u>	<u>1,516</u>
Other Current Assets			
Prepaid Expenses			
Prepaid W.C. Insurance	587	0	587
Prepaid Expenses-2017	0	1,084	(1,084)
2018 ABC/AWC Prepaid expenses	11,941	0	11,941
2017 ABC/AWC Deposits	0	3,000	(3,000)
Other Prepaid Expenses	0	43	(43)
Total Prepaid Expenses	<u>12,528</u>	<u>4,127</u>	<u>8,401</u>
Inventory Asset			
EU Literature Inventory	3,509	0	3,509
Literature Other	9,996	10,809	(813)
Meditation Book Inventory	8,455	15,017	(6,562)
Medallions/Chips	14,913	13,742	1,171
Textbook Inventory	60,958	76,211	(15,253)
Workbook Inventory	14,088	23,293	(9,205)
Workbook Laundry List	2,570	10,720	(8,150)
Writeoff-Damaged Inventory	2,246	1,851	395
Allowance for Inventory	0	(6,175)	6,175
Inventory Asset - Other	0	0	0
Total Inventory Asset	<u>116,735</u>	<u>145,468</u>	<u>(28,733)</u>
Historical Archives	489	473	16
Petty Cash	18	18	0
Security Deposit	1,412	0	1,412
Merchandise Down Payments	0	12,784	(12,784)
Total Other Current Assets	<u>131,182</u>	<u>162,870</u>	<u>(31,688)</u>

Adult Children of Alcoholics World Service Organization Inc
Balance Sheet Prev Year Comparison
As of December 31, 2017

	<u>Dec 31, 17</u>	<u>Dec 31, 16</u>	<u>\$ Change</u>
Total Current Assets	545,081	498,422	46,659
Fixed Assets			
Fixed Assets			
Computers	4,541	4,541	0
Equipment			
Security System	4,375	4,375	0
Office Equipment	2,848	1,407	1,441
Safety Equipment	317	317	0
Warehouse Equipment	2,190	2,190	0
Total Equipment	<u>9,730</u>	<u>8,289</u>	<u>1,441</u>
Furniture & Fixtures			
Office Furn/Fixtures	785	785	0
Warehouse Furn/Fix	541	541	0
Shelving	3,169	999	2,170
Total Furniture & Fixtures	<u>4,495</u>	<u>2,325</u>	<u>2,170</u>
Accumulated Depreciation	<u>(9,812)</u>	<u>(7,384)</u>	<u>(2,428)</u>
Total Fixed Assets	<u>8,954</u>	<u>7,771</u>	<u>1,183</u>
Intangible Assets			
Computer Software			
Pre-2013 Software	1,370	1,370	0
2013 Software	116	116	0
2015 Software	396	396	0
2016 Software	1,760	1,760	0
Total Computer Software	<u>3,642</u>	<u>3,642</u>	<u>0</u>
Copyright	5,331	4,796	535
Trademark	1,299	1,299	0
Website Development	144,868	144,868	0
Accumulated Amortization	<u>(41,670)</u>	<u>(26,637)</u>	<u>(15,033)</u>
Total Intangible Assets	<u>113,470</u>	<u>127,968</u>	<u>(14,498)</u>
Total Fixed Assets	<u>122,424</u>	<u>135,739</u>	<u>(13,315)</u>
TOTAL ASSETS	<u>\$ 667,505</u>	<u>\$ 634,161</u>	<u>\$ 33,344</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable			
Merchandise Payable	\$ -	\$ 24,522	\$ (24,522)
2017 ABC AWC	0	1,500	(1,500)
Accounts Payable - Other	54,516	0	54,516
Total Accounts Payable	<u>54,516</u>	<u>26,022</u>	<u>28,494</u>
Total Accounts Payable	54,516	26,022	28,494
Credit Cards			
Bank of America-Corp Card	296	0	296
Total Credit Cards	<u>296</u>	<u>0</u>	<u>296</u>
Other Current Liabilities			
Sales Tax Payable	1,948	2,009	(61)
Accrued Liabilities	5,770	19,365	(13,595)
2017 ABC AWC EVENT DEPOSITS	0	274	(274)
2018 ABC/AWC REGISTRATIONS	5,752	0	5,752
Gift Certificates	0	10	(10)
Customer Deposits	0	1,227	(1,227)
Payroll Liabilities			
Workers Compensation Payable	38	0	38
Salary & Wages Payable	2,909	1,857	1,052
Payroll Taxes Payable	223	206	17
Vacation Payable	2,211	0	2,211
Payroll Liabilities - Other	0	0	0
Total Payroll Liabilities	<u>5,381</u>	<u>2,063</u>	<u>3,318</u>
Total Other Current Liabilities	<u>18,851</u>	<u>24,948</u>	<u>(6,097)</u>

Adult Children of Alcoholics World Service Organization Inc
Balance Sheet Prev Year Comparison
As of December 31, 2017

	<u>Dec 31, 17</u>	<u>Dec 31, 16</u>	<u>\$ Change</u>
Total Current Liabilities	73,663	50,970	22,693
Total Liabilities	\$ 73,663	\$ 50,970	\$ 22,693
Equity			
Unrestricted Net Assets..	\$ 583,192	\$ 518,018	\$ 65,174
Net Income	10,651	65,174	(54,523)
Total Equity	593,843	583,192	10,651
TOTAL LIABILITIES & EQUITY	\$ 667,506	\$ 634,162	\$ 33,344

Adult Children of Alcoholics World Service Organization Inc
Profit & Loss Prev Year Comparison
 January through December 2017

	<u>Jan - Dec 17</u>	<u>Jan - Dec 16</u>	<u>\$ Change</u>
Distribution Centers Sales			
Sales			
Chips/Medallion Sales	\$ 19,007	\$ 13,309	\$ 5,698
Fellowship Textbook Sales	230,785	194,253	36,532
Laundry List Workbooks	48,491	61,397	(12,906)
Literature Sales-Other	34,640	36,056	(1,416)
Meditation Book Sales	77,147	63,973	13,174
Workbook Sales	123,942	109,522	14,420
Non-U.S. Literature sales	5,969	0	5,969
Total Sales	<u>539,981</u>	<u>478,510</u>	<u>61,471</u>
Intergroup Discount Sales			
IG Chips/Medallion Sales	4,783	952	3,831
IG-Fellowship Textbook Sales	31,894	34,258	(2,364)
IG Laundry List Workbook Sales	8,106	6,014	2,092
IG Literature Sales-Other	5,903	3,036	2,867
IG Meditation Book Sales	16,190	8,345	7,845
IG Workbook Sales	14,719	11,921	2,798
Total Intergroup Discount Sales	<u>81,595</u>	<u>64,526</u>	<u>17,069</u>
Shipping And Handling	102,967	116,214	(13,247)
Uncollectable Shipments	0	(536)	536
Shrinkage			
Provision on Inventory	6,175	(6,175)	12,350
Shrinkage - Other	(10,852)	2,432	(13,284)
Total Shrinkage	<u>(4,677)</u>	<u>(3,743)</u>	<u>(934)</u>
Total Distribution Centers Sales	<u>719,866</u>	<u>654,971</u>	<u>64,895</u>
Cost of Goods Sold			
Cost-Chips/Medallions	9,451	9,123	328
Cost-Fellowship Textbook	96,699	85,308	11,391
Cost-Literature -Other	18,445	15,769	2,676
Cost-Laundry List Workbook	18,687	23,486	(4,799)
Cost-Meditation Book	19,696	17,659	2,037
Cost-Workbooks	41,415	40,126	1,289
Non-U.S. Literature Costs	3,146	0	3,146
Total COGS	<u>207,539</u>	<u>191,471</u>	<u>16,068</u>
Gross Profit	<u>512,327</u>	<u>463,500</u>	<u>48,827</u>
Distribution Centers Expenses			
Accounting-Distribution Center			
Write up Services	16,433	0	16,433
Accounting-Distribution Center - Other	8,526	26,832	(18,306)
Total Accounting-Distribution Center	<u>24,959</u>	<u>26,832</u>	<u>(1,873)</u>
Dues and Subscriptions	322	47	275
Freight Out			
UPS	52,120	72,223	(20,103)
USPS	16,608	26,182	(9,574)
Freight Out - Other	14,964	14,396	568
Total Freight Out	<u>83,692</u>	<u>112,801</u>	<u>(29,109)</u>
Fulfillment, Amazon UK	5,069	155	4,914
Fulfillment, Amazon US	68,136	(8)	68,144
Fulfillment, Ware-Pak	58,977	14,087	44,890
Lodging/Travel	5,425	3,960	1,465
Merchant Fees			
Shopify Fees	1,693	0	1,693
Banks	122	132	(10)
PayPal Fee	15,002	17,835	(2,833)
Merchant Fees - Other	46	0	46
Total Merchant Fees	<u>16,863</u>	<u>17,967</u>	<u>(1,104)</u>
Office Expenses			
Employee Administration	4,371	914	3,457
Gas & Electric	1,907	1,333	574
Misc. Expense	2,418	22	2,396

For Management Purposes Only

Page 1 of 4

Adult Children of Alcoholics World Service Organization Inc
Profit & Loss Prev Year Comparison
 January through December 2017

	<u>Jan - Dec 17</u>	<u>Jan - Dec 16</u>	<u>\$ Change</u>
Office Supplies	3,076	3,430	(354)
Postage/Printing	335	22	313
Telephone/Internet Services	2,016	2,480	(464)
Office Expenses - Other	182	0	182
Total Office Expenses	14,305	8,201	6,104
Payroll			
Staffing Services	11,874	6,668	5,206
Benefits	0	473	(473)
Mileage	16	22	(6)
Wages	81,112	59,185	21,927
Employer Payroll Taxes	7,351	5,612	1,739
Payroll Service Fees	872	771	101
Workers Compensation	8,811	18,364	(9,553)
Total Payroll	110,036	91,095	18,941
Repairs & Maintenance	3,530	150	3,380
Rents			
Bang Storage	416	328	88
PO Box Rent	32	60	(28)
Rent-Distribution Center	29,806	17,991	11,815
Storage Locker	931	2,080	(1,149)
Total Rents	31,185	20,459	10,726
Sales Tax			
Sales Taxes Paid	8,608	11,191	(2,583)
Sales Tax Paid on Purchases	505	0	505
CA/IL Sales Tax Collected	(5,782)	(7,366)	1,584
Total Sales Tax	3,331	3,825	(494)
Supply Chain Consultant	0	1,500	(1,500)
Technology (IT)			
Backup	100	100	0
Computer Antivirus/Support	617	0	617
Computer Rack Space	1,792	1,606	186
Small Computer Accessories	88	0	88
Website/Shopping Cart Expense	33,778	23,754	10,024
Total Technology (IT)	36,375	25,460	10,915
Warehouse Pack/Ship Supplies	3,587	8,921	(5,334)
Total Distribution Centers Expenses	465,792	335,452	130,340
Net Distribution Centers Income	46,535	128,048	(81,513)
Other Income/Expense			
Other Income			
World Service Organization Income			
7th Tradition Contributions	79,871	79,535	336
ABC AWC Audio	2,572	1,676	896
Audio books	14,668	11,443	3,225
Bank Interest	108	107	1
E-books	20,088	18,490	1,598
Miscellaneous Income	10	210	(200)
Royalty-EURO Printing	537	0	537
W. C. Insur' Ref' Prior Periods	53,428	0	53,428
Total World Service Organization Income	171,282	111,461	59,821
World Service Organization Expenses			
Accounting-WSO Write up service	16,442	11,141	5,301
Audit Services	20,878	0	20,878
Amortization Expense	15,033	14,960	73
Conferences/Meetings			
2017 ABC/AWC			
2017 AWC			
AWC Scholarship Donations	(143)	0	(143)
AWC Registration Receipts	(14,270)	0	(14,270)
AWC Literature Sales	(365)	0	(365)
AWC Meal Expen' Net of Receipts	(8,038)	0	(8,038)

For Management Purposes Only

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Adult Children of Alcoholics World Service Organization Inc
Profit & Loss Prev Year Comparison
 January through December 2017

	<u>Jan - Dec 17</u>	<u>Jan - Dec 16</u>	<u>\$ Change</u>
AWC Printing	641	532	109
AWC Other Expenses	1,510	0	1,510
Total 2017 AWC	(20,665)	532	(21,197)
2017 ABC			
ABC Lunch/Banquet Net Receipts	(2,886)	0	(2,886)
ABC Conference Expense	558	0	558
ABC Printing	2,788	5	2,783
ABC F&B Travel/Meals	20,923	0	20,923
ABCAWC Hotel/Meeting room	31,411	0	31,411
Total 2017 ABC	52,794	5	52,789
Total 2017 ABC/AWC	32,129	537	31,592
2015 ABC			
2015 ABC Transportation/Lodging	0	50	(50)
Total 2015 ABC	0	50	(50)
2016 ABC/AWC			
2016ABC-Board Travel/Meal	0	8,339	(8,339)
2016 Annual Business Conference	0	5,795	(5,795)
2016-Annual WSO Convention	0	1,246	(1,246)
Total 2016 ABC/AWC	0	15,380	(15,380)
2016-European Conference/Riga	26	1,067	(1,041)
2016-European Con/Netherlands	0	163	(163)
2017 European Conference/Madrid			
Madrid Book Sales	(424)	0	(424)
Madrid Registration	(939)	0	(939)
Madrid Expenses	5,015	0	5,015
Total 2017 European Conference/Madrid	3,652	0	3,652
Trustee Annual/Strategic Meet'g	14,193	27,710	(13,517)
Total Conferences/Meetings	50,000	44,907	5,093
Committees			
Audit Committee	815	0	815
Finance Committee	0	36	(36)
European Committee	9,375	5,493	3,882
Executive Board Committee	1,066	28	1,038
Literature Development Com'			
ISBN	252	575	(323)
Document Virtual Storage	0	99	(99)
Adobe Creative Cloud	857	744	113
Audio/E-Book Expense	1,125	0	1,125
Complimentary Copies	433	840	(407)
Lit-Misc. Expense	500	351	149
Translation Costs	1,828	975	853
Total Literature Development Com'	4,995	3,584	1,411
Member & Public Services Com'			
Hospitals & Institutions Com'	820	928	(108)
MPS Literature Sales	(2,998)	0	(2,998)
MPS Committee Expenses	6,773	62	6,711
Total Member & Public Services Com'	4,595	990	3,605
Total Committees	20,846	10,131	10,715
Depreciation Expense	2,428	2,429	(1)
Insurance			
Bond Insurance	0	355	(355)
Liability	3,421	2,098	1,323
Total Insurance	3,421	2,453	968
License & Permits	126	75	51
Programs/Projects			
Board Book Initiative	587	841	(254)
Total Programs/Projects	587	841	(254)
Special Workers			
Admin Wages	18,856	18,154	702

Adult Children of Alcoholics World Service Organization Inc
Profit & Loss Prev Year Comparison
 January through December 2017

	<u>Jan - Dec 17</u>	<u>Jan - Dec 16</u>	<u>\$ Change</u>
Design Editor Wages	45,271	45,210	61
Meeting Transcription Services	658	1,483	(825)
MPS-Wages	5,000	14,058	(9,058)
SW-Employer Taxes	5,913	6,558	(645)
SW-Payroll Service Fee	725	871	(146)
SW-Workers' Compensation	959	1,054	(95)
Total Special Workers	<u>77,382</u>	<u>87,388</u>	<u>(10,006)</u>
Tax			
Government Fees	11	0	11
State Franchise Taxes	10	10	0
Total Tax	<u>21</u>	<u>10</u>	<u>11</u>
Total World Service Organization Expenses	<u>207,164</u>	<u>174,335</u>	<u>32,829</u>
Net World Service Organization Income	<u>(35,882)</u>	<u>(62,874)</u>	<u>26,992</u>
Net Distribution Centers and World Service Organization Income	<u>\$ 10,653</u>	<u>\$ 65,174</u>	<u>\$ (54,521)</u>

Adult Children of Alcoholics World Service Organization Inc
7 Tradition Contributions
 January through December 2017

JANUARY 2017		NY121, Huntington, NY	40.00	MN115, Edina, MN	44.80
-MULTIPLE-	-148.00	NY135, Brooklyn, NY	247.20	MN143, St Paul, MN	13.00
Anonymous Tulsa, OK	20.00	OH045, Massillon, OH	50.00	NC053, Hendersonville, NC	60.00
Anonymous, No Location	25.00	OR079, Portland, OR	40.00	NC053, Hendersonville, NC	50.00
Anonymous, No Location	20.00	OR095, Portland, OR	19.00	NJ135, Englishtown, NJ	30.00
Anonymous, No Location	83.55	RU001, Moscow, Russia	18.50	NM015, Albuquerque, NM	400.00
Anonymous, No Location	50.00	TEL0334, Anonymous	7.00	NM043, Santa Fe, NM	78.00
Anonymous, No Location	10.00	TN036, Franklin, TN	125.00	NOR0026, Tonsberg, Norway	120.00
Anonymous, No Location	10.00	TN045, Nashville, TN	100.00	NV056, Las Vegas, NV	50.00
Anonymous, Austin, TX	60.10	TX089, Tyler, TX	25.00	NY0140, East Aurora, NY	40.00
Anonymous, Birmingham, AL	135.00	TX121, Austin, TX	120.00	NY0145, NY	153.54
Anonymous, Chelsea, MI	20.00	TX143, The Woodlands, TX	35.00	NY071, Sag Harbor, NY	200.00
Anonymous, Dearborn, MI	25.00	VA109, Leesburg, VA	103.00	NY093, Staten Island, NY	2.40
Anonymous, Duncan, Canada	100.00	WA0812, Centralia, WA	50.00	NY100, Brooklyn, NY	62.00
Anonymous, Germany	20.00	WA144, Bothell, WA	12.65	NY113, Bridgehampton, NY	130.50
Anonymous, Guelph, Canada	4.00	WA160, Seattle, WA	190.00	NY114, White Plains, NY	75.00
Anonymous, Hyattsville, MD	25.00	WA162, Tacoma, WA	100.00	NY125, Bridgehampton, NY	130.50
Anonymous, Las Vegas, NV	100.00	WI0116, Madison, WI	70.00	OR095, Portland, OR	30.47
Anonymous, Rock Hill, SC	500.00		6,714.80	PA078, New Hope, PA	80.00
Anonymous, Salt Lake City, UT	1,000.00	FEBRUARY 2017		SC021, Greenville, SC	30.00
Anonymous, San Francisco, CA	168.00	Anonymous, Bronx, NY	3.00	TEL169, Ontario, Canada	4.00
Anonymous, South Pasadena, CA	10.00	Anonymous, Carrollton, TX	20.00	TN0075, Nashville, TN	77.00
Anonymous, Springfield, VA	10.00	Anonymous, Houston, TX	100.00	TX0160, Corpus Christi, TX	50.00
Anonymous, Westby, WI	25.00	Anonymous, Hyattsville, MD	10.00	TX089, Tyler, TX	25.00
AUS051, Queensland, Australia	350.00	Anonymous, No Location	1,000.00	TX144, Austin, TX	40.00
AZ096, Tuscon, AZ	10.00	Anonymous, No Location	200.00	VT004, Brattleboro, VT	125.00
CA1025, Riverside, CA	75.00	Anonymous, No Location	10.00	WA144, Bothell, WA	39.89
CA1047, Walnut Creek, CA	91.00	Anonymous, No Location	10.00	WI105, Oshkosh, WI	20.00
CA1090, Encinitas, CA	100.00	Anonymous, No Location	10.00		6,467.92
CA1170, Santa Cruz, CA	68.00	Anonymous, No Location	10.00	MARCH 2017	
CA1221, Temecula, CA	40.00	Anonymous, Oslo, Norway	85.50	AL025, Huntsville, AL	50.00
CA1269, Ukiah, CA	14.40	Anonymous, Philadelphia, PA	51.20	Anonymous, Aurora, CO	20.00
CA719, Thousand Oaks, CA	100.00	Anonymous, Springfield, VA	10.00	Anonymous, Burnsville, MN	50.00
CO043, Confer, CO	121.05	Anonymous, St. Louis, MO	82.00	Anonymous, Costa Mesa, CA	71.24
CO046, Denver, CO	120.00	Anonymous, Warwick, RI	500.34	Anonymous, Dearborn, MI	25.00
CT114, New Haven, CT	40.00	AR0006, Rogers, AR	15.00	Anonymous, Des Moines, IA	200.00
FL0236, Stuart, FL	30.00	AZ082, Scottsdale, AZ	36.32	Anonymous, Hyattsville, MD	10.00
FL221, Delray Beach, FL	20.00	CA1031, Riverside, CA	107.00	Anonymous, No Location	20.00
FL222, Dunedin, FL	50.00	CA1078, Santa Barbara, CA	128.00	Anonymous, No Location	10.00
IA031, Des Moines, IA	50.00	CA1170, Santa Cruz, CA	100.00	Anonymous, Ontario, Canada	3.50
IG70, Arlington Hts, IL	539.35	CA1263, Palm Desert, CA	25.00	Anonymous, Philadelphia, PA	10.00
IL164, Chicago, IL	250.00	CA967, San Francisco, CA	40.00	Anonymous, Roseville, MN	1.00
IL206, Chicago, IL	77.00	CA988, Los Altos Hills, CA	400.00	Anonymous, Springfield, VA	10.00
LA033, Shreveport, LA	100.00	CA993, Petaluma, CA	263.06	AR0006, Rogers, AR	15.00
LAT002, Liepajas, Latvia 50 EUR x 1	52.14	CA996, Petaluma, CA	263.07	AR0006, Rogers, AR	15.00
LAT002, Liepajas, Latvia 10.00 EU X	10.43	CO037, Golden, CO	32.50	AR005, Fayetteville, AR	60.00
MA035, South Boston, MA	62.40	CT096, Westport, CT	235.65	CA1093, Hollywood, CA	100.00
MA058, Whitman, MA	75.00	FL0251, Santa Rosa Beach	50.00	CA1145, Cotati, CA	50.00
MN140, St Paul, MN	70.30	FL215, Daytona Beach, FL	20.00	CA1162, San Clemente, CA	20.00
MN144, Mahtomedi, MN	85.00	HI016, Hilo, HI	1.79	CA1175, Laguna Beach, CA	90.00
NJ0153, Westmont, NJ	160.00	IG012, Redford, MI	200.00	CA1180, Agoura Hills, CA	100.00
NJ134, Montclair, NJ	40.00	IG40, Copenhagen, Denmark	15.81	CA719, Thousand Oaks, CA	100.00
NJ142, Pennington, NJ	32.60	IL191, Mt. Prospect, IL	40.00	CA865, Thousand Oaks, CA	100.00
NJ142, Pennington, NJ	39.75	IL196, Tinley Park, IL	34.00	CA898, La Jolla, CA	355.00
NM023, Albuquerque, NM	27.00	IL199, Macomb, IL	35.00	CO015, Broomfield, CO	200.00
NM033, Albuquerque, NM	32.00	IN075, Evansville, IN	109.00	CO033, Conifer, CO	147.57
NM044, Albuquerque, NM	57.38	MA057, Worcester, MA	53.58	CT057, Mystic, CT	50.00
NY119, Philmont, NY	100.00				

Adult Children of Alcoholics World Service Organization Inc
7 Tradition Contributions
 January through December 2017

MARCH 2017 (Continued)		APRIL 2017			
CT100, Middletown, CT	16.00	Anonymous	-10.00	NY0152, Liverpool, NY	20.00
DC008, Washington, DC	216.34	Anonymous,	10.00	NY093, Staten Island, NY	2.24
DE005, Yorklin, PA	40.00	Anonymous, Birmingham, A	55.00	NY118, New York, NY	176.31
FL0240, Pinellas Park, FL	10.00	Anonymous, Chelsea, MI	10.00	OH075, Maumee, OH	40.00
FL0252, St Petersburg, FL	10.00	Anonymous, East Hampton	40.00	OR095, Portland, OR	29.32
FL127, Hollywood, FL	72.00	Anonymous, Manteno, IL	30.00	OR102, Salem, OR	20.00
FL158, Ft Lauderdale, FL	200.00	Anonymous, Mt. Laurel, NJ	45.00	PA078, New Hope, PA	86.00
FL176, Delray Beach, FL	45.00	Anonymous, no location	25.00	PA096, Yardley, PA	100.00
FL209, Sebastian, FL	40.00	Anonymous, no location	20.00	PA131, Philadelphia, PA	40.90
FL212, Hollywood, FL	200.00	Anonymous, No Location	200.00	RUS028, Moscow, Russia	119.19
IG569, Sweden	134.00	Anonymous, Ormond Beach	2.00	TEL0325, Canada	5.00
IG604, St Lous, MO	52.37	Anonymous, Springfield, VA	10.00	TN029, Hendersonville, TN	60.00
IG604, St Lous, MO	20.00	Anonymous, Weed, CA	2.00	TX0149, Georgetown, TX	25.00
IL005, La Grange, IL	730.80	Anonymous, Yakima, WA	10.00	WA0189, Yakima, WA	10.00
IL0229, Chicago, IL	192.63	Anonymous, Aurora, CO	20.00	WA144, Bothell, WA	16.49
IL172, Deerfield, IL	20.00	AR0006, Rogers, AR	15.00		5,024.44
IL204, Chicago, IL	34.00	AZ093, Tucson, AZ	50.00	MAY 2017	
IL206, Chicago, IL	182.00	CA1047, Walnut Creek, CA	33.00	Anonymous, Akron, OH	50.00
IL208, Orland Park, IL	25.00	CA1091, San Francisco, CA	47.25	Anonymous, Aurora, CO	20.00
IL210, Libertyville, IL	100.00	CA1125, Mission Viejo, CA	40.00	Anonymous, Australia	140.00
IRE022, Midleton, Ireland 40.00 EUR	40.85	CA1138, Riverside, CA	50.00	Anonymous, Concord, NC	30.00
MA050, Natick, MA	200.00	CA1169, Santa Cruz, CA	24.00	Anonymous, Englewood, CO	118.00
MN045, Minneapolis, MN	500.00	CA1169, Santa Cruz, CA	32.00	Anonymous, Hyattsville, MD	10.00
MN103, Minneapolis, MN	20.00	CA1170, Santa Cruz, CA	200.00	Anonymous, Mechanicsburg	20.00
MN117, Mound, MN	50.00	CA121, Glendale, CA	152.19	Anonymous, None	20.00
MN135, Hastings, MN	14.31	CA1254, Sebastopol, CA	100.00	Anonymous, None	50.00
MO008, Kansas City, MO	100.00	CA682, Palo Alto, CA	50.00	Anonymous, None	75.00
NC012, Asheville, NC	240.00	CA967, San Francisco, CA	40.00	Anonymous, None	10.00
NJ141, Little Silver, NJ	50.00	CA993, Petaluma, CA	171.51	Anonymous, None	72.00
NJ142, Pennington, NJ	49.25	CA996, Petaluma, CA	171.51	Anonymous, Springfield, VA	10.00
NM0045, Albuquerque, NM	30.00	CAN328, Belleville, CN	50.00	AZ077, Litchfield Park, AZ	50.00
NM020, Gila, NM	100.00	DC009, Washington, DC	160.00	AZ082, Scottsdale, AZ	28.76
NOR0026, Sandefjord, Norway 110.00	112.34	FL0230, Palm Beach Gardens	125.00	CA066, San Clemente, CA	60.00
NV041, Henderson, NV	207.55	FL192, Winter Park, FL	118.80	CA1015, Palo Alto, CA	50.00
NV056, Las Vegas, NV	113.00	FL209, Sebastian, FL	300.00	CA1031, Riverside, CA	110.00
NY0141, North Bergen, NY	60.00	FL221, Delray Beach, FL	20.00	CA1075, Los Gatos, CA	50.00
NY0144, Huntington, NY	40.00	IA033, Davenport, IA	200.00	CA1175, Laguna Beach, CA	10.00
NY0144, Huntington, NY	40.00	IL147, Elk Grove Village, IL	35.00	CA1179, Encino, CA	25.00
NY075, New York, NY	37.50	KS020, Prairie Village, KS	350.00	CA1277, Santa Cruz, CA	250.00
NY084, New York, NY	30.00	MA036, Shrewsbury, MA	150.00	CA682, Palo Alto, CA	50.00
NY119, Philmont, NY	50.00	MA056, Mattaposeit, MA	80.00	CA719, Thousand Oaks, CA	100.00
NY126, Bay Shore, NY	40.00	MD034, Bethesda, MD	200.00	CO049, Denver, CO	290.00
OR095, Portland, OR	20.05	MD054, Frederick, MD	47.58	FL0251, Santa Rosa Beach	50.00
TEL033, Virginia Beach, VA	7.00	MEX030, Ajijic, MX	72.00	FL157, Fort Meyers, FL	60.00
TN0075, Nashville, TN	103.79	MI115, Traverse City, MI	77.00	FL181, Miami Beach, FL	240.00
TN026, Nashville, TN	289.60	MN100, Wayzata, MN	80.00	GA0039, Blairsville, GA	10.00
TX139, Austin, NY	80.00	NC0053, Hendersonville, NC	60.00	GA020, Smyrna, GA	600.00
TX144, Austin, TX	24.00	NC0072, East Flat Rock, NC	60.00	GA021, Marietta, GA	213.51
TX148, Houston, TX	57.07	NC0079, Fayetteville, NC	50.00	IG569, Sweden	1,000.00
UT032, Bountiful, UT	13.35	NC061, Wilmington, NC	50.00	IL172, Deerfield, IL	72.00
WA144, Bothell, WA	65.99	NJ130, Glen Rock, NJ	166.15	IN0082, Indianapolis, IN	100.00
WA169, Seattle, WA	40.00	NV056, Las Vegas, NV	112.00	LA027, Baton Rouge, LA	35.00
WI061, Oshkosh, WI	54.00	NV063, Reno, NV	45.00	MA0076, Fitchburg, MA	31.00
MAR 2017	7,107.10	NY0142, Syracuse, NY	20.00	MA035, South Boston, MA	25.00
				ME022, Rockport, ME	20.00

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Adult Children of Alcoholics World Service Organization Inc
7 Tradition Contributions
 January through December 2017

MAY 2017 (Continued)		CA612, Berkeley, CA	112.00	AR0006, Rogers, AR	15.00
MI054, Ann Arbor, MI	30.00	CA612, Berkeley, CA	260.00	CA1019, Westlake Village, CA	100.00
MI146, Portage Adult Children	300.00	CA719, Thousand Oaks, CA	100.00	CA1025, Riverside, CA	81.00
MN096, Burnsville, MN	40.00	CA898, San Diego, CA	300.00	CA1031, Riverside, CA	115.00
MN143, Saint Paul, MN	15.17	CAN020, Ontario, CAN	180.00	CA1145, Cotati, CA	81.00
MN144, Mahtomedi, MN	60.00	CAN332, Guelph, CN	100.00	CA1168, Ventura CA	100.00
NC048, Cary, NC	200.00	CT095, East Lyme, CT	120.00	CA1175, Laguna Beach, CA	15.00
NE0033, Nebraska City, NE	41.00	FL144, Naples, FL	226.00	CA1224, Los Angeles, CA	269.60
NV062, Las Vegas, NV	89.00	FL199, Ormond Beach, FL	225.00	CA1280, Rancho Cordova, CA	160.00
NY0162, New York, NY	11.00	GA030, Atlanta, GA	400.00	CA1302, San Diego, CA	25.00
NY098, Mamaroneck, NY	125.00	HI010, Honolulu, HI	100.00	CA719, Thousand Oaks, CA	150.00
NY129, Brooklyn, NY	50.00	IG599, Philadelphia, PA	50.00	CO033, Corifer, CO	66.40
PA129, Quakertown, PA	24.00	IL0229, Chicago, IL	200.00	CO037, Golden, CO	108.59
SD002, Minnehaha, SD	40.00	IL0235, Mount Prospect, IL	10.00	CO043, Corifer, CO	62.70
TEL0341, Virginia Beach	7.00	KS023, Pittsburg, KS	50.00	CO046, Denver, CO	78.00
TEL133, None	20.00	MA057, Worcester, MA	155.41	CT0126, New Haven, CT	21.58
TN036, Franklin, TN	150.00	MA058, Whitman, MA	75.00	CT057, Mystic, CT	40.00
TN045, Nashville, TN	100.00	MI144, Bloomfield Hills, MI	50.00	DC010, Washington, DC	70.00
TX083, Houston, TX	150.00	NJ016, Westmon, NJ	180.00	FL0230, Palm Beach Garden	250.00
VA104 Reston, VA	100.00	NJ019, Hoboken, NJ	50.00	FL159, North Palm Beach, FL	200.00
VA109, Leesburg, Virginia	26.00	NM0045, Albuquerque, NM	50.00	FL215, Daytona Beach, FL	25.00
WA144, Bothell, WA	82.50	NM033, Albuquerque, NM	50.00	FL221, Delray Beach, FL	20.00
	5,815.94	NV038, Las Vegas, NV	100.00	GA0039, Blairsville, GA	10.00
JUNE 2017		NY0142, Syracuse, NY	25.00	GA021, Marietta, GA	105.06
AZ096, Tucson, AZ	10.00	NY0146, Huntington, NY	25.00	GER019, Cologne, Germany	34.00
AK020 and AK021, Anchorage, AK	250.00	NY0152, Liverpool, NY	25.00	HI020, Kihei, HI	45.00
AL025, Huntsville, AL	50.00	NY071, Sag Harbor, NY	200.00	IL164, Chicago, IL	150.00
Anonymous, Aberdeen, WA	20.00	NY079, Saratoga Springs, NY	300.00	IL191, Arlington Heights, IL	40.00
Anonymous, Beltsville, MD	20.00	NY087, Hicksville, NY	100.00	IL191, Arlington Heights, IL	40.00
Anonymous, Blairsville, GA	10.00	OH059, North, OH	100.00	IL208, Orland Park, IL	40.00
Anonymous, Carmichael, CA	50.00	OR095, Portland, OR	37.00	IL212, Lake Barrington, IL	40.00
Anonymous, Chelsea, MI	30.00	OR096, Portland, OR	92.00	IN075, Evansville, IN	72.96
Anonymous, Corvallis, MT	6.00	PA093, Malvern, PA	75.00	KS023, Pittsburg, KS	5.00
Anonymous, Hyattsville, MD	20.00	SC0026, N. Augusta, SC	50.00	MA0068, Catauma, MA	25.00
Anonymous, Manteno, IL	30.00	TEL0341, Virginia Beach, VA	7.00	MA048, Provincetown, MA	30.85
Anonymous, None	10.00	TEL0344, Clifton, CO	20.00	MA050, Natick, MA	140.00
Anonymous, None	25.00	TN026, Nashville, TN	1,200.00	MA056, Mattapoisett, MA	200.00
Anonymous, None	20.00	TN075, Nashville, TN	41.75	MD051, Frederick, MD	32.00
Anonymous, None	40.00	TX0174, Houston, TX	2.90	MN096, Burnsville, MN	50.00
Anonymous, None	200.00	TX092, Houston, TX	52.28	MN100, Wayzata, MN	92.80
Anonymous, None	5.00	TX124, Austin, TX	200.00	MN115, Edina, MN	90.00
Anonymous, Sanibel, FL	30.00	TX127, Houston, TX	150.00	MN135, Hastings, MN	15.62
Anonymous, Spring Valley, NY	10.00	TX148, Houston, TX	20.10	N0075, Nashville, TN	90.01
Anonymous, Springfield, VA	10.00		8,332.14	NE0033, Nebraska City, NE	60.00
Anonymous, St Petersburg, FL	13.00	JULY 2017		NJ142, Pennington, NJ	77.75
Anonymous, Tacoma, WA	35.00	Anonymous, Alabaster, AL	81.00	NM044, Albuquerque, NM	58.16
Anonymous, Virginia Beach, VA	7.00	Anonymous, Atlanta, GA	25.00	NY0140, East Aurora, NY	80.00
AR0006, Rogers, AZ	15.00	Anonymous, Carmichael, CA	30.00	NY0149, Brooklyn, NY	40.00
AZ073, Flagstaff, AZ	200.00	Anonymous, Garland, TX	123.85	NY0156, New York, NY	189.00
AZ100, Phoenix, AZ	20.00	Anonymous, Hyattsville, MD	20.00	NY093, Staten Island, NY	5.28
CA012, Torrance, CA	100.00	Anonymous, Los Angeles, CA	147.50	NY095, New, NY	75.00
CA1009, Mill Valley, CA	200.68	Anonymous, Newton, NJ	25.00	NY099, Fishkill, NY	50.00
CA1010, San Anselmo, CA	370.80	Anonymous, None	20.00	NY100, Brooklyn, NY	43.20
CA1100, Whittier, CA	140.00	Anonymous, Northbrook, IL	500.00	NY121, Huntington, NY	400.00
CA1111, Pasadena, CA	300.00	Anonymous, Richmond, VA	69.80	OR095, Portland, OR	28.00
CA1145, Cotati, CA	66.22	Anonymous, Sacramento, CA	13.20	POL0017, Bialystok, Poland	10.00
CA1181, Santa Maria CA	50.00	Anonymous, San Jose, CA	10.00	RI005, Providence, RI	100.00
CA428, Norwalk, CA	102.00	Anonymous, Springfield, VA	10.00	TEL173, Pittsburg, KS	5.00

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JULY 2017 (Continued)		MA063, Leominster, MA	40.00	CA988, Los Altos Hills, CA	455.00
Telephone, Celebration, FL	50.00	MD034, Bethesda, MD	345.00	CO032, Fort Collins, CO	20.00
Telephone, Essex Junction, VT	20.00	MI115, Traverse City, MI	84.00	CO049, Denver, CO	280.85
Telephone, Sedalia, MO	50.00	MN0160, Bemidji, MN	54.00	CT112, West Hartford, CT	80.00
TN026, Nashville, TN	104.02	MN121, Edina, MN	160.00	CT114, New Haven, CT	40.00
TN045, Nashville, TN	150.00	MN143, Saint Paul, MN	15.50	DC008, Washington, DC	77.00
VT0004, Brattleboro, VT	70.00	MO0039, St Louis, MO	10.00	DC009, Washington, DC	160.00
WI076, Madison, WI	150.00	MT022, Missoula, MT	100.00	FL166, Lake Worth, FL	100.00
WI083, Wisconsin Dells, WI	50.00	NH001, Keene, NH	125.00	GA0039, Blairsville, GA	10.00
	6,342.93	NJ0152, Montclair, NJ	40.00	HI016, Hilo, HI	30.39
AUGUST 2017		NJ135, Englishtown, NJ	30.00	IA031, Des Moines, IA	100.00
-MULTIPLE-	350.00	NM036, Rio Rancho, NM	5.50	IL071, Joliet, IL	489.60
-MULTIPLE-	330.00	NM036, Rio Rancho, NM	5.50	IL172, Deerfield, IL	40.00
Anonymous, Addison, TX	12.00	NY00175, Red Hook, NY	65.00	IL196, Tinley Park, IL	15.00
Anonymous, Baxter, MN	6.89	NY082, Staten Island, NY	60.00	IN063, Indianapolis, IN	77.00
Anonymous, Colton, OR	5.00	OH055, Akron, OH	50.00	MA0076, Fitchburg, MA	20.00
Anonymous, Goldvein, VA	300.00	OR079 Portland, Oregon	40.00	MA028, Cambridge, MA	120.00
Anonymous, Hyattsville, MD	10.00	PA078, New Hope, PA	54.00	ME022, Rockport, ME	20.00
Anonymous, Los Angeles, CA	75.00	PA131, Philadelphia, PA	66.22	MI145, Royal Oak, MI	75.00
Anonymous, No Location	10.00	RUS022, Novgorod, Russia	20.00	MI146, Portage, MI	250.00
Anonymous, No Location	5.00	RUS028, Moscow, Russia	1.00	NC0068, Fayetteville, NC	50.00
Anonymous, No Location	78.00	RUS028, Moscow, Russia	1.61	NC059, Concord, NC	60.00
Anonymous, Sacramento, CA	28.83	RUS028, Moscow, Russia	12.61	NE0033, Nebraska City, NE	87.00
Anonymous, Spring Hill, TN	40.00	RUS028, Moscow, Russia	42.60	NJ0145, Hackettsontown, N	120.00
Anonymous, Springfield, VA	10.00	TEL051, Virginia Beach, VA	5.00	NJ138, Absecon, NJ	90.00
AZ082, Scottsdale, AZ	19.35	TN0075, Nashville, TN	48.00	NM023, Albuquerque, NM	56.00
AZ093, Tucson, AZ	17.82	TN028, Nashville, TN	83.20	NOR023, Oslo, Norway	127.00
CA066, Mission Viejo, CA	11.00	TN029, Hendersonville, TN	170.00	NV056, Las Vegas, NV	84.00
CA1022, McKinleyville, CA	100.00	TN036, Franklin, TN	100.00	NY0142, Syracuse, NY	25.00
CA1042, Riverside, CA	39.00	TX0149, Georgetown, TX	25.00	NY0152, Liverpool, NY	25.00
CA1068, San Francisco, CA	22.00	TX083, Houston, Texas	100.00	NY070, New York City, NY	30.00
CA1075, Los Gatos, CA	50.00	TX120, Houston, TX	100.00	NY087, Hicksville, NY	50.00
CA1090, Encinitas, CA	300.00	TX144, Austin, TX	60.00	OH057, Toledo, OH	160.00
CA1138, Riverside, CA	10.00	VA109, Leesburg, VA	32.00	OR0133, North Bend, OR	10.00
CA1146, Ukiah, CA	50.95	WA169, Seattle, WA	149.43	OR095 Portland, OR	71.00
CA1148, Concord, CA	80.00	WA174, Lynnwood, WA	200.00	PA0139, Nazareth, PA	72.67
CA1175, Laguna Beach, CA	11.72	WI067, Madison, WI	40.00	PA0144, Nazareth, PA	72.66
CA1285, San Bernardino, CA	10.00		6,290.19	PA109, Nazareth, PA	72.67
CA477, Palo Alto, CA	50.00	SEPTEMBER 2017		PA123, Philadelphia, PA	180.50
CA898, La Jolla, CA	360.00	AL025, Huntsville, AL	50.00	RUS028, Moscow, Russia	10.76
CA961, Orange, CA	34.00	Anonymous	4.74	TEL0286, Virginia Beach, V.	4.00
CAN312, Mt. Pearl, CN	153.16	Anonymous	50.00	TEL0288, Virginia Beach, V.	2.00
CO046, Denver, CO	80.00	Anonymous	30.00	TEL0289, Virginia Beach, V.	2.00
CT0126, New Haven, CT	33.30	Anonymous, Akron, OH	75.00	TEL0290, Virginia Beach, V.	2.00
DE003, Rehoboth Beach, DE	60.00	Anonymous, Burlingame, C	50.00	TEL0291, Virginia Beach, V.	2.00
FL176, Delray Beach, FL	33.00	Anonymous, Colton, OR	10.00	TEL0352, Brisbane, Australi	15.00
FL178, Ocala, FL	50.00	Anonymous, Flemington, N.	47.00	Telephone, Aurora, CO	7.00
FL192, Winter Park, FL	107.00	Anonymous, Springfield, VA	10.00	TN0075, Nashville, TN	140.00
FL221, Delray Beach, FL	20.00	Anonymous, Yarmouth Port	50.00	TX0149, Georgetown, TX	126.00
FL222, Dunedin, FL	50.00	AR0006, Rogers, AR	15.00	United Kingdom	5.00
GA0039, Blairsville, GA	10.00	CA066, Mission Viejo, CA	20.00	UT032, Bountiful, UT	39.00
GA034, Johns Creek, GA	350.00	CA1020, Oakland, CA	400.00	WI076, Madison, WI	150.00
IL172, Deerfield, IL	40.00	CA1148, Concord, CA	40.00		5,624.84
IL206, Chicago, IL	200.00	CA1162, San Clemente, CA	20.00	OCTOBER 2017	
IN065, Indianapolis, IN	30.00	CA1178, Los Gatos, CA	50.00	7th Tradition Donation - \$1	0.00
MA035, South Boston, MA	27.00	CA1179, Encino, CA	20.00	Anonymous, Alabaster, AL	77.00
MA061, Northampton, IL	40.00	CA1265, Fresno CA	25.00	Anonymous, Altamonte Spri	10.00
MA063, Leominster, MA	40.00	CA719, Thousand Oaks, C/	250.00	Anonymous, Bloomfield Hill	100.00

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OCTOBER 2017 (Continued)		NJ139, Hillsborough, NJ	50.00	CA1015, Palo Alto, CA	50.00
Anonymous, Dearborn, MI	50.00	NM033, Albuquerque, NM	26.00	CA1181, Santa Maria, CA	40.00
Anonymous, Dunncan, B.C. Canada	100.00	NY079, Saratoga Springs, NY	200.00	CA1192, Torrance, CA	40.00
Anonymous, Goldvein, VA	200.00	NY083, New York, NY	284.25	CA1233, Santa Cruz, CA	25.00
Anonymous, Hyattsville, MD	12.00	NY093, Staten Island, NY	4.70	CA1246, San Rafael, CA	93.00
Anonymous, Jacksonville, FL	48.00	NY118, New York, NY	292.40	CA612, Berkeley, CA	500.00
Anonymous, Los Angeles, CA	94.33	NY129, Brooklyn, NY	50.00	CAN099, Tortonto, CAN	375.40
Anonymous, Mentor, OH	50.00	OH0083, Wooster, OH	100.00	CT0123, Milford, CT	5.50
Anonymous, no location	10.00	OR095, Portland, OR	8.00	CT0126, New Haven, CT	37.78
Anonymous, no location	20.00	OR095, Portland, OR	30.00	FIN034, Jyvaskyla, Finland	113.00
Anonymous, no location	5.00	OR102, Salem, OR	25.00	FL0228, Bonita Springs, FL	40.00
Anonymous, no location	3.89	PA122, Oaks, PA	250.00	FL0242, Vero Beach, FL	156.00
Anonymous, no location	20.00	PA131, Philadelphia, PA	22.80	FL134, Miami FL	100.00
Anonymous, Springfield, VA	10.00	SC0027, Greenville, SC	195.00	FL144, Naples, FL	35.00
Anonymous, The Hague, Netherlands	10.00	TEL0286, Virginia Beach, V	4.00	GA0039, Blairsville, GA	10.00
AR0006, Rogers, AR	15.00	TEL0288, Virginia Beach, V	3.00	IG647, Indianapolis, IN	30.00
AR005, Fayetteville, AR	80.00	TEL0289, Virginia Beach, V	3.00	IL208, Orland Park, IL	25.00
AZ0126, Tucson, AZ	30.00	TEL0290, Virginia Beach, V	3.00	IN074, Crown Point, CA	50.00
AZ0137, Tucson, AZ	20.51	TEL0290, Virginia Beach, V	3.00	MA056, Mattapoissette, MA	200.00
CA012, Torrance, CA	50.00	TX0174, Houston, TX	9.06	MN100, Wayzata, MN	40.00
CA1015, Palo Alto, CA	50.00	TX092, Houston, TX	33.87	MN140, St. Paul, MN	34.90
CA1019, Westlake Village, CA	30.00	TX120, Houston, TX	50.00	MN143, Saint Paul, MN	21.94
CA1068, San Francisco, CA	25.00	TX124, Austin, TX	100.00	MN144, No Location	50.00
CA1075, Los Gatos, CA	50.00	TX143, The Woodlands, TX	100.00	NH0009, Concord, NH	25.00
CA1151, Long Beach, CA	40.00	TX144, Austin, TX	52.00	NV038, Las Vegas, NV	113.00
CA1155, Encinitas, CA	130.00	TX148, Houston, TX	15.17	NV040, Henderson, NV	200.00
CA1173, Encinitas, CA	5.00	VA113, Leesburg, VA	30.00	NV062, Las Vegas, NV	55.00
CA1254, Sebastopol, CA	100.00	VT004 Brattleboro, VT	63.00	PA095, Yardley, PA	25.00
CA1254, Sebastopol, CA	10.00	VT044, Brattleboro, VT	63.00	TEL0286, Virginia Beach, V	1.00
CA1263, Palm Desert, CA	50.00	WI067, Madison, WI	50.00	TEL0288, Virginia Beach, V	1.00
CA477, Palo Alto, CA	100.00		5,810.45	TEL0289, Virginia Beach, V	1.00
CA961, Orange, CA	42.50	NOVEMBER 2017		TEL0290, Virginia Beach, V	2.00
CO046, Denver, CO	80.00	AL0033, Meridianville, AL	50.00	TEL0291, Virginia Beach, V	2.00
CT0126, New Haven, CT	41.26	Anonymous, Austin, TX	146.00	TEL0342, Virginia Beach, V	1.00
FL0236, Stuart, FL	100.00	Anonymous, Bloomington, I	50.00	TEL0352, No Location	20.00
FL154, West Palm Beach, FL	100.00	Anonymous, Caledonia, MI	10.00	TN0075, Nashville, TN	100.00
FL158, Ft Lauderdale, FL	100.00	Anonymous, Elyria, OH	100.00	TN028, Nashville, TN	99.31
FL170, Palm Beach Gardens, FL	200.00	Anonymous, Hattsville, MD	12.00	TN045, Nashville, TN	100.00
FL176, Delray Beach, FL	14.00	Anonymous, Hialeah, FL	10.00	TN055, Memphis, TN	100.00
FL192, Winter Park, FL	93.00	Anonymous, Jewett, NY	100.00	TX120, Houston, TX	50.00
FL209, Sebastian, FL	50.00	Anonymous, Largo, FL	120.00	TX127, Houston, TX	75.00
GA0039, Blairsville, GA	10.00	Anonymous, Naples, FL	1,500.00	UT029, Murray Park, UT	150.56
IA033, Davenport, IA	100.00	Anonymous, No Location	103.26	VT004 Brattleboro, VT- Dup	-63.00
IL147, Elk Grove Village, IL	35.00	Anonymous, No Location	15.00	WA0182, Centralia, WA	150.00
IL191, Arlington Heights, IL	40.00	Anonymous, No Location	30.00	WA172, Bellingham, WA	200.00
IL199, Macomb, IL	50.00	Anonymous, No Location	15.00	WA176, Tacoma, WA	250.00
IL212, Lake Barrington, IL	40.00	Anonymous, No Location	178.00	WA184, Aberdeen, WA	29.03
IN0082, Indianapolis, IN	40.00	Anonymous, No Location	100.00	WEB0058, Virginia Beach, \	3.00
LA0033, Shreveport, LA	250.00	Anonymous, North Bergen,	8.02	WEB0065, Virginia Beach, \	2.00
LA027, E. Baton Rouge, LA	66.00	Anonymous, Raritan, NJ	4.92	WI093, Green Bay, WI	240.00
LA030, Breaux Bridge, LA	20.00	Anonymous, Sacramento, C	39.19		7,176.93
MA0082, Sheffield, MA	20.00	Anonymous, Signal Hill, CA		DECEMBER 2017	
MA057, Worcester, MA	249.59	Anonymous, Springfield, V ^f	10.00	-MULTIPLE-	78.40
MA061, Northampton, MA	100.00	Anonymous, St Paul, MN	46.33	7th Tradition Donation - \$10	10.00
MI054, Ann Arbor, MI	38.00	Anonymous, Wilmette, IL	20.00	7th Tradition Donation - \$10	100.00
MI061, Westland, MI	120.00	AR005, Fayetteville, AR	120.00	AL025, Huntsville, AL	50.00
MN135, Hastings, MN	21.12	AUS061, Adelaide, S. AUS	370.00	Anonymous, Aurora, CO	10.00
NJ134, Montclair, NJ	64.00	AZ082, Scottsdale, AZ	14.79	Anonymous, Austin, TX	300.00

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DECEMBER 2017 (Continued)

Anonymous, Cincinnati, OH	400.00	NJ142, Pennington, NJ	18.00
Anonymous, Dearborn, MI	300.00	NJ142, Pennington, NJ	62.25
Anonymous, Hyattsville, MD	12.00	NM015, Albuquerque, NM	900.00
Anonymous, Israel	18.00	NM033, Albuquerque, NM	38.00
Anonymous, Mount Airy, MD	37.20	NY119, Philmont, NY	50.00
Anonymous, No Location	30.00	NY129, Brooklyn, NY	100.00
Anonymous, No Location	3.00	OR079 Portland, OR	40.00
Anonymous, No Location	30.00	TN028, Nashville, TN	162.80
Anonymous, No Location	10.00	TX144, Austin, TX	80.00
Anonymous, No Location	25.00	VA0127, Leesburg, VA	150.00
Anonymous, No Location	25.00	VOID: CZE001, Czech Rep	0.00
Anonymous, No Location	5.00	WI090, Wauwatosa, WI	80.00
Anonymous, No Location	26.00		<u>9,163.64</u>
Anonymous, No Location	1,000.00		<u>79,871.32</u>
Anonymous, No Location	40.00		
Anonymous, No Location	50.00		
Anonymous, No Location	52.00		
Anonymous, No Location	200.00		
Anonymous, No Location	500.00		
Anonymous, Pelham, NH	30.00		
Anonymous, Salt Lake City, UT	1,000.00		
Anonymous, Springfield, VA	10.00		
Anonymous, Tennessee	500.00		
Anonymous, Tiburon, CA	20.00		
Anonymous, Watertown, MA	50.00		
AR0006, Rogers, AR	15.00		
CA012, Torrance, CA	50.00		
CA1089, Sebastopol, CA	148.00		
CA1148, Concord, CA	60.00		
CA1175, Laguna Beach, CA	10.00		
CA1178, Los Gatos, CA	50.00		
CA1193, Encinitas, CA	100.00		
CA1233, Santa Cruz, CA	10.00		
CA1263, Palm Desert, CA	50.00		
CA898, La Jolla, CA	231.00		
CO0057, Longmont, CO	30.00		
CO033, Conifer, CO	118.44		
CO046, Denver, CO	80.00		
CT0125, Canton, CT	50.00		
CT057, Mystic, CT	40.00		
FL0244, Margate, FL	36.63		
FL159, North Palm Beach, FL	120.00		
FL181, Miami Beach, FL	223.00		
FL223, Tampa, FL	100.00		
GA0039, Blairsville, GA	10.00		
IG813, Houston, TX	404.87		
IL004, Wilmette, IL	100.00		
IL0237, Rock Island, IL	90.00		
IL172, Deerfield, IL	40.00		
IN0082, Indianapolis, IN	40.00		
KS023, Pittsburgh, KS	50.00		
MA067, Northampton, MA	30.00		
MN0160, Bemidji, MN	57.05		
NC044, NC	40.00		
NET0015, s-Hertogenbosch, Netherla	47.00		
NH001, Keene, NH	100.00		
NJ135, Englishtown, NJ	30.00		

The Executive Committee Report

The Executive Committee was established in the ACA Bylaws, created in our incorporation, in December 1998. The committee consists of the four officers of the Board of Trustees: Chair, Vice-Chair, Treasurer and Secretary. Current members of the committee are Mary Jo L., Chair; Majbrit M., Vice-Chair; Bill D., Treasurer; Marcia J., Secretary.

Members of the Executive Committee are empowered to do the business of ACA as delegated by the Board of Trustees. There are specified tasks that are not to be put into the hands of this committee.

The Executive Committee may not:

Approve of any action, which, under law or WSO Corporate Bylaws, requires the approval of the proper majority of the full Board

Fill Vacancies on the Board.

Amend or repeal existing Bylaws or adopt new Bylaws.

Amend or repeal a resolution of the Board.

Create committees of the Board.

Approve a transaction to which this Corporation is a party and in which one or more of the Trustees has a material financial interest.

The committee also is responsible to ensure that all other committees of the Board are complying with their responsibilities. The committee is empowered by the OPPM to approve of the following expenditures:

1. Reorders of inventory for resale only require Executive Committee approval when the quantity does not exceed 10% of any previous order. The Board Vice Chairperson is responsible for reporting such purchases during the monthly Teleconference.
2. Non-recurring expenditures of up to \$1,000 that are in addition to anything already specifically budgeted for.

2017 Committee Activities

During 2017, the most common activity of the Executive Committee was to approve of necessary expenditures: those less than \$500.00 (this has recently been changed to \$1,000) that were considered non-recurring and were not provided for in the regular budget and reorders of inventory that were not above 10% of previous orders.

A General Manager was hired for ACA at the beginning of June. The Executive Committee was in charge of her orientation, supervision and evaluation through September 2017 when a Personnel Committee was established.

Other decisions made this year by the Executive Committee concerned a subscription to Mail Chimp, which ABC materials should be in the Repository, and the retention and storage of recorded meetings.

Descriptions and Clarifications

The following expenditures and purchases were approved in 2017:

Purchase of 5,000 Welcome Chips and 1,000 each of all other chips for a total cost of \$3,070.
To have Wendell's package the chips in 10s instead of 20s for Ware-Pak. This will cost 4 cents per package and the Finance Committee will be presenting a motion for selling these packages at a discounted price to save pick charges.
Purchase of 3,500 Laundry Lists Workbooks at a cost of \$12,321.
Purchase of 2,600 soft cover BRB's at a cost of \$10,093 that includes printing and shipping.
Purchase of 7,000 Yellow Workbooks at a cost of \$17,560 plus shipping.
To spend \$390 for double-walled boxes for the current shipment of LLWB's that will be sent to Ware-Pak. Doing this will guard against product damage for customers ordering full box quantities. This adds approximately 11 cents to the cost of each book.
To purchase 12 bar codes for our literature at the deepest discount price of \$21 each for a total of \$252.
To purchase chips and medallions for a total cost of approximately \$800, not including shipping. As part of this order I'm including a new medallion for 38 years.
To pay for the Trustee buttons that Majbrit has designed out of the Executive Committee budget. The cost is \$26.04.
Routine purchase of 7,000 hard cover BRBs and 2,500 hard cover Meditation Books.
Purchase of 10 new email accounts at a cost of \$301.39 for 2 years.
Purchase of approximately \$1,100 worth of tri-folds.
Purchase of 500 each of the one and two year medallions at a cost of approximately \$700 with shipping, to be packaged in rolls of 10s instead of 25s at a cost of 4 cents per package.
purchase of newcomer booklets, pamphlets and trifolds
Onboarding and supervision of the new General Manager

A handbook for the General Manager was created with the plan that she would continue to add to it as she created office and warehouse procedures. The committee spent time in consultation with Jim Mueller, who was able to coach us in the proper ways to orient, supervise, and evaluate a General Manager. We guided transition at the Signal Hill office from a Board led to a General Manager led working operation. Weekly and "as needed" telephone meetings were held with the General Manager. We began the process of goal setting and proposal writing.

It became obvious that there was a need for a personnel committee that could specialize in this task. This was created in September and put into effect in October.

Other actions

Mail Chimp Subscription

Decided that a subscription will come from the MPS budget at this time.
When this account starts to be used by the Board for other mailings in the future, the cost will be transferred as an at-large expense by means of a motion to the full Board.

ABC Materials in the Repository

Decided that a cleaner setup was needed to archive materials and information from past and present ABCs. Mary Jo will talk to Jim B. to come up with solutions.

Recordings

It was agreed that only Board Working Sessions and Monthly TC recordings should be required to be kept in the Dropbox. Committee recordings don't have to be kept as long as minutes are recorded.

Goals for 2018-2019

The goals for the Executive Committee remain the same for our next year of operation: to carry out our mission as specified in the bylaws and OPPM.

Recommendations

None.

The Literature Committee Report

The Literature Committee creates and assists in the distribution of literature to explain the essentials of ACA recovery to fellowship members, and to those considering our program. It is guided by the needs of the fellowship and the Literature Policy in the OPPM.

Information on the Literature Committee is available throughout the year at <https://acawso.org/category/literature-committee/>. Quarterly Literature Committee calls are open to all ACA members: 11:30 am eastern the first Saturday in January, April, July, and October. In addition to reporting on business, the quarterly calls seek fellowship input on emerging literature issues. The remaining quarterly meetings in 2018 are July 7 and October 6, at 1-712-775-7085, 690690#.

Literature Committee Goals:

Update existing literature

Review and develop literature proposals submitted by the fellowship, including via ABC ballot measure and the WSO board and committees, and also to propose new literature as needed

Oversee publication of books, tri-folds, booklets, eBooks and audio books

Assist international translation committees in spreading ACA's message

Identify and manage cost-effective publication strategies for international markets

Work with the Board and other WSO committees to ensure that WSO's literature operations employ sound business practices and have a clear long-term publication plan

Be transparent—regularly maintain contact with the fellowship through quarterly teleconference calls, updates on the website, and with timely responses to membership inquiries

Encourage the broad participation of volunteers so that the Literature Committee and fellowship work together in shaping and carrying out WSO's literature mission.

Volunteers Needed!!! (And Wanted)

CALL FOR LITERATURE COMMITTEE VOLUNTEERS: TRANSLATORS, WRITERS, EDITORS, PROOFREADERS, ILLUSTRATORS, GRAPHIC DESIGNERS, LAYOUT SPECIALISTS, AND PHOTOGRAPHERS WANTED!

Virtually every aspect of the Literature Committee depends on volunteers. Volunteers are critical to the ComLine newsletter, to the Literature Evaluation Subcommittee, which reviews literature proposals, and to a growing number of writing-editing teams that are creating new ACA literature. All international translation teams are entirely volunteer-run, and any U.S. resident with foreign-language skills is urged to support translation teams.

Volunteers may email their interest to litstaff@adultchildren.org.

Highlights from 2017 and early 2018

Literature Development, Evaluation and Updates:

Wrote a tri-fold for adult children in AA and other fellowships, and submitted it for ABC approval

Began writing "Getting Started," a scaled-down text for people still learning the program

Began development of the Loving Parent Workbook, commissioned at the 2017 ABC

Re-established a Literature Evaluation subcommittee, to evaluate new-literature proposals
Made good progress on the 2017 ABC literature motions (see Status section of this report)
Employed a “fellowship-driven” development model. The “Getting Started,” “Loving Parent Workbook” and evaluation teams all are populated by WSO volunteers.

Publications and International Distribution:

Published “International Spanish” Big Red Book

Published four ComLine online magazines

Printed foreign language ACA literature in Europe for the first time. These printings accounted for 5,600 copies:

1,500 Russian Big Red Books (first time in print)

2,000 Swedish Newcomer booklets (first time in print and one reprint)

500 Finnish Yellow Workbooks (first time in print)

500 Castilian Spanish Big Red Books (first time in print)

550 Danish Big Red Books (first reprint in Europe)

550 Danish Yellow Workbooks (first reprint in Europe)

Policy and Transparency:

Publication and posting of a Literature Development Policy

Interactive Quarterly Literature Committee calls, first Saturday of each quarter

Began literature distribution study with Finance and other committees to ensure cost-effective publishing proposals

Organization

The Literature Committee has an executive committee and five subcommittees. The following is a list of senior literature volunteers:

Literature Committee Chair: Charlie H. (Virginia)

Literature Executive Committee: Charlie H.; David McB., vice chair (Florida); Jeffrey F. (Czech Republic);

Majbrit M. (Denmark); and Tamara P. (Minnesota)

Business Operations Subcommittee chair: David McB.

Literature Development Subcommittee chair: Tamara P.

International Literature Subcommittee chair: Jeffrey F.

Translation Subcommittee chair: Majbrit M.

ComLine Subcommittee chair: Mardi M. (Montana)

Literature Staff: Robin R. (Texas)

Status of 2017 ABC requests

Motion 3: Create a Loving Parent Workbook, to expand on themes introduced in Chapter 8 of the Big Red Book.

Action: A development team was formed, led by Bonnie M. (Massachusetts), who introduced the Loving Parent Workbook ballot proposal. The project is in development, with a tentative completion goal of 2019.

Motion 4: Review existing literature on sponsorship/fellow travelers, and recommend changes that would make ACA literature on this topic more clear and consistent.

Action: This motion was referred to the Literature Evaluation Subcommittee, along with a fellowship-submitted trifold on sponsorship. Our goal is to host 1-2 teleconference calls on sponsorship, which will be open to the fellowship for discussion and recommendations. The revised WSO tri-fold on

sponsorship, with eventual changes to the BRB and other ACA publications, will be presented for approval at the 2019 ABC.

Motion 8: Change BRB reference related to drug use, to clarify that ACA warns against abuse of prescription medication, not all use.

Action: Change will be implemented in the next BRB reprint and it will be reflected in future BRB publications, including translations, when possible.

Motion 11: Change introduction to Laundry List to include “or otherwise dysfunctional”

Action: Change is being implemented in reprints, including translations.

Goals for 2018

Completion of “Getting Started” text

Work on “Loving Parent Workbook,” with a tentative 2019 publication date

Work on tri-fold directed at the therapeutic community

Continue to support translation and cost-effective international publication efforts

Write and post a translation manual, and send it to all translation committees

Complete Yellow Workbook update and prepare for publication

Complete sponsorship/fellow traveler update

Review and update literature relating to “13th Stepping.”

Complete review of Ready, Set, Go to evaluate potential distribution

Research and propose an outreach plan to increase awareness and circulation of ComLine

Ensure that all literature files are securely stored and backed up.

Comprehensively review existing tri-folds and revise as needed.

Review intellectual property forms and revise as needed.

Post quarterly project status updates, including fellowship literature submissions

Additional Literature Committee Highlights for 2017, compiled by Robin R., ACA Literature Committee Special Worker

Literature Executive subcommittee – This group includes Charlie H, Majbrit M, Jeffrey F, David M, Tamara P, and Robin R.

Literature Development subcommittee – Tamara P is the Chair of this subcommittee, which includes project development teams, which create new literature, and the Literature Evaluation Subcommittee, which evaluates new literature submissions and ideas, and to determine if they meet WSO Literature Committee review criteria. The following are the initial review criteria:

Is it of broad value or is it a niche product? Is it focused enough to give guidance while not being too narrow in scope?

Does it fill a significant gap or does it largely repeat what is already available?

Where does it fit in with literature we currently have available e.g., newcomers, beginners, old-timer, service, etc.?

Should it be a standalone, or can it be folded into existing literature?

If it repeats existing material, does it make that content more accessible?

How does it fit in with ACA recovery? Does it provide meaningful insight or help in working the program?

Are there any obvious issues regarding practicality, utility? Will it actually help people?

What form of publication is envisioned? Book, booklet, tri-fold, etc.?

Does it present copyright issues by using non-WSO copyrighted material?
Does it align, or conflict, with core ACA literature and foundational ACA doctrine?
Is it easily and meaningfully translated to other languages?
Would members of the review team buy this ourselves if it was available?
If there is reason to publish, will extensive revisions be needed? Will it be a slow, resource-intensive production process?

Each evaluation group reviews or tests their assigned piece, and sends their conclusions to the Literature Committee, including:
how the literature was tested
what editing and other work would be needed to make the piece effective, etc.

This procedure is applied to all submissions and is designed to allow for a fair and impartial review of literature. A comprehensive list of literature pending review will be posted on the Literature Committee website in 2018.

The Literature Development Subcommittee also is currently evaluating project management tools to apply to all literature evaluation and development projects. These tools will streamline and standardize the literature evaluation process for the numerous pieces in our review and development queues.

Literature Development Policy – ACA World Service Organization welcomes literature submissions from the fellowship. A new policy to guide submissions is posted on the Literature Committee webpages. Anyone seeking to submit or propose a literature project is encouraged to read the Development Policy.

The International Literature Subcommittee – This committee is chaired by Jeffrey F. in Prague, Czech Republic.

The primary goals of the International Literature Subcommittee includes such activities as:
Sourcing and contracting local or regional design, printing and delivery of ACA literature;
Creating pricing and distribution policies and strategies for ACA literature outside the US.
These activities ensure that ACA literature (particularly in foreign languages) outside the US is:
More affordable to local national fellowships because it is produced closer to home;
More readily available because it offers more flexibility and reduces long delivery times;
More profitable for the WSO and local IGs because of a local transparent pricing policy.

Translation Subcommittee – This committee is chaired by Majbrit M., a WSO trustee from Denmark.

The translation subcommittee works with the literature staff to assist and guide volunteer translation teams, and to set priorities for translation projects. The Translation subcommittee also is drafting a comprehensive policy and guidance document to help WSO and volunteers to manage translation efforts in a consistent and effective manner.

Book Seeding Project – Several International ACA Groups and ACA Intergroups participate in this project to achieve savings in shipping costs.

ComLine – The third anniversary of the revived ComLine newsletter is April 2018. Mardi M continues to serve as Editor. Our committee proofreaders continue to fine-tune the correct placement of the English written word.

The ComLine is being offered quarterly, with the focus of each issue as follows:

January – March (1st Quarter), Steps 1, 2, 3 and Traditions 1, 2, 3

April – June (2nd Quarter) Steps 4, 5, 6 and Traditions 4, 5, 6

July – September (3rd Quarter), Steps 7, 8, 9 and Traditions 7, 8, 9

October – December (4th Quarter) Steps 10, 11, 12 and Traditions 10, 11, 12

We are looking for a volunteer to do layout. A background in graphic design, with experience in InDesign would be most useful. We thank all adult children who take the time to write down and share their experience, strength and hope with our readers.

We encourage all adult children to share their stories of experience, strength, and hope through their writings, drawings, photos, and poems. We especially seek shares from adult children around the world. These adult children have said, “My inner child does not speak English.” Shares written in the language of one’s childhood are printed as they are submitted.

Send your creations to litstaff@adultchildren.org.

a-BRB – This unabridged recording is 22 hours and 17 minutes long, and comprises the entire content of the Fellowship Text. It is downloadable from Audible, iTunes, and Amazon, and the links can be found on our website, adultchildren.org. Sales for 2017 were 1,966 a-BRBs.

We began offering the Meditation book, Strengthening My Recovery, as an e-BRB in 2017. Since the initial offering, we have sold a total of 1,050 e-SMRs.

e-BRB – All totaled, we have sold 13,910 e-BRBs.

Translations – Translation activity is increasing. We are developing a translation policy to help guide and assist translators.

International Spanish BRB – The International Spanish BRB was completed and introduced at the 2017 ABC. It is currently in the production queue as an e-book.

Castilian Spanish BRB – The Castilian Spanish BRB was also completed, and introduced at the European _____ meeting. It is currently in the production queue as an e-book.

Japanese BRB – Thanks to the service of Hiroko I. and the Japanese translation group, the Japanese BRB translation is nearly complete. They have finalized the book, and are completing a second round of proofing. This book will include the new Appendix D: “The Laundry Lists and Their Flip Sides”.

Polish BRB – The first Polish intergroup and translation team who contacted us in June have translated a big part of the BRB into Polish.

Greek BRB – Greek intergroup and translation team translated three books: The Fellowship Text, the 12 Steps Workbook, and our meditation book, Strengthening My Recovery. The Fellowship Text and 12

Steps Workbook are still being revised. We anticipate offering Strengthening My Recovery in Greek as an e-book in 2018.

French BRB – The translation group in Quebec, Montreal is continuing the effort to translate the BRB into French. Native French speaking members who reside in Arizona and Florida are offering assistance.

Russian BRB – Translation is complete and published.

Summary – The Literature Committee’s current workload consists of a mix of new literature development, translation work, and logistical support for other projects, including the ComLine and the overseas distribution effort. We currently offer literature in nineteen languages. Though we have established a baseline process for getting literature in the queue, we are keenly aware of the rest of the world’s need for literature and desire for translated materials. With this in mind, we are planning to introduce the industry standard of publishing e-books simultaneously with, or before that of print books. This will ease the burden of physical distribution, and will allow immediate access to our literature for those in the recovery and treatment communities.

With translations, we are expanding the base of our offerings. With the offering of the International Spanish BRB, we anticipate a surge in demand for Spanish literature, which will augment the existing demand for English and the anticipated demand for additional literature in Russian and Greek. Expanding globally to our expanding audience base will help to reduce the shipping costs of sending literature overseas. The primary area in which we are lacking is person hours.

Gratitude – With great appreciation for the support received from each Board member, past and present, the outstanding dedicated office staff, and all the wonderful volunteers who have assisted the Literature Committee’s work, we are...

Deeply in your debt,
The Literature Committee

The Finance Committee Report

Inception Date: May 2013

Chair: Bill D., Florida (Chair-April 2017 to Present; Member-November 2015 to December 2016; took leave for 4 months to chair the audit committee)

Members:

David McB., Vice Chair, Florida (November 2016 to present)

Jeffrey F., Czech Republic (November 2015 to present)

Mary Jo L., Illinois (May 2013 to present)

Pat H., California (July 2017 to present)

Amy T., Massachusetts (July 2017 to Oct 2017)

Charlie H., Virginia (November 2016 to September 2017)

Tammie G., California (May 2017 to present) WSO Staff Liaison

Statement of Purpose/Mission: The mission of the Finance Committee is to inventory the financial condition of the WSO on an ongoing basis while maintaining transparency. In doing so, all financial related processes are examined and recommendations for modifications are made to the WSO Board when necessary. All tasks are completed with the primary purpose of keeping the fellowship financially stable so that the message continues to be carried to ACAs throughout the world.

The ACA WSO Finance Committee has been very busy this year preparing our accounting function and the World Service headquarters to handle the growth we are experiencing in ACA.

In addition to this report there will be slides presented at the ABC that will help illustrate the finance activity for the year. Finance in and of itself has no significance to our fellowship other than being another tool to help carry the message to those who still suffer.

Committee Activities and Tasks - Completed in 2017

At the recommendation of the Finance Committee at the end of 2016 the WSO underwent its first full financial audit in the first quarter of 2017.

The Board approved the committee's recommendation of a follow-up audit for calendar year 2017.

Reviewed and began implementing the auditor's recommendations that included:

Move from a cash-based accounting system to an accrual accounting system.

Began sequentially numbering check requests, credit memos and other forms to improve internal controls.

Began drafting an Accounting Manual.

With board approval the Finance Committee led a project to migrate the WSO accounting system to a cloud-based QuickBooks Enterprise platform to allow WSO to fully utilize the software.

Revised the Chart of Accounts to more accurately track revenues and expenses while being able to integrate accurate budgeting and inventory management with the new Quickbooks accounting platform.

Initiated discussions to revamp our shopping cart as part of the Quickbooks migration project that led to further discussions to modify our websites. The results will allow us to self-manage our sites, lower the

costs, and have accessible technical assistance when needed. Many thanks to Jim B., WSO's Webservant, for his many hours of dedicated time and expertise to make those projects happen. He most likely saved WSO tens of thousands of dollars on the shopping cart implementation alone. Received confirmation our DBA registration with the State of California was approved, providing WSO with the more compact legal corporate name of ACA WSO Inc. that will fit in the spaces on electronic forms.

Began connecting revenue streams to QuickBooks via Webgility connection software to automate the accounting process.

Amazon sales have taken off as a direct result of David McB.'s efforts with the support of the Finance Committee. It was determined early in the year it would be better to establish an account in the US and then establish a UK account using the US account as a point of reference since WSO did not have an actual business presence in the UK.

Established a US Amazon account in February, 2017 and US Amazon sales began on February 17, 2017. We had over \$180,000 gross revenue from book sales through Amazon US for 2017.

WSO's Amazon UK sales went live on May 20, 2017.

We had over \$8,076 gross revenue from book sales through Amazon UK for 2017.

Amazon UK inventory is now available in 26 countries with no surcharges for the normal shipping fees in the UK.

We will be expanding into Amazon Canada and will pursue Central and South America and Australia once we have a viable plan for that market, however people in those countries can now purchase our products from either Amazon US or Amazon UK and have them shipped to their countries.

Pat H. oversaw the first physical inventory count with a Finance Committee member present in October, 2017 at ACA WSO headquarters in Signal Hill, CA.

Established inventory procedures for taking a monthly physical inventory at every month end.

Created a working budget for 2018 after receiving input from each committee outlining their projected financial needs for 2018. The board reviewed and approved it.

Printing foreign language ACA literature in Europe – Thanks to Jeffrey F's efforts this is the first time the WSO has ever printed its literature outside the US. Thanks to the policy groundwork that was laid in 2016 this first year of printing accounted for total revenue of about EUR 32,405 or approximately USD 39,373.

WSO Website - Repository URL of meeting minutes / reports

<https://acawso.org/category/treasurer-reports/>

Committee Contact information: treasurer@adultchildren.org

Looking to the Future: The Finance Committee is dedicated to preserving the financial integrity and solvency of WSO. As we look forward to tremendous growth both in the US and internationally, we are committed to ensuring that WSO has the appropriate accounting and logistical support functions in place to allow ACA to continue to experience this growth without compromising our service and supply functions.

Our sales with Amazon has proven to be a valuable distribution tool for getting the ACA message out to the public and will likely continue to be so.

On behalf of the ACA WSO Finance Committee we wish to thank the members, groups, and ACA service bodies for your support and confidence. This helps ensure WSO can continue to carry the message around the world to those people who suffer from the effects of growing up in an alcoholic or otherwise dysfunctional family.

In closing I want to acknowledge the extraordinary dedication and talents of the individuals who currently serve on the finance committee. Our Vice Chair David McB., former Treasurer and present board Chair Mary Jo L., European Committee Finance Chair Jeffrey F., and our newest member Pat H. have all put in many hours working tirelessly throughout the year to place WSO in the best possible position to handle the upcoming challenges.

In loving service,
Bill D, Treasurer and CFO
Chair, Finance Committee
ACA World Service Organization

The Distribution Center Oversight Committee Report

Committee Members:

Mary Jo L., Co-Chair, Illinois

Bill D., Co-Chair, Florida

David McB., Florida

Jim B., Florida

Pat H., California

Staff Liaison: Tammie G, General Manager

The purpose of the Distribution Center Oversight Committee (DCOC) is to ensure there are open lines of communication with the staff, and that operations run as smoothly as possible. This committee meets on a weekly basis with Tammie to help review and discuss the business and act as a resource and conduit to the Board.

The Office and Distribution Center moved into a new location in the same office park in Signal Hill, CA, in May that doubled the capacity of the previous location where we had been for many years. Bill D. was able to be on-site to oversee that move, along with Jim B. who helped with the reinstallation and, in some cases, the upgrades of our technology. As part of this move, pallet racks were installed that greatly increase warehouse capacity.

In our weekly meetings, as well as on an as-needed basis, many issues are regularly addressed, including the following:

Inventory and Warehouse Capacity: WSO is able to now order larger quantities of products to help keep costs under control, and in some cases, allow a reduction in sale pricing

Shopping Cart: a new shopping cart went live in October and with Jim B's help we continue to work on nuanced improvements

Staffing: In addition to hiring Tammie, who started in June, we have just recently hired two other new full-time employees to replace part-time people who have left.

3rd Party Fulfillment: we continue to regularly stock Amazon US and UK and are preparing to send stock to Amazon in other countries; we have discontinued the contract with Ware-Pak, a 3rd party fulfillment center in Illinois, effective May 31st. It has become too difficult to manage the variances of the inventory supply chain, and having all 'in-house' fulfillment in Signal Hill is felt to be the better choice.

Equipment needs: we are in the process of purchasing a forklift for the warehouse, a major investment. This committee is also responsible for seeing that WSO policies are being followed, and that the Staff has the necessary resources they need to do their jobs.

According to the OPPM, this committee is to be made up of Board members and volunteers with specific business and technology expertise and should include at least one member of the Board's Executive Committee.

The Annual Business Conference Committee Report

Founded in 1987, the ongoing work of the ABC Committee confers a perpetual standing status.

Presently, the Committee Chair is Jim R. – NY. The Board Liaison is David McB. – FL. The ABC Committee has benefited greatly from the efforts of members of the ABC, Host, Delegate Training and Ballot Prep Committees: Bonnie K-M. – TX, Brody F. – CA, Erin D. – PA, Laura L. – CA, Mary Jo – IL, Miles C. – Toronto CN, Sue V. – Toronto CN.

Statement of Purpose

The ABC Committee exists to facilitate the work of planning and coordinating each year's ABC/AWC, and to inform the fellowship of developments. In addition, the ABC Committee works with the Ballot Prep Committee to ensure the Group Conscience Surveys and subsequent Ballots are distributed and tallied according to the OPPM. We work with the Delegate Training Subcommittee, to offer guidance to the ABC Delegates, as needed.

Committee Activities since the Previous ABC

The 2017 Annual Business Conference was successfully produced at the Handlery Hotel in San Diego, California, on April 20th and 21st. Jim R., of Brooklyn, NY was selected to be the Chairperson of the ABC Committee for 2017

Began phone meetings with Sue V. and Miles C. (the Co-chairs of the Toronto Host Committee). The focus was on lodging/venue. Options were discussed.

Began to develop an ABC Committee Annual Timeline. Surveyed the previous ABC Committee to see with which facets of the committee work, each member was interested in participating.

Recommended to the Board, the Holiday Inn – Yorkdale as the site of the 2018 ACA Annual Business Conference and World Convention. The Board endorsed this selection.

Developed a Ballot Prep Committee timeline for the year ahead. Created a Ballot Proposal layout for next year's binders, suggesting an abbreviated proposal listing and a space for delegates to make notes.

Began creating an Application to Host, for the 2019 ABC. Referred to materials used last year and created an initial outline of the Application form, to be developed. Participated with the Ballot Prep Committee to develop the concepts and contents of the Call for Proposals. Wrote to ComLine asking for an announcement of the Group Conscience Proposal process; also asked for an announcement of the search for Host for the 2019 ABC.

Reached out to the Service Structure and Delegate Training Committees for critique and ideas for improving the 2018 Conference, primarily with agenda and binders.

Enjoyed face to face meeting with Brody F., the DTSC Chair, in Brooklyn, NY, and a general discussion of Delegate Training.

Offered an 'Application to Host for the 2019 ABC', for review by the Board.

In July, we had our initial monthly phone meeting with the 2018 Host Committee. We assisted the Ballot Prep Committee, creating forms and supportive material. For the Toronto AWC, we created an application form for persons interested in offering a program or workshop. By August, the logo was approved, with the colors being tweaked. Menus, with prices, were determined.

2019 Host application process was underway, with the creation of an online form, which was offered to the EU Committee and the ACA webmaster, posted on Slack and sent directly, when requested. I addressed the EU Committee teleconference, offering information and answering questions about the 2019 ABC Host search.

Reviewed Ballot Proposals, in particular those that pertain to the process of the ABC – to clarify rules and procedures. Coordination with Delegate Training will be very important

The email address, aca.abcchair@gmail.com was established, primarily as a repository for documents and forms; to be passed from Chair to Chair. Began to look at documenting and refining the ABC Committee roles and responsibilities, as outlined in the OPPM, with the possibility of creating a handbook for future Chairpersons to utilize.

By October, the 2018 Ballot Proposals and Instructions were being translated for a December 2nd release, and the 2018 Delegate Training program was in review and development.

As part of the OPPM Revision, a stand-alone document, the ABC Guidebook, was to be created – noting the duties of the committee and offering suggested timelines and methods for producing the ABC/AWC.

The ABC/AWC website platform was changed from Squarespace to WordPress. The Toronto Host Committee had promising statistics on registrations, reservations and website activity.

The repeated request for a date for the 2019 AWC went unanswered, which is an answer in itself.

In November, an application to host the 2019 ABC had been received from the Intergroup of Sweden.

The Toronto Host Committee has statistics on registrations, reservations and website activity.

November Statistics:

- Hotel Rooms: 38 people booked, for 177 room/nights. (Includes WSO Board)
- Meals: 90 Meals
- Registrations: ABC – 23, AWC – 97 (includes Board).
- 7 Countries: USA, Canada, Sweden, Denmark, Germany, Australia, Prague, Czech Republic
- 12 USA States: Alaska, California, Colorado, Connecticut, Florida, Indiana, Massachusetts, Maryland, New York, Pennsylvania, Texas, Wisconsin
- 4 Canadian Provinces: New Brunswick, Ontario, PEI, Quebec
- Program Applicants: 26
- # of Workshops: 30, (1 applicants sent 5 proposals; 22 workshops planned, 3 -4 keynote speakers
- Unique Web Visitors: 812 /Last 30 days; 1128/Last 3 months.

In December, the estimated 2018 ABC Committee budget was delivered to the WSO Treasurer.

In January, committee chairs were asked to submit annual reports for inclusion in the Delegate Binder. Supportive forms and outlines were offered. Also requested were samples of any new literature, for inclusion in the binder.

We viewed the venue, by means of videos recorded during a walk-through of the meeting rooms and facility. 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. We began discussion about conference table/chair arrangements. Considered a raised platform for the Conference Chair/ Recording Secretary(s) / Parliamentarian, at the front of the room. We are looking at stationary mics and/or floating mics for commenting and debate, and the various needs and parameters for recording the ABC

The convention website, acaworldconvention.org, is being enhanced with information for delegates and attendees. We began developing content and folded in material from the Delegate Training Program. We suggested that the Board formalize the rules and guidelines for Convention workshop and program content, as well as for the presenters and facilitators. WSO documents and forms could be developed concerning copyright and use; handouts; and published works.

The outline of ABC Committee roles and responsibilities, which was being developed into the ABC Guidebook, was handed off to Pat H., for development and incorporation into an upcoming WSO procedural manual.

In January, the Swedish fellowship voted to support hosting the 2019 ABC, getting fully behind their application. We recommended that Sweden be gratefully accepted by the Board, as Host, and, at the February Board teleconference, a motion carried to convene the 2019 ABC in Malmö, Sweden.

Tasks Ahead, for 2018

- Take the necessary step for recommending a host for the 2020 ABC/AWC.
- Assist the Swedish Host committee in the planning and production of the 2019 ABC.
- Organize the annual calendar; the letters, forms and other documents used by the Committee.
- Organize the ABC Committee presence on the WSO websites.
- Mentor a Vice Chair, in preparation for handing off the Committee Chairmanship.
- ABC Committee reports and information can be found in the repository at: acawso.org

Much of the communication and sharing of documents between committee members occurs on the Slack platform. All are welcome to either participate or observe. Please write to us for an invitation to Slack, with questions or suggestions, or to get involved, at abc@adultchildren.org

The Delegate Training Subcommittee Report

Inception date 4/22/2017

Chair: Brody F.; Vice Chair: Erin D.

Committee Members

Laura L. Mary-Jo L. Jim R. Miles C. Sue V.

Purpose of Delegate Training Subcommittee (DTSC)

“to serve as a resource to help educate Delegates and Alternate Delegates of groups and Intergroups to the Annual Business Conference by providing information on what is read prior to attending the conference, as well as helping delegates be more informed in helping their members/groups practice the traditions and concepts and holding group consciences.”

The goals of the DTSC

To build off of last year’s program continuing to provide information to delegates

Update the Delegate Education page

Survey Results

Workshops

Two Teleconferences to be held on 3/11 and 4/1

Tutorial just before ABC

Meetings

Meetings of the subcommittee were held on October 11, December 6, January 17, 2017 and February 14, 2018. We expect to have two more before the ABC in April.

What We Did:

We updated 2017 delegate survey. It was emailed to all the 2017 ACA delegates.

21 responded out of approximately 96 delegates. We’d like to get surveys in the hands of the delegates before the end of the ABC to hopefully get more feedback

Out of the 21, 7 volunteered to be a Delegate Buddy.

Developing a training modality for teleconference training with delegates prior to ABC and one to be held at the ABC in Toronto.

Buddy mentor is continuing to be developed by the DTSC. We will be matching delegates for 2018 with experienced delegates in the upcoming month.

Webpage will be updated soon to provide delegates with easy access to information that will be helpful to them in their service positions.

Templates of forms are being prepared for delegates to report back to their groups.

Goals for the upcoming year:

Develop a timeline for future chairpersons to organize toward ABC responsibilities.

Update any changes and update records regarding delegates

Further develop the FAQ’s page from questions presented at the 2018 March/April and ABC training sessions.

The Ballot Prep Committee Report

Section XX of the OPPM lays out the authority and responsibilities of the Ballot Preparation Committee.

Committee Members:

Mary Jo L., Co-Chair, Illinois
Bonnie K-M, Co-Chair, Texas
Jim R., New York

The BPC began our work this year by troubleshooting the process, looking at process issues not yet addressed, and brainstorming possible solutions. Next we drafted a Call for Proposals to be sent to the fellowship. As the responses came in we set about verifying, clarifying, and evaluating the submissions. We submitted each proposal to the relevant committees for input.

Where an issue was already being addressed by a committee we contacted the submitting group to update them on this progress. None of them chose to amend or withdraw their proposals. Collaborating with appropriate committees and the Board, the WSO evaluation was written for each proposal.

After creating a format and instructions, information and links to the ballots were distributed to all groups through their listed contact. This information was also published on the WSO website.

After the deadline for voting the results were tabulated and then submitted to the Board and the ABC committee for inclusion here.

Those proposals that received at least 2/3 majority affirmative votes are on the agenda for this ABC. This year two of the 12 proposals qualified.

If either or both become a motion that is subsequently passed by a majority of delegates, the matter will be referred to the Board and the appropriate Committee for action.

Recommendations to the Fellowship:

The ABC Proposal process is especially appropriate for matters that truly benefit from fellowship-wide consensus and potential discussion, which helps make the ABC more relevant and effective. However, the OPPM lists a number of other ways for issues to be brought up that allow for faster consideration. One of those is through a WSO committee.

With a resurgence of willing workers giving service on WSO committees, a much more immediate, vital and responsive committee network is developing. For urgent matters, we encourage groups to bring their ideas directly to the appropriate committee. This would promote collaboration, and hasten consideration, with attendant actions. A chart of committees and their contacts may be found on our website. Each committee may be heard monthly, at the Board Teleconference, open to all.

We close with a thank you to everyone who has participated throughout this past year in the proposal and Ballot process.

The European Committee Report

Inception Date: May 2013

Sunset Date: Perpetual

Committee Members:

Majbrit M., Denmark, Chair, and Member of the WSO Board of Trustees eu@acawso.com

Jeffrey F., Czech Republic, Chair of Finance and Literature Subcommittees, and Member of the WSO Board of Trustees eu-finance@acawso.com

Tanya M, Czech Republic, Secretary European Committee eu-secretary@adultchildren.org

Website / Repository URL of meeting minutes / reports:

<https://acawso.org/category/european-connection/>

www.acawsoec.com

<http://acawsoec.com/meetings/monthly-teleconference-calls/>

I. Statement of Purpose

Official: Our mission is to be the human face and local presence in Europe of the World Service Organization (WSO) for the Fellowship of Adult Children of Alcoholics / Dysfunctional Families (ACA). From a place of unconditional love, we pro-actively carry the message of the 12 Steps, by supporting the growth of the European Fellowship through a wide range of services that help build their own local service structures, facilitate the translation, local printing and distribution of ACA literature in their own language, understand our concepts of service, traditions, and the structure of the WSO. We are not organized for the private gain of any person, and function as an autonomous body for Europe, as part of the WSO.

Unofficial: We are the “Mighty Mouse” of the WSO. In November 2017 we became three committee members, still with very limited support, but together we speak six languages and do our best to serve a diverse and divided continent with more than 700 million people in 50 countries and 23 official languages. Fellowships in some of these countries tend to be much smaller and/or underdeveloped compared to the US, because of the need to first translate ACA literature before it can be distributed. As a result, much of our time is spent nurturing the often-fragile development of local translations and service structures, which have to replicate the ACA wheel (meetings, service structure and local literature) in their own language by themselves. Despite these overwhelming odds, we do make a difference every day, but miracles take a bit longer.

II. Bullet list of committee activities in 2017

1) Continued to raise the profile of the EC with increased communications...

which continue to include: an email newsletter, a teleconference call with local dial-in numbers for Europe, followed by a recording of that call posted on our new EC website (www.acawsoec.com) and minutes of the call posted on the WSO repository and the EC site.

2) Supported the launch of selling books in England on Amazon.co.uk...

which was a complicated process that finally went live in the spring of 2017. Now most of ACA's major titles in English can be shipped to most countries in Europe through Amazon fulfilment. This drastically reduces the cost of shipping English-language titles from the US and further raises the profile of ACA in the UK.

3) Attended the following country events

a) February – Latvia

Jeffrey went to the 2nd ACA Latvia conference "How to find other adult children?" and spoke on the topic of "How to carry the ACA message into Hospitals and Institutions". More than 50 people attended this event which was held in a resort town on the coast of Latvia just outside Riga. There was also a social event in the evening.

b) June - Norway

Majbrit went to speak about the "Service Structure of the WSO & EC". With beautiful weather, the event was held in a church with approximately 60 attendees. It was a 1-day event with service meetings and workshops about sponsors and speaker meetings.

c) July – Belarus

Jeffrey went to Minsk to attend this fellowship's second annual Summer Fest. He spoke on the topic of the event which was "Becoming your Own Loving Parent". More than 80 people registered – including five newcomers. Attendees also came from Russia. Jeffrey gave a summary of the section in the BRB on the "Inner Child, Inner Critical Parent, Loving Parent".

d) September - Spain

Majbrit, Jeffrey and Tanya attended the 4th annual European Meeting to deliver the newly printed Castilian Spanish Big Red Book and help the Spanish fellowship set up their service structure. About 80 attended with some coming from US, Czech Republic, UK, Denmark and Poland.

Prior to this visit extensive talks were also conducted on the phone regarding the Spanish service structure. This event was the first Spanish meeting to form an Intergroup, and as a result, the planned afternoon program in Spanish was cancelled so that a service structure could be created.

Simultaneously, an English program was held with speaker shares and mini-workshops. Principals before personalities were applied to get a unified fellowship come together and sign an agreement to take possession of BRBs not sold at the event. This ensured that the distribution of the Castilian BRB would be taken over by the newly formed Spanish IG.

e) September – Russia

Jeffrey attended the 6th Moscow ACA Convention the week after the 4th annual European Meeting. The topic was "Progress not Perfection" and 264 people attended. There were 61 people from 30 cities in Russia including 13 members from Saint-Petersburg. People also attended from Belarus, China and the

Czech Republic. The key historical moment of the entire event was the presentation of the newly printed Russian Big Red Book and honoring those who served the fellowship over a seven year period to translate and put together this labor of love.

f) October - Sweden

Majbrit attended the October annual business meeting in a stunning setting in Karlstad, with high levels of recovery. There are 2 such business meetings held annually in Sweden with ballots. They also run concurrent meetings such as meditations and workshops. They wanted to learn more about the WSO Service structure and how they could provide international service. In Sweden the service structure is flat with great strength from the 28 meeting representatives who are all members of the service that constitutes the group conscious of their Business committee. An outcome of this business meeting was that Sweden sent in a bid to host the 2019 ABC which will be held in Europe. This bid has now been accepted.

g) November - Netherlands/Belgium

Majbrit attended a meeting of the Benelux InterGroup (Holland, Belgium and Netherlands). It was held in Belgium and there were consistency in the graphics on the flyers, posters, signs and program, keeping the attendees informed and amused using words and great pictures to engage the Inner Child. A table for creativity was set up and a whole room was dedicated for serenity and meditation in case anyone was triggered. Simple language was used with concurrent programs in Dutch and English. Approximately 80 people attended and 13 countries were represented - Scotland, Ireland, UK, US, Sweden, Denmark, Switzerland, Germany, South America, Belgium, Poland and The Netherlands.

By attending country events, European Committee members also share about the structure of the WSO, how we work, and how it is guided by our traditions, funded by 7th tradition contributions and the sale of ACA literature. This also helps us get to know national fellowships. Trusted servants of their service structure, and speak about the need of having a service structure in Europe and how we make this happen. See reports on the new website at www.acawso.org

4) Continued to grow one-to-one support calls to Service Members ...

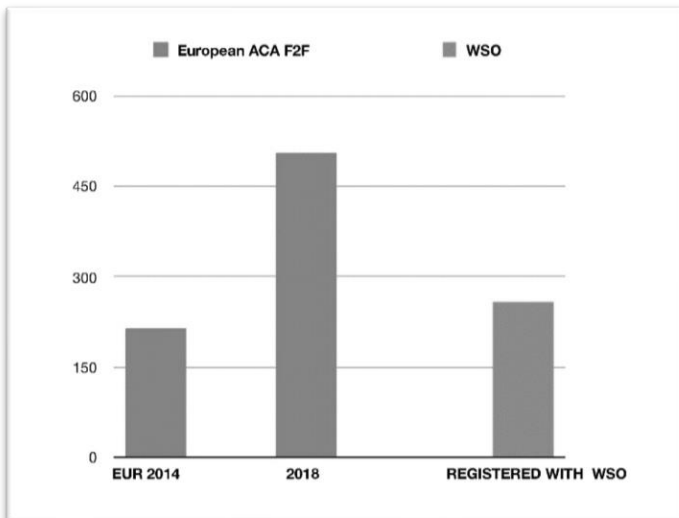
with various calls weekly, sometimes several calls a week, with key service members in countries seeking advice and best practices when setting up service structures in their own country, especially Germany, Netherlands, Spain, Sweden, UK, Greece, Norway and Switzerland.

EC GROWTH by numbers 2014/18

Number of meetings 2014 and 2018 and actual listed with the WSO

	2014	2018	WSO
Austria	1	3	2
Belarus	0	26	2
Belgium	0	6	3
Czech	3	9	3
Denmark	26	55	18
Estonia	4	4	4
Finland	14	40	13
Germany	6	10	10
Greece	2	3	3
Netherlands	7	13	13
Norway	4	12	14
Hungary	?	?	?
Ireland	7	8	7
Italy	6	10	10
Latvia	3	9	3
Lithuania	3	?	0
Luxembourg	1	1	1
Malta	1	1	1
Netherlands	7	13	13
Norway	4	12	12
Poland	7	50+	7
Portugal	0	0	0
Romania	0	1	1
Russia	16	46 (2 IG/ 1 RE)	21
Slovakia			
Spain	6	9	5
Sweden	71	90	13
Switzerland	1	2	2
Ukraine			4
U.K.	16	57	28 Incl. Ireland
Scotland	4	4	
Turkey	0	3	3
Sub total	215 mtgs	483 mtgs	257 WSO registered meetings.

These meetings are verified from the local countries local web sites



5) Confronted the copyright violation of ACA literature in Germany...

that had been years in the making. This progress was due to the development of a local service structure in Germany and the on-the-ground support of EC Committee/Board members who could also communicate in German.

III. Tasks Completed in 2017

1) Revised our budget (for 2018), which should be approved by the Board at the 2018 ABC.

2) The free teleconference line with local numbers in Europe now has approximately 10 regularly joining our EC call. Recordings are available and the Minutes also posted on the EC website and the new acawso.org website.

3) Continue to write and send a monthly email/newsletter with updates and announcements relevant to the EC's work and the fellowship in Europe.

4) Continued to add to the EC website (www.acawsoec.com) communicating and connecting more efficiently with the European fellowships asking for their updates for country pages in English about meetings, history of their fellowships and links to their local websites in their local languages.

5) Continued to engage with existing EU Countries and invite and support new Country Representatives from Romania, Belarus, and Lithuania.

6) Attended the 4th annual ACA European Meeting that was held in Madrid, Spain.

7) Sent an EC member to national events in Latvia, Norway, Belarus, Spain, Russia, Sweden, Netherlands, and Belgium.

8) Started solving two major literature problems in Europe by selling English language literature from Amazon UK and printing local language literature in Europe.

9) Welcomed a new Secretary (Tanya M.) to help with the EC's regular and growing communication needs, which will include upgrading our database and email communications. Grew the database by 30% over 4 months.

10). Welcomed Charlie H., Literature Chair from WSO, to help the EC with localizing literature into foreign languages. This also helps him understand the cultural differences and challenges the fellowship faces in Europe, and to act as another voice for the EC on the WSO.

11) Continued to support the fellowship's needs on a case-by-case basis per country.

IV. Finances

As already stated, the European Committee is unique in that it needs to support fellowships in many foreign countries that need to replicate much of what the WSO has already done in the US and to think outside of the box when facing challenges not yet experienced by the WSO. For this reason, funding and finances plays a more important role for this committee. At the time of submitting this report the 2017 budget had not been reconciled, due to accounting for income in foreign currency from the 4th European Meeting. An updated version of this report with the 2017 budget will eventually be posted on the European Committee's website: www.acawsoec.com

2) 2017-2018 7th Tradition Contributions

7th Tradition Contributions from Europe continues to grow. Although contributions are down for 2017, this is because many fellowships in Europe wait until the end of the year or beginning of the next year, before making such a contribution from their budget. This explains why 7th Tradition contributions for 2018 are already at more than USD 4,500 which is nearly a 40% growth rate on the 2016 figures published last year.

2013 – USD 2,597

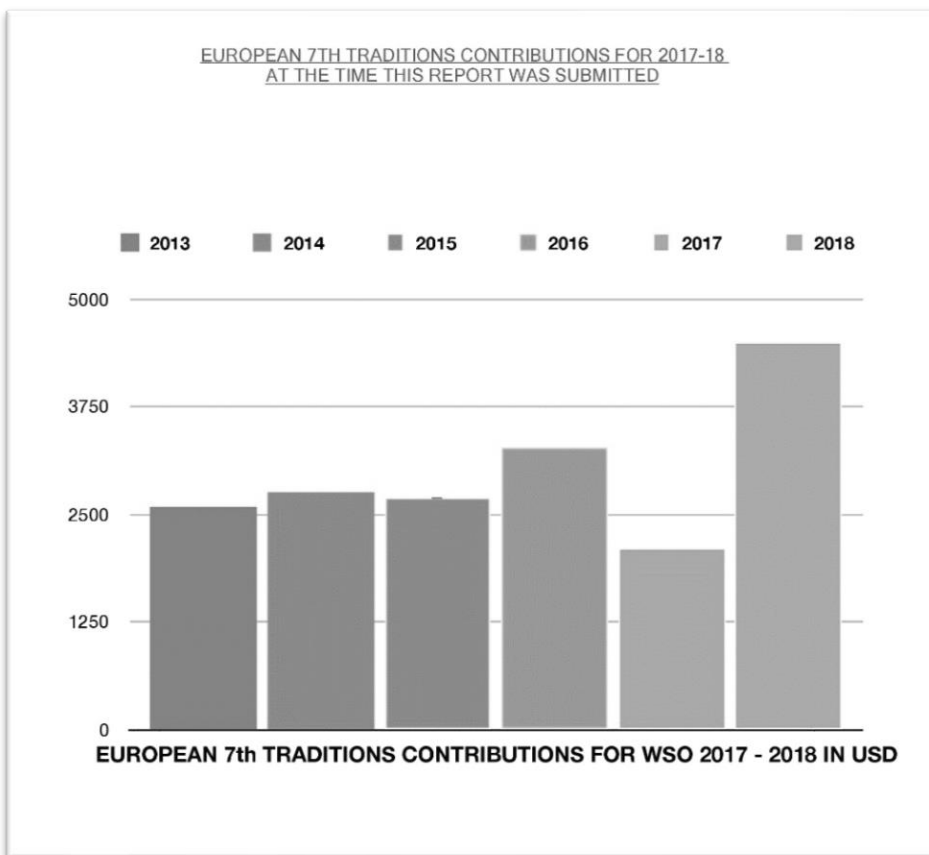
2014 – USD 2,757

2015 – USD 2,692

2016 – USD 3,277

2017 – USD 2,099

2018 – USD 4,500 (at the time of submitting this report)



3) 2017 Literature Sales

ACA Literature (in English and foreign languages) continues to be an important component of the recovery process for adult children in Europe. And 2017 marked the long-awaited launch of two key improvements in this area for Europe:

a) Selling ACA books (mainly in English) on Amazon UK – This began in May 2017 and for the year more than 300 books were sold for £5,872.00 which is approximately USD 8,070.

b) Printing foreign language ACA literature in Europe – This is the first time the WSO has ever printed its literature outside the US. Thanks to the policy groundwork that was laid in 2016 this first year of printing accounted for total gross sales of about EUR 32,405 or approximately USD 39,373. (The figure in EUR is not actual since the Russian BRBs were transacted only in RUB.)

5,600 pieces of foreign literature were printed in five different languages. Of which:

2,000 Swedish Newcomer booklets (first time in print and one reprint)

500 Finnish Yellow Workbooks (first time in print)

500 Castilian Spanish Big Red Books (first time in print)

1,500 Russian Big Red Books (first time in print)

550 Danish Big Red Books (first reprint in Europe)

550 Danish Yellow Workbooks (first reprint in Europe)

c) Intergroups in Europe also continue to purchase books – These are bulk orders shipped from the WSO in Signal Hill, California. At the time of submitting this report the 2017 Sales to Europe from Signal Hill was not yet available. An updated version of this report hopes to include these figures and will eventually be posted on the EC's website: www.acawsoec.com

V. Goals for the year ahead

1) Our plan and budget for 2018 has been submitted and is awaiting approval by the Board after the WSO ABC/AWC in Toronto in April.

2) Add more support to our EC committee. As it is part of service to rotate roles, the EC is desperately in need of English speaking members who love to write, have an interest in Europe, and want to do service by helping us create and disseminate a large variety of information through various communication channels such as reports, newsletters and our web site. If you are interested in helping your own growth and doing service, please contact us.

3) Translation Committees for different languages are needed. Translation committees are a slightly different dedication and commitment and the committees say that the work has helped their recovery immensely because it helped them to understand and apply the concepts. We invite enthusiastic members keen to join an Intergroup and to do 12-Step work, which now has a DropBox and back-up system.

4) Continue selling ACA books on Amazon in Europe, starting with England, and then eventually extending to Spain (for the Castilian Spanish BRB) and other countries.

5) Continue printing ACA literature in Europe in different languages as they become translated or stock runs low on existing titles.

- 6) Hold our 5th annual European Meeting to engage more members to participate in service with the European Committee and grow the fellowship. More participation will help the European service structure to become more organized.
- 7) Organize and set up a database using MailChimp connected to our website and actively build a list to communicate with as regular outreach to members for information, inspiration and support.
- 8) Continue educating & communicating with members in Europe (through our “to-be-organized” database of contacts and web site) on the importance of 7th Tradition contributions.
- 9) Continue to develop an accurate overview/balance sheet of finances for Europe, based on all sales of literature (to and from Europe) and 7th Tradition contributions originating from Europe, along with expenses incurred by the WSO to support EC operations and activities.

- 10) Add more content to our EC website so that it becomes an even more valuable international communications tool and platform for members in Europe.

VI. Conclusion

The growth of the ACA fellowship in Europe continues to be exponential. As a result of the work of the EC, the possibility of having their own literature printed in Europe motivates local fellowships to complete their translations at a faster pace. This in turn can encourage the growth of service structures. As the message spreads the fellowships grow and a healthy circle of service ensues.

The EC will continue to follow our traditions to help unify the European fellowship for the good of all adult children out there who are not yet a part of our ACA family.

In serenity

Majbrit M

EC chair and

trusted servant of the WSO Board

The Member and Public Service Committee Report

Inception Date: 1987

Chair: Bill D., Florida (April 2016 to Present)

Vice Chair and Sub Committee Chairs:

Carole C., Vice Chair, (April 2017 to present)

David McB., Florida (November 2016 to present) Virtual Meeting Chair

Bonnie K-M. (November 2015 to present) Intergroup Outreach Chair

Laura L., California (May 2017 to present) Region Outreach Chair

Jay M., Oregon (May 2017 to present) H & I Chair

Statement of Purpose/Mission: The mission of the Member and Public Service (MPS) is to support ACA Members in becoming responsible for their own well-being and to make information about ACA available to the public and professionals through the placement of ACA literature, public service announcements, and in person presentations.

In addition to this report there will be audio/ visual presentations at the ABC that will help illustrate the MPS Committee and Subcommittee activity for the year. MPS efforts do not promote ACA, rather the MPS efforts are tools to help attract those who still suffer to the ACA program and to raise awareness about ACA to the public. If they cannot see or hear us, they cannot be attracted to us.

Results of 2017 ABC Approved Motions Related to MPS

At the 2017 ABC in San Diego there were two motions put forward by the MPS Committee that were approved by the delegates at the ABC. These two motions and their results are outlined below as the first order of business for this report.

Motion 1. To establish a monthly e-zine publication that can be emailed to all members on a monthly basis or more frequently if information is available to go out to the fellowship. This has been discussed extensively with the Website and Database Committee Co-Chair.

Result: The Traveler was the name selected by the WSO Board of Trustees with input from the membership. The Traveler was intended to be a news and announcement quick information type publication, leaving the longer recovery shares and other articles for publication in the quarterly ComLine. The beta Traveler issues were designed by a committee of ACA members with careers in marketing, non-profit administration, and website design. The first issue of The Traveler was sent out on October 18, 2017. It went out to approximately 2,400 members who previously signed up in the months leading up to the launch by using the newsletter subscribe feature on the website. It was warmly received by the fellowship as a second publication from WSO and the subscription rate has steadily increased with each issue.

Motion 2. To install a newsletter sign up button on the homepage of the website and add a page in the menu for signing up to receive emails from WSO. This has been discussed and worked on jointly by the Website and Database Committee Co-Chair.

Result: The design and testing of the newsletter sign up form was completed around the middle of May 2017. The link to the subscription feature was made available to the membership at that time and on May 16, 2017 the first subscribers began signing up to receive The Traveler that was still in the conceptual phase of development. The impact was immediate as word spread throughout the ACA community and members started signing up. By the end of the first month about 1,100 people had subscribed. The list keeps growing daily and averages about 300 new subscribers per month. As of the writing of this report there are just over 3,900 subscribers.

Committee Activities and Tasks - Completed in 2017

Began sending The Traveler e-update out monthly to over with current news and information from WSO to 2,396 subscribers. Four months later the February 2018 issue went out to 3,684 subscribers. This reflects an average increase of a little over 300 subscribers per month.

Hosted an information and literature sales table at the 2017 Florida AA state convention with attendance of about 2,500 people and sold over \$2,000 of ACA books while distributing over 3,000 free pamphlets.

Presented a one-hour workshop on Emotional Sobriety at the 61st Annual 2017 Florida AA State Convention in Jacksonville, Florida by blending AA and ACA literature and principles in one presentation.

5,423 units of literature sent around the world through the MPS Public Outreach and H&I programs. *See attached Exhibit A for the program specific details.*

Supported 4 professional therapy/ social worker related conferences (2 in California, 1 in Illinois, and 1 in Florida) with ACA literature.

Began work on scripting and formatting two audio PSAs

Collaborated with the Literature Committee on the development and beta testing of a new trifold for other 12 Step Program members to learn why ACA would be a good program to add to their recovery.

The Slack collaborative platform membership increase from 121 members to 201 members as of February 10th. There was an increase in weekly messages from 833 over the year to 1,007 by February 10th.

Arranged a ½ hour radio interview show with two ACA members that aired in the Southern California market prior to the 2017 ABC.

Virtual Meeting Sub Committee established and working to resolve issues raised on board calls and via correspondence from members about matters concerning telephone and other virtual meetings.

Worked with the various MPS subcommittees including H & I, Intergroup Outreach, Region Outreach, Virtual Meeting, and adhoc Africa Outreach.

Received 4,223 emails from members and the public ranging from members looking for therapist referrals and therapists seeking literature, people trying to find meetings, and problems or issues with meetings and intergroups.

Sent 2,345 reply emails (referred remainder to the office or appropriate WSO committee)

Received 933 Vonage Phone Messages

Returned 847 Vonage Phone Messages (referred remainder to the office for literature sales issues)

Held regularly scheduled monthly committee meetings on the 3rd Wednesday of the month.

Added an email footer to the MPS Special Worker email template that will allow people to click on a link to be taken to the website to subscribe to receive future newsletters.

Collaborated with the Website and Database Committee to create a “Newsletter Sign Up” button for the adultchildren.org website to allow members to subscribe to the newsletter list by clicking on the button and filling out their information.

Standardized reporting of MPS Statistics and Repository page.

Supervised a part-time special worker whose responsibility is to receive and respond to emails and Vonage Phone Calls from the membership and the public.

Continued to receive and redirect contacts from the international community.

WSO Website - Repository URL of meeting minutes / reports

Presently, much of the communication and sharing of documents between committee members occurs on the Slack platform. The monthly meeting minutes are posted on the ACA at the link below. All are welcome to participate or observe.

More information can be found on the WSO website repository here:

<https://acawso.org/category/outreach-committee/>

Committee Contact information: mpschair@adultchildren.org

Looking to the Future: The MPS Committee has two primary goals for the future. The MPS Committee: 1) is dedicated to assisting ACA members, groups and service bodies with issues they may have that prevent them from performing their recovery and service work effectively, and 2) is committed to putting the ACA message in front of as many people as possible who suffer from the effects of growing up in an alcoholic or otherwise dysfunctional environment.

On behalf of ACA WSO Member and Public Service Committee I want to convey our heartfelt thanks to the members, groups, and ACA service bodies for your support in helping achieve the MPS mission.

In closing I want to acknowledge the extraordinary dedication and talents of the individuals who have served with no compensation on the MPS committee throughout the year. Our Vice Chair and Region 2 Trustee Carole C., Trustee David McB., Regional Outreach Laura L., Intergroup Outreach Bonnie K-M., Sharon R., Pam S., Patrick B., David Y., and Coleen M. who all worked tirelessly throughout the year to place WSO MPS in the best possible position to meet the upcoming challenges.

With love and service,

Bill D., Chair
Member and Public Service Committee

MPS Exhibit A - Public Information and H& I Literature Distributed
Comparison 2016 to 2017

Item Description	2016			2017			2017 Increase
	PI	H&I	Total	PI	H&I	Total	
Big Red Book Text							
10th Anniversary				120		120	
New Hardcover	131	1	132		1	1	
New Softcover	2	40	42	8	4	12	
New Spanish Hardcover				20		20	
Damaged Hardcover		14	14	173	31	204	
Damaged 10th Anniversary					2	2	
Damaged Softcover		17	17	6	39	45	
Subtotal Sent	133	72	205	327	77	404	199
Yellow Workbook							
New	3	11	14	146	17	163	
Glued		22	22	14	21	35	
Damaged	15	12	27	158	4	162	
Subtotal Sent	18	45	63	318	42	360	297
Strengthening My Recovery							
New Softcover		1	1	106		106	
New Hardcover					12	12	
Damaged Softcover	2	10	12	58	9	67	
Subtotal Sent	2	11	13	164	21	185	172
Laundry List Workbook							
New		1	1	15		15	
Damaged		1	1	5	10	15	
Subtotal Sent		2	2	20	10	30	28
Pamphlets and Booklets							
Crosstalk				100		100	
Good Enough Group				1		1	
Identity Papers				102		102	
Newcomer Booklet				675	75	750	
Damaged Newcomer				20		20	
25 Ques - Am I ACA		5	5	1009	67	1076	
ACA Essentials		2	2	660		660	
ACA Is...		3	3	650	95	745	
Business Meeting					1	1	
Literature Policy					10	10	
Subtotal Sent	0	10	10	3217	248	3465	3455
Total Items Sent	306	270	576	4,875	548	5,423	4,847

PI = Public Information
H&I = Hospitals and Institutions

The Intergroup Subcommittee Report

The IGSC was formed "to coordinate communications between established Intergroups in order to provide support for one another, enable Intergroups to provide support more directly with the understanding of and participating in the support of the World Service Organization structure, and to explore how leadership and support from the WSO Board might better serve the fellowship via Intergroup activity"

Over the last year meetings have continued to organize themselves into Intergroups, with 14 new Intergroups registering, for a total of 88 IGs worldwide, as of April, 2018. We now have IGs registered in 21 countries as well as an English language Telephone IG. We have been challenged to keep up with all the new IGs, as well as IGs whose contact info is not current. We're looking forward to anticipated improvements in the database, and welcome volunteers to verify registrations and confirm contacts.

Activity on the online Intergroup Forum on the WSO Slack account continues to grow. Another email invitation was sent to all IGs through their listed contact address. The Forum is further open to anyone interested in IG issues. Currently there are 91 subscribers. There Intergroups have shared their experience with structure, organization, and operation as they seek to serve their supporting groups.

In the calendar year 2017 we received over 250 emails about everything from the group affiliation process to how to open a bank account. We have worked with Intergroups to address common concerns, such as registration and listing process, meeting affiliations, literature procurement, and communications. In particular we have fielded a number of queries revolving around meeting safety. We continue our efforts to aid communication between Intergroups and WSO and among Intergroups themselves. We believe that each Intergroup has its own collective Experience, Strength and Hope that will benefit the others.

We look forward to continued growth of Intergroups to assist groups in carrying the message of recovery.

In service,
Bonnie K-M
IGSC Chair
intergroups@adultchildren.org

The Website and Database Committee Report

The Website and DB Committee is responsible for maintaining all aspects of the web site, including the Repository and Shopping Cart.

Website statistics for 2017 include:

1,207,973 Pageviews

376,912 Users

235,039 people viewed the Laundry List page

90,811 people searched for a meeting

Major Initiatives and accomplishments:

Migrated the shopping cart to Shopify and assisted the office staff with procedures for supporting intergroup discounts, 10% bulk discounts, shipping rate calculations from WP and SH, creating Shipping labels at SH, and sending orders to WarePak for fulfillment.

Migrated the repository to wordpress website at a new domain acawso.org

Migrated the adultchildren.org website to wordpress addressing a number of issues with meeting lists and laying the foundation for future design changes and functionality. This is targeted for rollout in March and should be available at the ABC in Toronto.

We are looking at moving our monthly website costs from approximately \$1800 a month to approximately \$700. Email costs are separate and being looked at now

We helped add the Traveler Newsletter to the adultchildren.org website

We helped clean up a virus that affected the repository.adultchildren.org website. This led us to look for an updated platform (acawso.org) with better security to host our business documents

Helped resolve issues with Shipping codes being different between Warepak and the shopping cart

Implemented a Max weight for Media Mail shipping to reduce problems that occur with large orders

Removed the new Releases section of the Shopping Cart as people were seeing the Spanish Big Red Book first and buying it by mistake.

Setup new Board members on the repository and project management site

Assisted with the Office move for the Signal Hill office focusing on the Computers, printers, and Telephones. We have 2 live lines into the Office now!

Helping to resolve an issue with shipping addresses getting truncated on orders

Loaded the MP3 files from the San Diego AWC on the Adultchildren.Org Shopping Cart. They are available for sale at 3\$ each. They are excellent talks.

The home page was updated to show the Spanish BRB and an Image to direct people to the newsletter Page. Check it out and stay Connected to what happening at WSO and ACA.

Have plans to update the Regions section of the website and the Sample Meeting Format section for some typos.

Updates are in progress to change the Signal Office Address in a number of places on the website

Updates were made to the free Literature downloads page, <http://www.lit.adultchildren.org/>

The minimum Order total to place an Intergroup Discount order was lowered to 100\$.

We have plans to use dropbox across the WSO Board and committees to ensure we have secure storage and can share information efficiently.

Support was provided to the finance team by getting sales history information to help understand what products are being bought and where and how they are being shipped.

An extract of the meeting list database was provided to review what meetings are missing contact information. We have had a number of problems with meetings being taken off the list or added when they should not be. Also we are having problems with people adding meetings that do not really exist. This has us looking at addressing these issues with a new system.

Yes – we fixed the Best Practices section of the website and you can now see currently posted best practices and submit a best practice that you have documented and want to share with the fellowship

We are looking into getting wider participation at the ABC and investigating how best to stream the ABC via audio or video. Remote voting would be a nice addition as well if possible technically and organizationally.

The Service Structure Committee Report

As a committee of the ACA WSO, our purpose is to research the service structures of other global fellowships in order to recommend how ACA should best organize its service structure to serve its growing fellowship nationally and globally. The committee was established after the 2016 ABC in Delray Beach, Florida. It was originally an ad hoc committee, but was given permanent status by Motion 11111701 at the November 2017 TC.

Members of the committee who participated through 2017 include the following: Marcia J., Trustee (Iowa) (Chair); Charlie H. Trustee, (Virginia) (Vice-chair); Bonnie K-M, Texas; Miles C., Ontario, CAN; Matt K., Wisconsin; Mary Jo L. (Trustee, Board Chair), Illinois; Laura L., California; Carole C. Regional Trustee, California; Sarah O., New Jersey.

2017 Committee Activities

During 2017 the committee on the following:

1. We changed status from an ad hoc committee to a regular committee of the WSO Board.
2. We made a recommendation to the WSO Board for the creation of a Nominating Committee, as well as criteria for applicants for service, and members of the Nominating Committee.
3. Are in the process of finalizing Vision and Mission statements for ACA Regions.
4. Are in the process of researching and recommending a regional map to the Board of Trustees.

Descriptions and Clarifications

ACA Nominating Committee: Accountability and Cooperation Statement

The ACA Nominating Committee (the “Committee”) is accountable to the Annual Business Conference (the “ABC”) and the ACA WSO Board of Trustees (the “Board”). When the ABC is not in session, the Committee communicates and works with the Board. The Committee strives to promote and support a cooperative working relationship with both the ABC and the Board.

Purpose of the Committee

The purpose of the Committee is to vet and identify ACA members, from throughout the full range of ACA’s world fellowship, whose skills, experience, wisdom and program knowledge support their ability to be Trustees. The Committee is responsible for forwarding qualified candidates (nominees) to the Board for consideration and selection as Trustees. Once it becomes fully established, the Nominating Committee will also vet, identify and orient potential candidates for other ACA trusted servant positions, such as WSO committee members. The Committee’s twin goals are to represent the fellowship’s broad values, by involving multiple stakeholders in a fair, transparent process for identifying trusted ACA servants, while also nominating candidates who can capably carry out WSO’s business and service needs.

In support of this, the Committee will maintain current online descriptions of the skills, talents, and experience necessary to successfully fulfill the tasks of ACA trusted service positions. Opportunities and

selection criteria for all trusted service positions will be broadly disseminated and posted on the ACA WSO website so that all ACA members can have the opportunity to serve the fellowship.

General Duties

The Committee's evaluations of candidates will be based on criteria made available on the ACA WSO website.

The Committee will utilize various WSO publications in an effort to keep the Fellowship informed of its activity and any pending nominations process deadlines. The Committee will welcome input from the Fellowship on any aspect of its work and will provide communication links for this purpose.

In conducting its vetting process, the Committee will:

- Review written applications of Board candidates.
- Conduct additional evaluations, such as examining committee attendance and considering feedback from those who have served with Board candidates.
- Interview those candidates who appear to meet eligibility criteria.
- Work with the Board to identify any specialized needs WSO has, such as financial or website oversight, and use that awareness in vetting candidates.
- Submit eligible and qualified nominees to the Board, which will either agree with each nomination, or state its objections in writing to the Committee.

In the event of a written Board objection, the Committee will further evaluate the candidate to determine whether to withdraw the nomination or resubmit it to the Board, in which case it will affirm in writing that it finds the candidate to be qualified for Board service.

As already mentioned, over time the Committee will expand its role to vet and nominate qualified candidates for other key WSO volunteer positions, such as committee chairs and vice chairs. In its work, the Committee will collaborate with all other WSO efforts to recruit and orient volunteers.

Committee Membership and Participation

The Committee will consist of five members, including one member from outside the U.S. and Canada. Initially, two members of the Committee will be selected by the Board, and three selected by non-Board members of WSO committees. Terms will be two years, but in order to ensure an appropriate rotation of Committee members, two members of the first Committee will be chosen by lot to serve one-year terms, with the opportunity to be selected for an additional two-year term.

Trustees are not eligible to be on the Committee. However, one Trustee will be appointed to serve as a non-voting liaison. This individual's responsibility will be to keep the Board informed of ongoing Committee work by participating in all Committee meetings and discussions.

At the end of two years, after there is a chance to assess the Committee's needs and effectiveness, structural changes may be considered by the Board and ABC, including how Committee members are selected.

Membership Qualifications for the Committee

In addition to such spiritual qualities as humility, integrity, trustworthiness, and strong commitment to open communication, to help ensure that Committee members have a full awareness and understanding of Board requirements, the following are qualifications for nomination and election to the Committee:

- Ability to protect confidential information revealed during the Committee evaluation process. (Confidentiality)
- History of both completing work independently and working well within a group.
- Familiarity with the ACA service structure.
- Strong organizational and communication skills.
- Ability to donate substantial time to attend meetings and to fulfill the additional commitments of Nominating Committee membership.
- A working knowledge of the Twelve Steps, Traditions, and Concepts of Service.
- Continuous attendance at ACA meetings for at least the previous six years, except that one member may have 2-3 years of attendance. Having one newer member will ensure that the needs of relative newcomers to ACA will be considered by the Committee.
- One year or more of combined service for an ACA intergroup, region or WSO committee, with at least six months of active participation on a WSO Committee.
- Attendance on at least six WSO teleconference calls in the previous nine months.
- May not hold a high-level volunteer position in another 12-Step fellowship.

Qualifications for WSO Trustees

The Committee will review Board candidates according to the following criteria:

- Continuous attendance at ACA meetings for at least the previous five years.
- One year or more of combined service for an ACA intergroup, region or WSO committee, with at least six months of active participation on a WSO Committee.
- Attendance on at least six WSO teleconference calls in the previous nine months.
- Working knowledge of ACA's Steps, Traditions and Concepts of Service.
- WSO Trustees may not hold a similar position in another 12-Step fellowship.
- Demonstrated skill at working in a group setting and completing projects.
- Ability to donate substantial time that minimally includes the following:
 - Attend at least three Board meetings per month
 - Become a working member of at least one standing committee
 - Attend the yearly ABC and AWC
 - Attend the Board's annual Strategic Planning Meeting/training retreat
 - Maintain communication with the other Trustees as necessary to complete commitments (via email, telephone, and other web-based communication platforms)
 - Fulfill any additional commitments of Board membership as deemed necessary.

Exceptions to the above criteria may be granted, but the Committee must submit its reasons in writing to the Board.

Other Notes on the Committee and Board Selection Process

The Committee may not nominate a current or outgoing Committee member to the Board. Once off of the Committee for a year, former Committee members are eligible for Board membership.

The Committee will consider all Board candidates, including those from members of the Fellowship and ACA groups, as long as the candidate submits a written and signed application before the posted submission deadline.

Board candidates must be vetted by the Committee and demonstrate that they meet eligibility criteria before they are affirmed for Board membership. Therefore, new Trustees may not be elected directly from the floor by ABC delegates.

The Board may not directly select new Trustees. They may, however, submit candidates to the Committee for vetting.

WSO-certified Regions are entitled to a seat on the Board of Trustees. Candidates from Regions will be forwarded to the Board if the Committee finds that they meet Board eligibility criteria.

All nominees who are accepted by the Board will be seated immediately, and delegates at the next ABC will vote whether to ratify them as Trustees.

Board objections to any Trustee nomination must be submitted in writing to the Committee within 30 days of receipt, or else a candidate will be presumed to be seated on the Board. The Board's written objections must cite specific eligibility criteria that a candidate allegedly fails to meet. All candidates will also receive the board's written objections, and be given a chance to respond.

In the event of a stalemate between the Board and the Committee, in which the Committee continues to find that a candidate is eligible and the Board continues to object, the candidacy will be submitted to the delegates at the next ABC for a final vote.

Committee members will be chosen after the Board passes a motion that establishes this new nomination process. Committee members and the Nominating Committee system will be submitted to the next ABC for ratification.

It is expected that one Nominating Committee representative will attend each ABC.

Vision and Mission Statements for ACA Regions

Vision Statement: Regional Service Committees build bridges of communication and support to bring Adult Children out of isolation and into fellowship.

Draft Mission Statement: Whenever an adult child reaches out, the Regional Service Committees will be there with information and support: to connect people within the fellowship, to encourage participation as trusted servants, and to grow meetings full of experience, strength and hope throughout the world.

Goals for 2018-2019

1. Define a current map of regions for the United States and Canada
2. Continue work on the definition and implementation of a Regional Service Committee plan.
3. Further develop the supporting structure/s for Regional Service Committees.
4. Seek out member participation to get feedback and build the network.

Recommendations

The Service Structure Committee would like to make the following recommendations:

Approval of the creation of the Nominating Committee and the qualifications for applicants for service and for members of the committee.

Approval of the committee goals for 2018-2019.

APPENDIX 1: REPORT FOR THE ABC

Service Structure Committee

As a committee of the ACA WSO, our purpose is to research the service structures of other global fellowships in order to recommend how ACA should best organize its service structure to serve its growing fellowship nationally and globally. The committee was established after the 2016 ABC in Delray Beach, Florida. It was originally an ad hoc committee, but was given permanent status by Motion 2017_1111_01 at the November 2017 TC.

Members of the committee who participated through 2017 include the following: Marcia J., Trustee (Iowa) (Chair); Charlie H. Trustee, (Virginia) (Vice-chair); Bonnie K-M, Texas; Miles C., Ontario, CAN; Matt K., Wisconsin; Mary Jo L. (Trustee, Board Chair), Illinois; Laura L., California; Carole C. Regional Trustee, California; Sarah O., New Jersey.

2017 Committee Activities

During 2017 the committee on the following:

5. We changed status from an ad hoc committee to a regular committee of the WSO Board.
6. We made a recommendation to the WSO Board for the creation of a Nominating Committee, as well as criteria for applicants for service, and members of the Nominating Committee.
7. Are in the process of finalizing Vision and Mission statements for ACA Regions.
8. Are in the process of researching and recommending a regional map to the Board of Trustees.

Descriptions and Clarifications

ACA Nominating Committee: Accountability and Cooperation Statement

The ACA Nominating Committee (the “Committee”) is accountable to the Annual Business Conference (the “ABC”) and the ACA WSO Board of Trustees (the “Board”). When the ABC is not in session, the Committee communicates and works with the Board. The Committee strives to promote and support a cooperative working relationship with both the ABC and the Board.

Purpose of the Committee

The purpose of the Committee is to vet and identify ACA members, from throughout the full range of ACA's world fellowship, whose skills, experience, wisdom and program knowledge support their ability to be Trustees. The Committee is responsible for forwarding qualified candidates (nominees) to the Board for consideration and selection as Trustees. Once it becomes fully established, the Nominating Committee will also vet, identify and orient potential candidates for other ACA trusted servant positions, such as WSO committee members. The Committee's twin goals are to represent the fellowship's broad values, by involving multiple stakeholders in a fair, transparent process for identifying trusted ACA servants, while also nominating candidates who can capably carry out WSO's business and service needs.

In support of this, the Committee will maintain current online descriptions of the skills, talents, and experience necessary to successfully fulfill the tasks of ACA trusted service positions. Opportunities and selection criteria for all trusted service positions will be broadly disseminated and posted on ACA WSO website so that all ACA members can have the opportunity to serve the fellowship.

General Duties

The Committee's evaluations of candidates will be based on criteria made available on the ACA WSO website.

The Committee will utilize various WSO publications in an effort to keep the Fellowship informed of its activity and any pending nominations process deadlines. The Committee will welcome input from the Fellowship on any aspect of its work and will provide communication links for this purpose.

In conducting its vetting process, the Committee will:

Review written applications of Board candidates.

Conduct additional evaluations, such as examining committee attendance and considering feedback from those who have served with Board candidates.

Interview those candidates who appear to meet eligibility criteria.

Work with the Board to identify any specialized needs WSO has, such as financial or website oversight, and use that awareness in vetting candidates.

Submit eligible and qualified nominees to the Board, which will either agree with each nomination, or state its objections in writing to the Committee.

In the event of a written Board objection, the Committee will further evaluate the candidate to determine whether to withdraw the nomination or resubmit it to the Board, in which case it will affirm in writing that it finds the candidate to be qualified for Board service.

As already mentioned, over time the Committee will expand its role to vet and nominate qualified candidates for other key WSO volunteer positions, such as committee chairs and vice chairs. In its work, the Committee will collaborate with all other WSO efforts to recruit and orient volunteers.

Committee Membership and Participation

The Committee will consist of five members, including one member from outside the U.S. and Canada. Initially, two members of the Committee will be selected by the Board, and three selected by non-Board members of WSO committees. Terms will be two years, but in order to ensure an appropriate rotation of Committee members, two members of the first Committee will be chosen by lot to serve one-year terms, with the opportunity to be selected for an additional two-year term.

Trustees are not eligible to be on the Committee. However, one Trustee will be appointed to serve as a non-voting liaison. This individual's responsibility will be to keep the Board informed of ongoing Committee work by participating in all Committee meetings and discussions.

At the end of two years, after there is a chance to assess the Committee's needs and effectiveness, structural changes may be considered by the Board and ABC, including how Committee members are selected.

Membership Qualifications for the Committee

In addition to such spiritual qualities as humility, integrity, trustworthiness, and strong commitment to open communication, to help ensure that Committee members have a full awareness and understanding of Board requirements, the following are qualifications for nomination and election to the Committee:

Ability to protect confidential information revealed during the Committee evaluation process.
(Confidentiality)

History of both completing work independently and working well within a group.

Familiarity with the ACA service structure.

Strong organizational and communication skills.

Ability to donate substantial time to attend meetings and to fulfill the additional commitments of Nominating Committee membership.

A working knowledge of the Twelve Steps, Traditions, and Concepts of Service.

Continuous attendance at ACA meetings for at least the previous six years, except that one member may have 2-3 years of attendance. Having one newer member will ensure that the needs of relative newcomers to ACA will be considered by the Committee.

One year or more of combined service for an ACA intergroup, region or WSO committee, with at least six months of active participation on a WSO Committee.

Attendance on at least six WSO teleconference calls in the previous twelve months.

May not hold a high-level volunteer position in another 12-Step fellowship.

Qualifications for WSO Trustees

The Committee will review Board candidates according to the following criteria:

Continuous attendance at ACA meetings for at least the previous five years.

One year or more of combined service for an ACA intergroup, region or WSO committee, with at least six months of active participation on a WSO Committee.

Attendance on at least six WSO teleconference calls in the previous nine months.

Working knowledge of ACA's Steps, Traditions and Concepts of Service.

WSO Trustees may not hold a similar position in another 12-Step fellowship.

Demonstrated skill at working in a group setting and completing projects.

Ability to donate substantial time that minimally includes the following:

Attend at least three Board meetings per month

Become a working member of at least one standing committee

Attend the yearly ABC and AWC

Attend the Board's annual Strategic Planning Meeting/training retreat

Maintain communication with the other Trustees as necessary to complete commitments (via email, telephone, and other web-based communication platforms)

Fulfill any additional commitments of Board membership as deemed necessary.

Exceptions to the above criteria may be granted, but the Committee must submit its reasons in writing to the Board.

Other Notes on the Committee and Board Selection Process

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objections must cite specific eligibility criteria that a candidate allegedly fails to meet. All candidates will also receive the board's written objections, and be given a chance to respond.

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Vision and Mission Statements for ACA Regions

Vision Statement: Regional Service Committees build bridges of communication and support to bring Adult Children out of isolation and into fellowship.

Draft Mission Statement: Whenever an adult child reaches out, the Regional Service Committees will be there with information and support: to connect people within the fellowship, to encourage participation as trusted servants, and to grow meetings full of experience, strength and hope throughout the world.

Goals for 2018-2019

Define a current map of regions for the United States and Canada

Continue work on the definition and implementation of a Regional Service Committee plan.

Further develop the supporting structure/s for Regional Service Committees.

Seek out member participation to get feedback and build the network.

Begin discussion on a long-term vision for integrating international community structures with the North American structure.

Recommendations

The Service Structure Committee would like to make the following recommendations:

Approval of the committee goals for 2018-2019.

The Operating Policy and Procedures Manual (OPPM)

Subcommittee Report

Committee Members:

Mary Jo L., Chair, Illinois
Jim R., New York
Miles C., Ontario, Canada
Laura L., California

Our Recent Work

The Operating Policy and Procedure Manual (OPPM) is the guiding document used by the WSO Board of Trustees for conducting the business of ACA.

The Manual has not undergone official changes since 2012. An OPPM Committee was established in 2014 to make changes. While those proposed changes were never officially adopted within this document, they nevertheless largely became common practice.

This past year we renewed our efforts to bring clarity to the OPPM. We started by working with members of the Service Structure Committee to look at perhaps creating something entirely new. But by early Fall we realized that it was more expedient to go back to the original design and update it.

Since then we have worked diligently to offer improvements that would eliminate ambiguity and bring the document in line with actual practice. As each section was examined, discussed and edited, it was sent to the Board for review and then adoption.

The document included in the 2018 ABC Delegate Binder reflects those changes.

The Work Ahead

As a document that offers our organization guidance in its day-to-day operations, the OPPM will always be evolving. This is especially relevant in areas such as the use of the latest technology, the creation of our service structure and the development and dispersal of literature. There will always be a need to ensure that this document remains relevant, answering the needs of the fellowship.

Archives and Contact

The latest version of the OPPM can be found in our website Repository at acawso.org in the Quick Links menu. The 2012 version of this document can be found under OPPM in the WSO Committees menu.

For information, or to participate in these continuing efforts, contact: oppm@adultchildren.org

The Nominating Committee Report

Committee	
ACAWSO Nominating Committee	
Inception Date	Sunset Date
December 9, 2017	None

Chair / Vice Chair (<i>First name, Last Initial; State or Country</i>)		
Greg R., Texas, Chair		
Members (<i>First name, Last Initial; State or Country</i>)		
Laura L, California, Member	Carole C, California, Board Liaison	
Statement or Description of Purpose		
Identify and nominate the best candidates for ACA trusted servant positions		

Bullet list of the committee activities of 2017; first quarter of 2018
<p>Developed Nominating Committee Application</p> <p>Developed Board Trustee Application</p> <p>Communicated with members of the fellowship to cultivate Nominating Committee and Trustee applicants</p>

Detailed descriptions, as needed
<p>Prior to the 2017 ABC, ACA WSO Board of Trustees found, nominated, and vetted new Trustees. At each ABC the world fellowship ratified the selection or re-selection of Trustees with no alternatives provided. At the 2017 ABC, delegates spontaneously nominated prospective Trustees from the floor. These spontaneous nominations worked in a cohesive manner at that time, because the sitting Board had worked with most of the delegates, making the decision to elect and seat each of them straightforward. The Operating Policies and Procedures Manual (OPPM) did not cover such a procedure. Therefore, the ACA WSO Service Structure Committee (SVC) saw the necessity to form a Nominating Committee and to revise the OPPM. This established a separate body to review applicants, determine if they are qualified, and present them to the Board. All of the Trustees, including those newly selected, will be presented at the ABC for ratification by the delegates.</p> <p>Nominating Committee Objectives:</p> <p>Provide a Committee separate from the Board that conforms to the By-Laws and OPPM.</p> <p>Use seasoned ACA members who are not Trustees to search, nominate, and vet Trustee Candidates.</p> <p>Open the nomination process to all qualified members of the fellowship who are willing to step up to this level of service.</p> <p>Use a standard set of qualifications for vetting candidates and communicating to the fellowship what path to follow to be a future candidate.</p> <p>Limit the annual seating of new Trustees to what the Board decides is sustainable.</p> <p>Give Groups, Intergroups, Regions, and Committees a voice in filling the Board. They participate by nominating or encouraging their qualified members to apply, encouraging members to build their qualifications so they can apply in the future, and attending the ABC.</p>

Goals for the year ahead

Vet and welcome members to the Nominating Committee. Establish procedures and policies for vetting Trustees and future Nominating Committee members. Continue to search for and vet Trustee candidates. Establish priorities for the Nominating Committee to best serve and respond to needs of the fellowship. Begin to obtain descriptions from most ACAWSO committees to fill service needs for Chairs of each committee.
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WSO Website - Repository URL of meeting minutes / reports / applications
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https://acawso.org/category/nominating-committee/

Committee Contact information

Greg R. chairnomcom@acawso.org

The Archive Committee Report

The ACA Archive Committee preserves and indexes essential portions of ACA history, and oversees the collection international artifacts, documents, and oral histories. This effort will allow for documentation of the history of the organization and make that history available to the international fellowship in a variety of formats.

Since 2015, the Literature Committee had been tasked with creating a literature project based on archives and oral history interviews, but no one was assigned with indexing ACA archives or conducting the required interviews. The Archive and History Committee was established in June of 2017 as a subcommittee of the Literature Committee in order to take on that task. Laura L. began work as chair of the committee. Members who participated in the past year include: Mary Jo L., Bill D., Bonnie K-M, Charlie H., Colleen (FL), Justus H., Wesley H., Linda L., Mikkel L., Pam C., Sarah M., Denis, Annie S., Gloria D., Melani M. and Tom R.

On March 10, 2018 a decision was made to transition the archives subcommittee to a standing committee. It would 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 would be the Board Liaison to the committee. Other organizations have archival committees that stand alone, and this seems to be a better arrangement for the work to be undertaken.

From this starting point, the Committee will head in two distinct directions – back into the history of the organization, and forward as it sets standards for collecting and maintaining records and materials pertinent to the development of ACA.

2017 Committee Activities

During 2017 the committee started gathering and sorting archival materials, created lists of past Trustees, and corresponded with European members to request materials they may have. They reviewed oral histories taken by AA, created a letter for prospective interviewees, and finished their first interview, which was posted on the ACA Website.

Further Information

Presently, the Committee needs information about how to proceed. This could include surveying the archiving systems of other 12 Step recovery organizations or similar non-profits. Our system of storage, digitization, and access will have to be explored. Standards and procedures surrounding acquisition of archival materials will need to be set.

The Committee is in need of a Chairperson. This leader, ideally, would have knowledge and experience with library science and curating archival material. Additionally, the Committee would like the involvement of members who have an interest in discovering and preserving the history of ACA. There will be tasks that can be accomplished both in California and at any distance.

Goals for 2018-2019

- Find a chairperson for the committee
- Identify committee members
- Establish a regular meeting time.
- Find out what has already been done.
- Investigate methods used by other organizations to curate materials.
- Establish an initial indexing system.
- Curate current materials using the indexing system with a documented index available to the Board of Trustees.
- Create or purchase necessary forms to track the work and meet legal needs.
- Establish a receiving and indexing system to deal with incoming materials.

Recommendations

None.

The Audit Committee Report

Inception Date

January, 2018

Sunset Date

April, 2018

Chair:

Pat H., California

Members:

Bill D., Florida

Tammie G., California

Statement of Purpose

The Audit Committee was formed to oversee all aspects of a financial audit of the World Service Organization.

Bullet list of committee activities

- Received approval from the WSO Board to conduct a second audit of the WSO Financial Statements.
- These audited Financial Statements will be the basis of our new QuickBooks Accounting System.
- Proposals for the audit were received by three qualified CPA firms with non-profit experience.
- Recommended the same Auditors used in the first audit as their pricing was the best and they had familiarity with our accounts and processes.
- Received approval the WSO Board to use the recommended Auditors.
- Participated via telephone with the lead Auditor to determine the reports and information required to conduct the audit field work.
- Worked with bookkeeper to determine responsibility for gathering the auditor's information requests.
- Worked with General Manager to prepare for and assist Auditor's physical inventory count on January 19, 2018.
- Audit field work begins on March 19th.

Ballot Proposals

The Delegate Binder

ACA World Service Organization, Inc.
2018 Annual Business Conference

The Proposal Process

Somewhat uniquely among 12 Step recovery programs, ACA WSO regularly asks its fellowship for suggestions for improvement, which the Board might consider for implementation. These recommendations address matters of concern to the entire organization, and arrive before the Board through a standardized process. While the process is continually being evaluated and revised, some standards will likely remain in place.

Generally speaking, the fellowship is canvassed for ideas and suggestions that are presented to the Ballot Prep Committee, in the form of a Proposal. The proposals are then presented to the groups and Intergroups, worldwide, as Ballots, in an effort to answer a single question for each proposal – “Does this Proposal merit discussion and debate at the upcoming Annual Business Conference?”

When the ballot votes are totaled, those proposals garnering a 2/3rds affirmative vote are placed on the agenda of the ABC, for the delegation to discuss. The outcome may be a motion that is carried, that may be acted upon by the Board. Or the debate may determine that there is no support for the proposal.

The Group Conscience

Throughout the entire process the Group Conscience is the authority. Clearly, at the ABC, it is the discussion and final decision of the whole delegation that determines the outcome of a proposal. But right from its inception, it is the group that informs the process.

Each proposal is intended to be the product of a group position. It is the group meeting, or the Intergroup that puts forth a proposal. When the ballots are presented for a vote, it is the group, or the intergroup, which renders a consensus vote, yes or no.

Nowhere in the process is it intended that an individual opinion or suggestion be blindly adopted as the point of view of the group.

The Process

There is a repeated back-and-forth between the groups and the Ballot Prep Committee, throughout this annual process.

To begin, the Committee puts out a call for proposals, explaining the procedure. This occurs in June, by email to registered groups and Intergroups. Announcements are also placed on our various websites. The announcement informs the groups that the maximum length of a proposal submission will be 500 words, and will include:

the proposal itself

the history of the issue involved

the arguments in favor of the proposal

The announcement will also explain that, "We recognize that our program operates within the Spirit of the Twelve Steps and Twelve Traditions and that we must exercise judicious behavior in being of service

to our fellowship. We encourage all submissions to strive to embrace the needs of our fellowship as a whole."

The proposals have to be submitted to the Ballot Prep Committee, sometime in September

The Committee then confirms and clarifies the proposal submissions. On occasion the subject of the proposal is already being addressed by WSO, and that fact is brought to the attention of the submitting group. Or perhaps the wording is unclear. The Committee sorts through these issues. Then they attempt to get the ballots translated into different languages. After this, the Ballots are sent out to the groups and Intergroups, worldwide, for a group conscience consideration and a vote.

The Ballots are offered to groups for discussion on, or about December 2nd, and voting concludes on February 28th. With the conclusion of the vote, the counts are totaled and then verified, as best as possible. The results of the voting are published, online, at the ACA Repository. And those proposals that are to be on the ABC agenda are published in the Delegate Binder.

The 2018 ABC Ballot Proposals

122	Yes	89%	Proposal 2018 – 5
15	No	11%	
6	No Opinion		Submitted on September 27, 2017 by Greater Toronto Area, CN (IG558)

Issue: We propose that WSO look into adding intergroup and meeting group web links into the WSO website directory listings on www.adultchildren.org.

History/Reasoning: We would like to easily access other fellowships web links for additional information and resources. The current directory on www.adultchildren.org does not contain web links.

Argument in Favor: This increases our ability to collaborate and share resources and new ideas as a fellowship. This will increase our healing opportunities with efficiency worldwide. Its grass roots sharing. Web links will afford the different fellowship groups and abundance of opportunities.

WSO Analysis: WSO agrees it is a good idea to provide web links on the WSO website for intergroups and meetings to our members to help us find each other better on the web. We think this can be achieved while still following the ACA Traditions. We expect this to be part of a newly designed website and meeting list that our Website and Database Committee hopes to unveil during the first quarter of 2018.

Comments:

In order to bring more attention to this

In the history/reasoning part we would like it clarified that it is only our fellowship, (Not other fellowships.)

Our interest is ensuring the committee report on efforts, plans and status of this initiative.

taken care of

We believe that increased web presence of individual ACA groups embarks on a slippery slope leading to "promotion rather than attraction."

We feel the WSO is pedaling as fast as they can.

Would like clarification if intention is to have intergroup and meeting group links limited to ACA, or is it to include other fellowships?

WSO does not have world enough and time to investigate each and every site put up by each and every group that claims to be an ACA group to ensure compliance with our Traditions; ergo, while adding the URLs and e-mail addresses that can be copied and pasted, we don't think there should be any actual links.

Yes, Please o the above

NOTES:

100	Yes	79%	Proposal 2018 – 7
27	No	21%	
16	No Opinion		Submitted on September 30, 2017 by New York, NY (NY131)

Issue: We propose that the WSO utilize online conferencing and voting technologies to provide remote access to the Annual Business Conference, for those not chairing in the WSO. This is so that phone and cyber meeting groups, geographically distant members, those with limited time availability or childcare obligations, or other restrictions, may attend as delegates or otherwise vote on matters of concern to ACA as a whole.

History/Reasoning: The ABC is broadcast via audio streaming, however this does not provide interactive remote participation at the conference. The WSO already uses teleconferencing for committee meetings. Currently thousands of US dollars and at least 3 weekdays are required to attend and vote at the ABC. Although the ABC invites individual ACA members and groups, those willing to have a voice at the ABC must have the time, and the financial and physical ability to attend, or they must engage in significant WSO level service in order to obtain financial support to attend the conference. Not all groups or intergroups have sufficient funds to send a delegate to the ABC. This implies that a significant number of adult children and ACA groups around the world, are left out of the ABC. Corporations widely use interactive video and telephone teleconferencing. Both in-person and remote video attendees are able to deliberate face-to-face in an orderly fashion through a moderator, typically with the active speaker's image displayed on participants' monitors. Similarly, remote ABC delegates could video conference and interact with in-person delegates as well. A listen-only connection, such as one that accepts button presses as voting choices, is an example of how voting could be easily extended to recognize registered, non-delegate voters.

Argument in Favor: There are inexpensive means available today to allow adult children to be heard. ACA members are willing, but not able, to participate in the bottom-up structure of the ABC. It is the hope and right of all adult children to be counted and heard.

WSO Analysis: The Website and Database Committee is currently reviewing technical options that would allow groups to remotely participate in the ABC. This is a major effort and requires coordination with a number of WSO Committees and over 1,700 ACA group representatives. The Committee's concern is that trying to deliver something to such a large number of groups too quickly

could hurt the integrity of the ABC voting process. The Committee hopes to begin piloting some version of remote participation for the Board's monthly teleconferences after the first of the year that may then be piloted at the Toronto ABC.

Note: The authors of this motion, and others with technology expertise, are invited to join the Website and Database Committee to help with this work. Please contact webservant@adultchildren.org.

Comments:

ABC delegates do much more than vote, not all of it practical for remote participation. We do support discussion of steps toward year-round remote outreach & participation.

another issue for committee work

Everyone who has a voice should be heard.

Having a web site of this capability and Maintaining a web site of this capacity will be very costly.

just post the time and date and if they can't be there offer a transcript of the meeting

Like the idea, but process already being addressed by knowledgeable group & need more info from them before we can address as a larger group.

Majority approved. Minority voiced: 1) how would it be possible to hold an effective meeting with input from so many voters; 2) if material was produced at Conference on item how transmitted to other voters remotely maybe broadcast only

Need to ensure groups do not get to vote twice and individuals claiming to be groups don't get to vote once by using pre-registration sign-offs assigning representation and pin codes or something.

Old proposal. Committee, please give full report on this at the ABC

Our group wants to be sure that attention is paid to security during the consideration of such technologies in order to ensure that member anonymity is protected.

See #5

This is critical for our sustainability as a global fellowship in the future.

this would be more inclusive for all members to participate

We suggest that the Website and Database Committee investigate whether service could be provided for a small registration fee; or through ZOOM or some other conferencing solution.

While we find the technical logistics of this proposal daunting, we are intrigued by the possibility of remote participation and voting in the ABC.

NOTES:

New Literature

The Delegate Binder

ACA World Service Organization, Inc.
2018 Annual Business Conference

“Conference-Approved Literature” 2018: Two ABC Proposals

March 30, 2018

Dear ABC delegates,

On behalf the Board of Trustees, the Literature Committee is submitting two pieces of literature to the Annual Business Conference, with the request that you vote to declare them ACA WSO Conference-approved literature.

Ready Set Go!! is a workbook for leaders and participants in a workshop program that orients newcomers and others to ACA recovery.

Finding Emotional Sobriety is a trifold directed at adult children who are now recovering alcoholics, but who may not understand why ACA is important to their recovery.

Both projects are described in greater detail below. A portion of Ready Set Go!! is included in this binder. Full final copies of Finding Emotional Sobriety and Ready Set Go!! will be available online by April 8 at WSO’s Literature Committee page, <https://acawso.org/category/literature-committee/>.

Conference approval at the ABC is the most critical of several layers of literature evaluation and approval, because the ABC comes closest within WSO to representing a cross section of ACA’s global fellowship. Conference approval is not the final step before publication, however.

Should you approve either of these two projects, they will be placed on the WSO website, in accordance with WSO’s Literature Policy. The fellowship will be given three months or longer invited to submit comments, and these comments may or may not lead to subsequent edits. In addition, Literature volunteers and staff workers will perform pre-publication editing and final design review.

As a result, a yes vote does not mean that you must like every last line, or that you will be permanently locking in typos and other errors you may see. A yes vote by the Conference declares that a proposed publication fills an important fellowship need and is sufficiently well put together that it can be made ready for publication with moderate revisions. That said, please feel free to send any specific comments about the text to literature@adultchildren.org.

Here is additional information about the two projects:

Ready Set Go!! is a workbook designed to guide workshops, with a goal of giving newcomers and others a quick exposure to key ACA ideas. This would fill an important hole in ACA’s assistance to newcomers, as the Big Red Book often can be overwhelming for those new to our program. It also teaches these ideas in a group setting, with a facilitator and workshop participants. Ready Set Go!! has been extensively tested, serving as the basis for recovery

workshops since 2014. It has been presented over four consecutive sessions, or in one-day workshops. WSO's intention is to begin publishing Ready Set Go!! as a downloadable e-book, for use in workshops, and potentially by sponsors and individuals.

Finding Emotional Sobriety is a trifold directed at a specific audience—adult children who also are recovering alcoholics in AA. The trifold's goal is to explain ACA in terms that increase understanding and comfort among AA members.

Anecdotal experience suggests that many alcoholics have themselves experienced childhood trauma, but they often lack much awareness of ACA, and how it might help their recovery. The trifold has been reviewed by recovering alcoholics, and many of their suggestions were incorporated in the draft being submitted to you. Should this trifold succeed in helping AA members, a similar trifold will be considered for other 12-Step fellowships that address addiction and behavioral compulsion.

Questions about either document may be directed to literature@adultchildren.org.

Best regards, and thank you for your service.

Charlie H.
WSO Literature Chair

Adult Children of Alcoholics



Ready,
Set,
GO!!

Adult Children of Alcoholics and Dysfunctional Families

Ready Set GO!!

An Introductory ACA 12 Steps Starter Guide

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Welcome to Ready Set GO!!

Introductory Meetings of ACA

Ready Set GO!! are closed ACA introductory meetings. We meet to introduce ACA 12 Steps and the ACA program in a structured four week time frame. We recognize all our 12 Traditions for safety within the group.

Ready Set GO!! is an introduction for ACA newcomers to become acquainted with the ACA Twelve Steps and get clarity and an understanding of the ACA Program. Ready Set GO!! introduces the experienced member to a renewal of their commitment to working their program through the ACA 12 Steps.

Ready Set GO!! prepares members for when they will feel ready to go through the ACA 12 Step Workbook. Feel free to leave your fears and anxieties behind you as you experience these introductory meetings.

The material is taken from the ACA Big Red Book, the ACA 12 Step Workbook, and Strengthening My Recovery, the ACA meditation book. It requires those in attendance to listen to the material with an open mind and open heart and in good faith with a desire to learn about ACA recovery and emotional sobriety.

Our objective is simple: to introduce members to the ACA program and introduce the ACA 12 Steps by bringing clarity and awareness to the realization that the ACA 12 Steps offer opportunities for solutions.

Each step will contain a worksheet that may bring more clarity and understanding of each Step. We will set aside a few minutes to fill in the worksheets and to answer any questions. The Appendix will provide a complete version of the worksheets for extra copies. There is no right or wrong way to do the worksheets. They can be done over time as we grow.

Choosing a sharing partner from this group is suggested for support for the four weeks. Sharing the worksheets with a sharing partner or sponsor or fellow traveler is recommended. This experience with a sharing partner can give the adult child insight to choosing a sponsor.

Sponsors may be inclined to introduce Ready Set GO!! to their sponsees to begin their work together in ACA perhaps setting a flexible time frame to accommodate their needs.

In each of the four weeks we encourage you to prepare for these meetings by reading the Laundry List Traits, ACA 12 Steps, ACA 12 Traditions, ACA Solution, and the ACA 12 Promises at the beginning of the book before attending each Ready Set GO!! meeting. It will be extremely helpful to read the definitions for Dysfunctional Problems and the Healing Solutions the day of your Ready Set GO!! meeting for the second week.

As we begin, we remind ourselves to have an open mind and an open heart. Be gentle with yourself as you go through this experience of Ready Set GO!!. This brief encounter may prepare you for when you are Ready, and you feel Set to GO!! forward. Remember Ready Set GO!! is an introduction of ACA.

Be in peace and let fear and anxiety leave you for this journey.

How to Use This Book

Purchase the Ready Set GO!! Introductory ACA 12 Steps Starter Guide.

This book is an introductory steps starter guide to the ACA 12 Steps and the ACA program for newcomers and for the experienced members who may want to refresh their program. There are 3 parts to this book. The 4 dividers contain affirmations to be used to nurture and affirm your inner child.

Part 1 will be used to give you a clearer understanding of Ready Set GO!!

- The Laundry List, The Problem, The Solution and The Promises should be read by participants prior to the RSG weekly meetings. Ready Set GO!! are included for inspiration and encouragement.

Part 2 is used to guide us through the introductory Ready Set GO!! meetings.

- It contains a user friendly, structured and detailed format with the script inserted for the leader and the participant to share the readings.
- The schedule for the 4 hour and a half introductory meetings are:
 - Week #1 - The Introduction, and Steps 1, 2 and 3,
 - Week #2 - Steps 4 and 5,
 - Week #3 - Steps 6, 7, 8 and 9
 - Week #4 - Steps 10, 11 and 12.
- Dysfunctional Problems and Healing Solutions Definitions following the 4th Step
- Worksheets are to be read by the participant prior to the Week #2 meeting.
- Information about a sharing partner is explained in the format.
- Each step is followed by a worksheet and during the meeting a few minutes are allotted to fill in the worksheets. Worksheets may be shared during sharing time if you are comfortable.
- 4th Step Inventories are done privately.

- Two small group sharing times and question and answer time will be offered.
- Introducing a new Closing Prayer, "Gathered Together".

Part 3 will be used for Ready Set GO!!'s Appendices.

- Definitions
- Blank Worksheets
- Closing Prayer, "Gathered Together"
- Suggestions for Ready Set GO!! Telephone Introductory Closed Meetings
- Suggestions for Ready Set GO!! One Day
- Suggested Workbook Format · Tony A's 12 Steps/info
- Continuing Your Journey Toward Recovery After Ready Set GO!!
- In Gratitude of Ready Set GO!!
- Inner Child Prayer
- Ready Set GO!! Endnotes
- Blank Pages for Notes
- Back Cover (explanation of Ready Set Go!!'s cover)

How Ready Set GO!! Came To Be

In 2010 ACA members went to a program called Back to Basics from AA for OA. The thought came to a few members that could be developed for ACA.

The concept to create a similar program for ACA using our Big Red Book was brought to the Chicagoland Area Intergroup and was approved.

Trusted servants created an outline used to develop a script of the ACA 12 Steps.

It was tested by the RSG Committee of Downers Grove, IL and La Grange, IL with a four week meeting format.

In 2013 it was brought to Denmark at the WSO/ABC and suggested it be tested for another year.

West Great Lakes ACA Intergroup began sponsoring RSG by funding the printing of the scripts for participants.

It was officially presented to WSO in August 2014. WSO Literature Committee agreed to put RSG on their website for the fellowship to review early 2015 thus beginning the process for consideration for publication as an ACA Conference Approved Literature.

The first Traveling RSG was started October 2014 in Lake Barrington, IL. Another trusted servant from Fitchburg WI asked to do RSG meetings in his area. This trusted servant traveled to California with RSG.

The RSG meetings continued to be held in La Grange with WGLIG's as our sponsor.

In 2016 through 2017 we had a face to face RSG meeting combined with teleconference opportunity.

In October 2016, WSO Literature Evaluation Subcommittee returned the material with recommendations for revising purposes to enhance the project.

In November 2016 and continuing into 2017 RSG was established as a registered telephone meetings.

Through the assistance of the WSO Literature Evaluation Subcommittee, and the RSG Committee, the script itself stayed the same but other features were added to achieve the recommendations of WSO Literature Committee.

February 2018, further testing to smooth out the expanded version were helpful in completing the present version of Ready Set GO!!

Teleconference with WSO Literature Committee proposing RSG goes to this years ABC to become Conference Approved Literature leaving us very excited.

Ready Set GO!! Committee, Written in January 2017

How Does **Ready Set GO!!** Work?

From the very start I am asked to make a decision, a choice whether or not to go to a meeting that is called Ready Set GO!!.

"I am confused, depressed, scared, angry, anxious, in denial, and fearful and now I am asked to make a decision, a choice?"

I'm told that I will be going through an introduction of the ACA 12 Steps in four weeks.

"Wow!!??" "That seems impossible!" "That ain't going to work for me!" "That sounds overwhelming to me!" "That is too scary for me!" "I want to run away!"

How do I get READY for that?

- Trust, take a risk, find courage, be honest, be open minded, stop isolating What will I need to do to SET myself up for that?
- Trust, take a risk, find courage, be honest, be open minded, stop isolating What will happen to me when I GO!!?
- I will begin my ACA Recovery!!

How Does Ready Set GO!! Work?

We gather together at a meeting and read together to share the words of Adult Children from our Big Red Book and our ACA 12 Step Workbook. We have some sharing time to use our voice maybe for the first time in our life.

Ready Set GO!! Introductory Meetings are a safe place to seek and learn about ACA without stress and tension. Our Ready Set GO!! Introductory Meetings help us feel comfortable while dealing with difficult issues that may come up while looking into this process of our recovery.

The Adult Child is encouraged to continue to attend regular ACA meetings while doing Ready Set GO!!. The Adult Child is encouraged to do Ready Set GO!! many times to benefit from all the material that is offered about the ACA 12 Steps and the ACA program. The ACA 12 Steps are our Solution to overcoming the Laundry List Traits. The ACA program will lead us to emotional sobriety. This is a lifelong process that will heal us and help us grow into the person our Higher Power created us to be.

The decision, the choice we make to go to a Ready Set GO!! Introductory Meetings is totally up to each Adult Child. Ready Set GO!! is not magic, and recovery doesn't happen overnight, in a week or a month or a year, it is a lifelong experience. It works if we work it and we are worth it!

Ready Set GO!!

Suggested Preparations for Members

- Read The Laundry List, The Problem, The 12 Steps, The 12 Traditions, The Solution and The Promises on your own the day of your Ready Set GO!! meeting.
- Volunteer to be a sharing partner when you feel comfortable for four weeks. · Ask a sharing partner to support you through the four weeks.
- Continue to attend your regular meetings.
- Put your mind at ease and understand that RSG is available to be taken as many times as needed. It is a stepping stone to go on to the ACA 12 Step Workbook when you are ready to choose to move onto that.
- Have faith in the process and know that the Steps offer a solution.
- Feel free to ask questions. This is your recovery and questions help us understand and give us clarity.
- A few regular ACA meetings would be helpful before attending Ready Set GO!! Introductory Meetings.
- It is time for me to focus on my ACA Recovery!

Suggested Guidelines for Leaders

- Pray for guidance to lead a RSG meeting. Some experience leading a meeting will help.
- Follow Part Two which contains the primary script of Ready Set GO!! inserted into a user friendly format. This is designed to cover the four weeks of a face to face meeting. Part Two may also be followed for telephone meetings with the details listed in the appendix.
- Sponsors may find RSG helpful to be used with sponsees. · Pick a location for your meeting.
- Pick a date and time for the meeting. · Register the meeting with WSO.
- Create a sign-up sheet.
- Make announcements at meetings. · Create a flyer for the meeting.
- Contact your local Intergroup and WSO to post the flyer on their website for other members to participate from surrounding areas.
- Perhaps offer RSG meetings once or twice a year in place of your regular meeting.

SEEKING HELPFUL GOALS

READY = I will become **READY** to take on the ACA 12 Steps.

SET = I will become **SET** into a new way of living my life.

GO!! = I will become willing to **GO!!** to any length for my recovery.

Foundational Documents

The Delegate Binder

ACA World Service Organization, Inc.
2018 Annual Business Conference

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OPPM

OPERATING POLICY AND PROCEDURES MANUAL

ADULT CHILDREN OF ALCOHOLICS
WORLD SERVICE ORGANIZATION, INC.
BOARD OF TRUSTEES

Full Revision 2010
Updated October 13, 2012
Revision December 9, 2017 – Sections I and III through sub-section G
Revision December 28, 2017 – Sections IV and V
Revision February 22, 2018 – Sections VI, IX and X
Revision March 8, 2018 – Section XI

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adultchildren.org
acawso.org

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I. STATED PURPOSE

The sole purpose of the Adult Children of Alcoholics World Service Organization (ACA WSO) is to serve the Fellowship of Adult Children of Alcoholics (ACA). It is an agency created and now designated by the fellowship of ACA to maintain service for those who might be seeking, through ACA, the means for recovering from being raised in an alcoholic or otherwise dysfunctional home, through sharing information and experiences with one another and by applying to their own lives, in whole or in part, the Twelve Steps, which constitute the recovery program upon which ACA is founded. (See Bylaw II)

The ACA WSO shall do this by using the 12 Traditions and the 12 Concepts of Service in its deliberations and decision-making process and use its best efforts to ensure that the traditions are maintained throughout the fellowship.

The ACA WSO shall consist of a Board of Trustees (hereafter referred to as the Board) for the purpose of complying with the laws of the State of California, which require a membership corporation to be composed of members. The Board will have all the powers provided for in its bylaws, including selection of Board members recommended by the Nominating Committee, the selection of officers of the Board as well as responsibilities for disposition of corporate assets. This is all done in the service of the purposes to which the ACA WSO is dedicated.

A member of the Board is subject to the laws of the State of California and is expected to exercise the powers vested in them by law in a manner consonant with the faith that permeates and guides the fellowship of ACA, inspired by the 12 Steps and in accordance with the 12 Traditions and the 12 Concepts of Service.

The ACA WSO may set up new corporate bodies to serve the purposes of ACA, provided that the ACA WSO shall own all of the capital stock of such corporate bodies, and if such corporate body is a membership corporation, its structure shall be in keeping with that of the ACA/WSO. The ACA WSO is expected to refrain from forming any new corporate body if a majority of the fellowship shall disapprove of its formation.

So that the ACA WSO Board may more effectively serve the purposes for which it is formed, an Executive Committee shall automatically be formed, solely consisting of all Officers of the Board, and furthermore that the Board of Trustees shall form any other committees as necessary to carry out its purposes, maintain an office, or storage space, for the archives and ACA WSO equipment, and conduct an Annual Business Conference (ABC).

II. BRIEF HISTORY

In 1983 the Adult Children of Alcoholics groups voted to establish a permanent Central Service Board (CSB) to act as trusted servant to the fellowship of the emerging ACA, responsible for implementation of service activities, and required to report their activities on a regular basis to all affiliated ACA meetings. They found and established immediately a phone and office staffed by ACA to serve as a center for communications and service work.

In 1984, at a Business Conference, groups voted to establish ACA as an autonomous Twelve-Step, Twelve-Tradition organization. It was voted to request the CSB to act as the World Service office on an interim basis (IWSO). It was agreed that any and all materials to be distributed to the general fellowship on a regular basis, must be submitted to the CSB/IWSO for review and acceptance prior to any such distribution.

It was determined that the CSB/IWSO would not create an 'Emeritus Status' for CSB/IWSO Trustees.

In 1989, by Ballot, the fellowship voted for the CSB/IWSO to be discontinued and the Trustees continue to serve as the ACA Interim World Service Organization (ACA/IWSO).

In 1990 the fellowship determined that "Interim" be dropped and the ACA/IWSO, by Ballot, became the World Service Organization (WSO) for ACA in 1991.

The principal office of the corporation, for the transaction of its business, is located in Los Angeles County, California. The corporation may also have offices at such other places, within or without the State of California, where it is qualified to do business as its business may require and as the members of the ACA WSO may designate. The Corporate Seal is kept within the ACA WSO office locked files along with its tax-exempt number.

The ACA WSO Board, in its deliberations and decisions, shall be guided by the Twelve Traditions and the Twelve Concepts of ACA and group conscience. The ACA WSO Board shall use its best efforts to ensure that these Traditions and Concepts are maintained, for it is regarded by the fellowship of ACA as the custodian of these Traditions and, accordingly, it shall not itself, nor, so far as it is within its power to do so, permit others to modify, alter or amplify these Traditions, except in keeping with the provisions of the ACA ABC.

ACA WSO Board members function as trustees of the ACA fellowship. In accordance with Tradition Two, the Board may act for the service of ACA; it shall never perform any acts of government.

III. WSO BOARD OF TRUSTEES

The number of individuals seated on the ACA WSO Board shall not exceed 20 at any one time.

Board members, also known as Trustees, shall be persons who are members of the ACA fellowship and who express a profound faith in the ACA recovery program.

Trustees shall not be personally liable for the debts, liabilities, or other obligations of the corporation. (Bylaw IV.4)

Trustees shall have all the powers provided for in the bylaws and which are normally vested in the "Board of Directors" under the laws of the State of California. They may, by general resolution, delegate to committees or to officers of the ACA WSO such powers as they deem appropriate in the service of the purposes to which the Board is dedicated.

A. Responsibilities

The general responsibilities of the Trustees are to:

1. Exercise the powers vested in them by the laws of the State of California, in a manner consonant with the faith that permeates and guides the fellowship of ACA, inspired by the Twelve Steps of ACA, in accordance with the Twelve Traditions and Twelve Concepts of ACA, and in keeping with the directives of the ACA Annual Business Conference (ABC).
2. Contribute substantial time in order to perform the service required. This is further explained in the "Qualifications for Board Membership" section below.
3. Perform any and all responsibilities and duties imposed on them collectively or individually by law, the Articles of Incorporation, and/or the Bylaws.
4. Appoint and remove, employ and discharge, and except as otherwise provided in the bylaws, prescribe the duties and fix the compensation, if any, for agents and employees of the corporation.
5. Oversee all agents and senior level employees of the corporation to ensure that their duties are performed according to their assigned responsibilities.
6. Be responsible for advising the ACA fellowship with respect to the areas they represent, especially as it pertains to matters of policy.

7. Serve actively on at least one committee of the Board.
8. Read and be familiar with the content of this document (OPPM) and, until they become incorporated into the whole, be aware of any policy motions that are passed by the Board that impact this document.

B. Compensation

Per the ACA WSO Conflict of Interest Policy that all Trustees are required to sign, (see Appendix VIII) Trustees may not be compensated for rendering services to the corporation as a trustee,

Trustees shall, however, be paid reasonable advancement or reimbursement for expenses incurred in the performance of their regular duties.

C. ACA WSO Property

Trustees entrusted with any property of WSO, whether tangible or intangible, including but not limited to addresses, books, funds, keys, literature, meeting information, names, telephone lists, computer and other equipment and other information or property of the ACA WSO fellowship, shall provide exemplary care and utilization of such items during their period of service and shall protect these things from loss, mutilation, or use outside the service of ACA Twelve Step Group or their individual members.

No person shall interpret ACA WSO material or property entrusted to his or her care as their personal or private property.

At or prior to the end of their Board tenure, Trustees shall return all such property to the Board Secretary.

Additionally, upon notification by the Board at any other time and for cause, a Trustee may be asked to return WSO property. This may be done by registered or certified mail, or during an in-person or teleconferenced meeting of the Board at which a quorum is present. Such property shall be promptly returned (within 10 business days) to ACA WSO by turning it over to a designated member of the Board or if requested, ensuring delivery to the ACA WSO office.

D. Correspondence

To ensure that necessary records and documents, paper or electronic, are adequately protected and maintained as determined by the Board and in keeping with the laws of the State of California, the issue of correspondence will follow the guidelines of the ACA WSO Document Retention Policy (See Section (to be added)).

Trustees, when answering mail for the Board, may not speak for ACA, ACA WSO, or the Board unless directed to do so by the Board, unless it is designated to be their responsibility by virtue of their office. Trustees may, however, share their personal knowledge and recovery as long as it is made clear that it is their personal experience. This is appropriate whether the communication is by email or another online forum that may be set up for both Board and Fellowship participation, such as www.acawso.Slack.com, which is in use as of this writing.

Board members who receive and answer correspondence from the fellowship should do so using a WSO email account or an email account that can be surrendered to WSO when requested. For paper correspondence, the original correspondence and a copy of the reply should be forwarded to the office for filing.

Any correspondence generated or intended for distribution beyond the workings of the Board must be reviewed by the Board for purpose of policy, procedure and Tradition consistency.

E. Term of Service

A single term of service of a Trustee shall be two (2) years. Trustees are eligible to serve a maximum of three (3) terms of service.

A term of service officially commences at the ABC of ratification. An individual may be voted onto the Board in mid-year, but in such cases, their official term will not begin until the ABC after they come on to the Board

Regional Trustees are required to commit to a minimum of one two-year term of service, in the interest of continuity.

F. Leave of Absence

At the discretion of the Board, a Leave of Absence (LOA) will be given to a Trustee who has been sitting on the board for a minimum of one year at the time of the request. During a LOA said Trustee will not be involved in Board business or have voting rights.

LOAs may be taken for a maximum of six months. If the Trustee is not ready to resume their service, they will be deemed to have resigned from the Board.

G. Commitment to Service

All members of the board shall agree to comply with, and be bound by, all terms and provisions of the ACA WSO bylaws as well as the policies and procedures as set forth in this document. As a condition of service, and prior to their election to the Board, potential Trustees shall sign the ACA WSO Suggested Commitment to Service. A copy of this document may either be obtained from the Board Secretary or downloaded from the WSO website. It is also shown on pages 601 and 602 in our fellowship text (BRB).

If a Board candidate is unwilling to sign this document, they must send a statement to the Board explaining their objection. If the Board determines that the reason does not violate the Traditions and is not otherwise objectionable, said statement will be published on the website Repository. This will allow the Fellowship to view such statement and ask questions prior to their election to the Board.

H. Categories of Trustees

There are two categories of Trustees:

1. At Large – from the general fellowship, with not more than two from a single geographic region
2. Regional (see Section III-K below)

Note: It is suggested that when possible there be at least two Trustees who reside outside of North America, whether they are At Large or Regional Trustees.

I. Board Nominating Committee

The Nominating Committee was established in December 2017 (see Appendix IV; note that the language in this section of the OPPM supersedes said Appendix if there are any discrepancies.)

This Committee is accountable to the ABC and the Board. When the ABC is not in session, the Committee communicates and works with the Board. It strives to promote and support a cooperative working relationship with both the ABC and the Board.

1. Purpose - the purpose of this committee is to identify and vet (review the credentials of) ACA members who are interested in serving as Board members.
2. Goals - committee goals are:
 - a. To represent the fellowship's broad values by making the nomination and vetting process fair and transparent.
 - b. To present candidates to the Board who can capably carry out the WSO's business and service needs.

- c. Be aware of the benefits of having a board from diverse backgrounds.
3. Committee Membership – this committee is limited to five members, although it can be empowered by the Board to carry out its responsibilities temporarily (up to six months) with a minimum of two members. All efforts should be made to include one committee member from outside of North America.

One Board member will serve as a non-voting liaison to the committee.

Qualifications for committee membership are as follows:

- a. Ability to protect confidential information.
- b. Positive service work history, both within groups and on independent projects.
- c. Familiarity with the ACA service structure.
- d. Strong organizational and communication skills.
- e. Willingness to contribute substantial time in order to fulfill responsibilities.
- f. Continuous attendance at ACA meetings for at least the previous six years. Exception: one member may have 2-3 years to help ensure the needs of newcomers are considered.
- g. One or more years of combined ACA service, including at least six months at the WSO level.
- h. Attendance on at least six of the 12 previous Board TCs, or demonstrated familiarity with the full process. This requirement may be waived for past Board members who served a minimum of two years.

The term of service is two years (from ABC to ABC) with an option to serve one additional two year term.

Committee members are not eligible to be nominated to the Board themselves until they have been off of the Nominating Committee for at least one year.

At least one committee member will attend each ABC.

4. Responsibilities:
 - a. Work with the Board to identify specialized needs the WSO has, e.g., financial, website, etc.
 - b. Announce Board openings to the Fellowship through the WSO website and other standard WSO communication tools.
 - c. Review and evaluate applications. Only signed applications will be accepted.
 - d. Interview candidates who meet eligibility criteria.
 - e. Submit qualified nominees to the Board.

If the Board has any objection to a submitted nominee, they will note their objections in writing to the committee. The committee will evaluate further and either withdraw the nominee or re-submit that nomination to the Board. If the Committee and Board do not reach an agreement, the matter will be decided by the delegates at the following ABC.

WSO-certified Regions are entitled to a seat on the Board of Trustees. Candidates from such Regions will be forwarded to the Committee for presentation to the Board if they meet Board eligibility criteria. See sub-section K below for more information.

As the WSO committee structure grows, the Nominating Committee may be asked to vet individuals for key committee positions.

J. Qualifications for Board Membership

The following are the desired qualifications that Board candidates should meet before being considered for the position of Trustee. This applies to both At Large and Regional candidates:

1. Continuous attendance at ACA meetings for at least the previous five years.

2. One year or more of combined service to an ACA intergroup, region or WSO committee, with at least six months of active participation on a WSO Committee.
3. Attendance on at least six WSO monthly Board teleconference calls within the previous 12 months.
4. Working knowledge of ACA's Steps, Traditions and Concepts of Service.
5. WSO Trustees may not hold a similar position in another 12-Step Fellowship.
6. Demonstrated skill at working in a group setting and completing projects.
7. Ability to donate substantial time that minimally includes the following:
 - 7.1. Attend at least 3 Board meetings per month.
 - 7.2. Become a working member of at least one standing committee.
 - 7.3. Attend the yearly ABC and AWC.
 - 7.4. Attend the Board's annual Strategic Planning meeting/training retreats.
 - 7.5. Maintain communication with other Trustees as necessary to complete commitments (via email, telephone, and other web-based communication platforms)
 - 7.6. Fulfill any additional commitments of Board membership as deemed necessary.
8. Willingness to sign both the Commitment to Service and the Board's Conflict of Interest Statement.

Note: The Nominating Committee can ask the Board to consider exceptions to these desired qualifications. Such a request, and the reason for the exception, will be submitted in writing to the Board.

K. Regional Trustees

The Service Structure Committee is tasked with creating a new Regional Map. Until such a new map is determined, the map that was created in 1995 can loosely serve as a guide for regional boundaries. Groups interested in forming a Region should contact this committee to help ensure that there is some type of cohesive effort and lack of overlap of new Regions.

A Regional Trustee can be elected to the board when a vacancy is available and the candidate has been properly presented to the Nominating Committee for consideration.

It is recognized that a Regional Trustee is essentially serving two groups simultaneously, i.e., ACA WSO and their Region. While it should be self-evident about the differences in these roles, the following general guidance is offered to help avoid confusion.

1. When doing general Board work and committee work, which includes attending WSO Board meetings, the Regional Trustee is serving the entire ACA Fellowship rather than one geographical region. This Trustee is, therefore, directly responsible to the entire ACA Fellowship.
2. The Regional Trustee will represent both the minority and majority concerns of those in their Region to the Board. When they become a Board member, it is understood that their Region accepts on faith that they may have information available to them that perhaps the Region does not have nor will be given, and therefore the Regional Trustee is expected to act in service to ACA WSO to the best of their ability.

L. Impeachment/Removal, Resignation, Vacancy

1. Impeachment/Removal

In keeping with the Commitment to Service, any Trustee, whether At Large or Regional, may be removed by request or cause. Tradition violations, working outside the boundaries of the Policies and Procedures as set forth in this document or that have become common practice before being added to this document, abuse of fiscal responsibility, or other action seen as adverse to the operation of the Board or in service to the Fellowship, as determined by the majority of the members of the body (the Board or ABC) will serve as just cause.

A Trustee who shall be absent from three (3) consecutive regular monthly meetings of the Board, without notice to the Board, shall automatically be removed from the Board unless such absences are due to emergency situations for which the Board declares exceptions

Absence by a Trustee from four (4) out of 12 monthly meetings is cause for concern and the Trustee will be put on notice.

The Board may declare a Trustee's office vacant who has been declared of unsound mind by a final order of a court, conviction of a felony, or been found by a final order or judgment of any court to have breached any duty under Section 5230 and following the California Nonprofit Public Benefit Corporation Law.

Action for removal may be taken up at any Board meeting in keeping with meeting requirements.

If a Regional Trustee is removed from or wishes to leave the Board, the Region they represent will be notified as soon as possible. In such cases, only a non-confidential reason for termination will be included in any documentation and thus stated in the notification to the Region. Upon request, the Board will have a confidential call with the Region's officers to communicate anything that should not be released as public information.

The Region may then present a suitable replacement to the Nominating Committee.

2. Resignations

Any Trustee may resign, either effective immediately or effective at a later specified time, upon giving written notice to either the Executive Committee, or the full Board. However, no Trustee may resign if the corporation would then be left without a duly elected Trustee or Trustees in charge of its affairs, except upon notice to the Attorney General of the State of California.

3. Vacancy

If this Corporation has vacancies on the Board created by the removal or resignation of a Trustee, such a Vacancy may be filled through the nomination process.

IV. ACA WSO BOARD OFFICERS

A. General

Board members shall select from amongst themselves the persons to perform the duties of the officers to meet the lawful requirements of the State of California and comply with customary corporation terminology. The officers of this corporation shall be: Chairperson, Vice Chairperson, Secretary, and Treasurer. Any number of offices may be held by the same person except that the Chairperson may not also serve as the Secretary or Treasurer (Bylaw IV.7).

Officer titles shall not be used by such officers except in the conduct of ACA WSO business.

Officers shall hold office until the end of the stated term, when he or she resigns, is removed, or is otherwise disqualified to serve.

B. Elections

Nominations for officers are put forward in November and December. Elections are held in January and newly elected officers will be officially seated at the ABC in April.

Incumbent officers will use the time from such election until the ABC to transition their responsibilities to their successor.

C. Term of Service

The term of office for an officer shall be two (2) years (Bylaw IV.9); an officer may be reelected at the completion of the term, but may not serve more than two (2) terms in the same office.

D. Impeachment and/or Removal

Any officer may be removed with cause by the Board at any time. Cause may be any fraudulent activity affecting ACA WSO or lack of fulfillment of duties of a Trustee.

E. Resignation of Officers

An officer may resign from their office at any time by giving written notice to the Board or to the Chairperson or Secretary of the corporation. This does not mean a resignation from the Board.

F. Replacement of Officers

In the event of a vacancy in any office other than that of Chairperson, such vacancy may be filled temporarily by appointment by the Chairperson until such time as the Board shall fill the vacancy. The Board has the discretion to not fill an officer vacancy if circumstances dictate, such as the proximity of the vacancy to the next election of officers.

If a Board member is elected to fill a vacant Officer position, they will only be responsible to serve in that role until the following ABC, at which point a new term will start. Said replacement Officer may then be re-elected to fill that same role for up to two full terms if they are eligible per the guidelines listed in this Section.

V. DUTIES OF OFFICERS

A. Chairperson

The Chairperson (Chair) shall be the chief executive officer of the corporation and shall, subject to the guiding principles of this organization, supervise and guide the affairs of the corporation and the activities of the officers.

Other specific duties are as follows:

1. Perform all duties generally attributable by law and custom to such office as may be required by the laws of the State of California, by the Articles of Incorporation and ByLaws of this corporation, or duties which may also be prescribed by the Board.
2. Preside at all meetings of the Board. If the Chair is unable to attend, the Vice-Chair shall preside. If the Chair and Vice-Chair are unable to preside, the remaining Trustees will select which Trustee in attendance will chair the meeting.
3. Execute all legal documents in the name of the corporation, including contracts and other instruments that may be authorized by the Board, except as otherwise expressly provided by law, the Articles of Incorporation, or the Bylaws.

B. Vice Chairperson

In the absence of the Chair or in the event the Chair is unable to act or refuses to act, the Vice Chairperson (Vice Chair) shall perform all duties of the Chair and, when doing so, shall have all the powers of and be subject to, all the restrictions placed on the Chair. The Vice Chair shall have other powers and perform such other duties as may be prescribed by law, the Articles of Incorporation, the Bylaws or which may be authorized by the Board.

C. Secretary

The Secretary shall perform all duties incident to the Office of Secretary and such other duties as may be required by law, the Articles of Incorporation, the Bylaws, or the Board.

These duties shall include the following:

1. Certify and keep at the principal office and/or on the website, the original, or a copy of the Bylaws, including official amendments to same.
2. Maintain a historical book of minutes of all meetings of the Trustees that comprises all prior action and policies of the Board annually. All minutes are to be completed prior to the ABC. Each meeting's minutes should record the time and place of the meeting, type of meeting, how notice was given, the names of those present or represented, and the proceedings thereof. The minutes must include the ACA logo and the full name of the corporation.
3. Maintain a complete historical record of all approved Motions, to be kept at the principal office and/or on the website.
4. Ensure that all notices are duly given in accordance with the Bylaws or as required by law; be the custodian of the records and of the Seal of the Corporation and see that the Seal is affixed to all duly executed documents, the execution of which, on behalf of the corporation under its Seal, is authorized by law or by the bylaws. If the Secretary is not located at the principal office, the Secretary can direct the custodial actions be handled by the designated Special Worker.
5. Maintain a historical record of Board members at the principal office and/or on the private area of the website Repository. This record should contain the names and addresses of Board members, their terms of service, offices held, and in the case where any Board member resigns mid-term or is asked to leave the Board, record such fact together with the date on which such membership ceased. For all current Board members, this record should also include emergency contact information.
6. Upon request, exhibit at all reasonable times to any Trustee of the Corporation, or to his or her agent or attorney, the Bylaws, the list of Board members, and the minutes of the proceedings of the Trustees.
7. Present the minutes from Board meetings for approval at the following meeting, whether it is a monthly TC or another meeting of the Board. Board members should present amendments to the minutes to the Secretary prior to the meeting.
8. Maintain an updated Book of Motions and ensure that policy motions are incorporated into this document (OPPM) on a regular basis.

D. Treasurer

The Treasurer shall perform such duties as may be required by law, the Articles of Incorporation, the Bylaws or the Board, and have custody of and be primarily responsible for the management of all funds and securities of the corporation, depositing all such funds in the name of the corporation in such banks, trust companies, or other depositories as shall be selected by the Board.

Specific responsibilities shall include the following:

1. Ensure that receipts are given for all monies due and payable to the corporation from any source.
2. Disburse, or cause to be disbursed, the funds of the corporation as may be directed by the Board, ensuring that there is a proper protocol in place for such disbursements.
3. Cause to be prepared and published monthly and annual financial statements that account for the corporation's properties and business transactions, including assets, liabilities, receipts, disbursements, gains and losses.
4. The Treasurer shall exhibit at all reasonable times the books of account and financial records to any Trustee of the corporation, or to his or her agent or attorney, on request.
5. Render to the Board or individual Trustees, whenever requested, an account of any or all transactions as Treasurer and of the financial condition of the corporation.

6. Prepare, or cause to be prepared, and certify or cause to be certified, monthly and annual financial statements to be otherwise provided in the bylaws.
7. Present, or cause to be presented, all financial information for audit upon official request of the Board.
8. Provide a listing of the contributions to ACAWSO from the ACA fellowship, whether by group or individuals, for publication monthly in the Treasurer's section of the WSO Repository on the website and annually for inclusion in the ABC Delegate Binder.
9. Keep all Board members informed, at least monthly, of the financial position of the corporation, including providing an annual copy of Form 990 as well as an explanation of same.

VI. ACA WSO FISCAL POLICIES

A. General

The Fiscal Year for ACA WSO is January 1 to December 31 as set by Article Seven (VII) of the Bylaws.

Note: All money references in this document refer to U.S. Dollars. Also, groups are defined as meetings, Intergroups and Regions.

B. 7th Tradition Contributions

ACA WSO shall request contributions from ACA groups and members for the purpose of helping to maintain WSO operations and service activities. Guidelines for such are as follows:

1. WSO may only accept contributions from ACA groups and members.
2. The maximum annual contribution by an ACA member cannot exceed \$7,500.
3. The maximum bequest in a will or other instrument that WSO can accept is \$7,500.
4. There is no maximum annual contribution limit from ACA groups.

As noted in Section V of this document, the Treasurer is responsible for ensuring that contributions are listed monthly on the website and annually in a report to the ABC Delegates.

C. Signatory

The Treasurer is the official signatory on all WSO accounts. An additional Board member shall be authorized by the Board to be listed on WSO accounts as a back-up signatory. When possible, this should be a Board Officer.

D. Expenditure Approvals

The Board establishes guidelines for the expenditure of funds, and management of such expenditures to ensure the appropriateness of expenses. The Treasurer ensures that the appropriate level of approval is attained before expenditures are made.

All potential expenditures must be approved via motion of the Full Board, except as noted below:

1. Reorders of inventory for resale only require Executive Committee approval when the quantity does not exceed 10% of any previous order. The Board Vice Chairperson is responsible for reporting such purchases during the monthly Teleconference.
2. The Executive Committee is authorized to approve non-recurring expenditures of up to \$1,000 that are in addition to anything already specifically budgeted for.
3. Committees with annual budgets are authorized to spend those funds as needed within the bounds of the committee's work. For other than routine, recurring expenses, sub-committees must get sign-off from the Primary Committee Chair, e.g., the MPS Chair signs off on H&I non-routine expenditures. Appropriate paperwork must be completed and submitted to the Treasurer or designate as soon as possible

4. The General Manager is authorized to approve routine operating expenditures for the Distribution Center of up to \$750 per month. In the GMs absence, the Treasurer is authorized to approve same."
5. The Distribution Center Oversight Committee (DCOC) is authorized to approve non-routine expenditures of up to \$500 as well as inventory movement costs for up to \$1,000. An account of such expenditures over \$250 must be made at the Board's monthly teleconference.

E. Reimbursement

Expenses incurred by Trustees, Special Workers, and authorized volunteers are reimbursable if they are deemed to be directly related to carrying out the business of the WSO. (See Appendix IX - Travel Reimbursement Policy.)

To receive reimbursement for an appropriate expense, the currently authorized expense form must be submitted to the Treasurer, or designate, with an original or copy of verification of the expense. The Treasurer, or designate, will review the documentation for completeness and direct the disbursement of funds. The Board Chair approves reimbursements for the Treasurer.

Reimbursement requests should be submitted within 30 days of the expenditure. If the expense report is not received within 30 days, then minimally estimated expenses must be submitted with the full expense report turned in within the following 30 days. Any expense reports not received within 60 days of the expense will be forwarded to the Executive Board for approval.

Reimbursement should be received by the submitting person within a maximum of 30 days.

F. Records/Reports

The Treasurer shall:

1. Keep records in accordance with Federal and State requirements and guidelines for Nonprofit Public Benefit corporations, and will report monthly to the Board.
2. Ensure that all tax returns are prepared by a qualified professional, and shall properly review, sign and ensure filing in a timely manner.
3. Ensure that the Board annually receives a copy of Form 990, and conduct a session with the Board to help ensure understanding of this document.
4. Publish monthly financial reports in the Repository on the website.

G. Committee Budgets and Reimbursement

Each committee and sub-committee of the Board of WSO will be asked to present annual budgetary requirements to the Finance Committee to cover the following fiscal year. Standing and Ad Hoc Committees are entitled to at least a \$600 annual budget. If a larger budget is required, it must be documented and approved by the Board, either separately or as part of the overall approval of the Annual Budget.

Any proposed expenses over budget must be approved according to the Expenditure Approvals Section above.

Unused funds are not carried over to the next fiscal year.

H. Accounting Policies

All purchases of Fixed Assets or Intangible Assets made by the WSO under \$1,000 will be expensed rather than capitalized and depreciated or amortized. This is effective as of 1-1-17.

VII. PLACING ISSUES BEFORE THE BOARD

Issues can be brought before the Board in various ways.

1. By contacting a member of the Executive Committee.
2. Through a Committee of the Board.
3. During the Guest commentary portion of the Board's monthly Teleconference.
4. By submission of a proposal for the Annual Business Conference.
5. By exercising the Right to Petition, which Groups may use to request that the Board reconsider any issue(s) previously considered. (See Appendix I)

VIII. BOARD MEETINGS

A. Notice

All Trustees must ensure that the Secretary of the corporation has current contact information at all times, i.e. address, phone, email and an emergency contact.

All Trustees are made aware of the schedule of Board meetings when they join the Board, and are personally responsible for following that schedule. The Board Secretary is responsible for informing Trustees of changes to the schedule.

In the case of any Special Meetings of the Board, Trustees will agree upon a specified time and date. All efforts will be made to ensure that as many Trustees as possible are able to attend.

B. Types of Board Meetings and Schedule

The Board holds the following types of meetings:

1. **Monthly Public Teleconferences:** held on a teleconference line on the second Saturday of each month at 2 P.M. Eastern Time (North America), unless special circumstances dictate otherwise. In that event, the teleconference shall be held at the day and hour designated by the Board. The Board Secretary will be responsible for having a prominent notice placed on the website.

Teleconference dial-in information is posted on the website. This type of meeting is intentionally public and is held for the purpose of helping to maintain transparency of operations. Because they are Board meetings, during the formal agenda portion, the only participants are Board members and those invited by the Board to contribute, such as committee members. At the conclusion of the formal agenda, guests are invited to make comments and ask questions.

2. **Non-Public Teleconferences:** The Board may hold other, less formal Board meetings at any time for the purpose of conducting corporate business. All Board members must be informed of such meetings in a timely manner. They may only be held if a quorum of Board members is available. Minutes are to be taken, and any motions made and passed during such meetings are to be read into the record during the Monthly Teleconference. Such motions must indicate the date of the meeting, those present, and the voting results.
3. **Emergency Executive Committee Meetings:** In such case as may be necessary for the purpose of conducting corporate business, the officers may call an emergency meeting to handle a critical item of business and inform the rest of the Board immediately of any action taken.
4. **Strategic Planning Meetings:** At least once per year the Board will meet for a face-to-face Strategic Planning Meeting. It is recommended that an additional such meeting be held after the ABC if logistically possible. All efforts should be made to ensure that such meetings are held at a time when every Board member is able to attend.
5. **Confidential Board Meetings:** When a matter is considered extremely sensitive in nature, the Board may elect to have confidential meetings which will not be recorded nor will minutes be required to be

published. These meetings are only held with at least a quorum of the Board present, and are sometimes referred to as Executive Sessions. Examples of such are sensitive personnel matters or discussions about items that may have legal ramifications

C. Monthly Teleconference Agenda

When possible, motions to be considered during the Monthly Teleconference should be sent to the Secretary seven (7) days prior to the meeting for inclusion on the published agenda. If the issue is determined by the Executive Committee or the Board to need clarification, Committee review, or submission to a Committee for comment before action can be taken, the item may be deferred until a later time.

The agenda is to be posted on the website at least three days before the meeting.

New items of business, including motions, may be added to the Agenda by Board members and with Board agreement during the Teleconference.

D. Board Meeting Protocol

Decisions are made by the group conscience of those Board members present at any meeting where a quorum is present.

A consensus must be reached in order for a motion to be passed. If a Board member expresses a concern and wishes to block a motion, also known as a blocking concern, the motion must be discussed. If the Board member who raised the blocking concern does not agree to the motion after discussion or if the motion is not rescinded by the proposer of the motion after discussion, a roll call vote will be taken.

Robert's Rules of Order will be used as a guide whenever a procedural issue occurs that is not covered by the Bylaws, the Traditions or this document.

A parliamentarian may be appointed by the Board to assist the Chairperson.

E. Quorum

A quorum of the Board is necessary for any regular motions to be considered and voted on by the Board.

A quorum is defined as follows:

- For a regular Board meeting, quorum is a simple majority - fifty percent (50%) plus one, e.g., with ten Board members, a quorum is six (6), i.e., one-half (5) plus one.
- For a change in any ByLaw, quorum is 75%. (See sub-section I regarding ByLaws changes.)
- For an emergency Executive Committee meeting, quorum is at least three of the currently serving officers of the Board.

Any meeting held at which a quorum is not present may still be held for the purpose of providing Committee updates, and in the case of the Monthly Teleconference, providing time for guest questions and comments. However, the only motion that the Chair may entertain at such a meeting is a motion to adjourn.

Once a quorum is established, if one or more Board members will have to leave the call, thereby losing quorum, motions should be entertained first in the agenda.

Once quorum no longer exists, motions may not be discussed.

If no more than one-third of the Board members are present, the meeting may be adjourned and an official notice/record shall be placed on the website citing the reason for the adjournment.

F. Board Motions

The Board may pass motions at any time for the sake of efficiently conducting the business of ACA WSO.

To maintain transparency for the fellowship, all motions passed by the Board must become part of the official record of a public meeting, whether that is a Monthly Board Teleconference or the Board meeting that immediately follows an ABC.

Motions passed by the Board can emanate from a Board member or a Committee.

When Committees recommend motions, the Board decides if it will entertain the motion. If so, the official motion will be considered as sponsored by that committee.

1. Urgent motions passed outside of a Board meeting:
 - a. The Presenter of the motion must ensure that all Board members vote on the motion.
 - b. No matter what online media is used to consider the motion, the Presenter must email the motion, final vote, and significant discussion to the full Board.
 - c. The Board Secretary will ensure the motion is on the agenda to be read into the record at the next Monthly Teleconference
 - d. The first person who concurs with such a motion is considered to be the one who seconded the motion.
2. Motions passed during a non-public Board Meeting:
 - a. These are new motions that have not previously been voted on and enacted.
 - b. The results of such motions are read into the record at the next Monthly Teleconference.
 - c. Any discussion cited with the motion should be brief and include only motion-specific language.
3. Recalling or amending previously passed motions:
 - a. If a motion has been passed but has not been acted upon, a new motion must be created to recall the original motion. Both motions will then reference each other in the Book of Motions.
 - b. If a previously passed motion is to be amended, a new motion must be made and both motions notated.

G. Voting

When the proper quorum or majority is present, every act or decision made by a majority of the trustees present at a meeting duly held is the act of the Board.

The minority voice is important and ought to be recognized at all times. Yet once an issue has been decided, it is expected that all Board members will accept the decision and go forward in compliance with it.

1. Absentee Voting

A Board member who will be absent from a Board meeting due to mitigating circumstances or compelling limitations acknowledged and approved by a majority of the full Board, will be allowed to vote by absentee ballot. Such Board members will inform the Board Secretary by email of their vote on agenda motions.

However, if such motion is substantially modified during the meeting, the absentee vote will be noted for the original motion but will not be viable for a substantially modified motion. If there is a difference of opinion among Board members about what constitutes a substantial modification on a motion and a quorum vote cannot be reached, the motion will be held over.

2. Substantial Unanimity

When substantial unanimity is required, agreement of 75% of the members of the full Board is needed.

H. Board Agreements – Group Consensus

The Board sometimes addresses issues that only require agreement rather than a formal motion. In such cases, a group consensus is sufficient, e.g., asking the Board for permission to get bids on a project.

IX. EXECUTIVE COMMITTEE

A. Members

The Executive Committee shall consist of the four Corporate Officers: Chairperson, Vice Chairperson, Secretary, and Treasurer.

B. Powers and Authority

The Board shall delegate to the Executive Committee any of the powers and authority of the Board in the management of business and affairs of the corporation, except said committee may not:

1. Approve of any action, which, under law or WSO Corporate ByLaws, requires the approval of the proper majority of the full Board.
2. Fill vacancies on the Board.
3. Amend or repeal existing ByLaws or adopt new ByLaws.
4. Amend or repeal a resolution of the Board.
5. Create committees of the Board.
6. Approve a transaction to which this Corporation is a party and in which one or more of the Trustees has a material financial interest.

By majority vote of its members, the Board may at any time revoke or modify any or all of the authority so delegated to this Committee.

This Committee shall keep minutes of its proceedings and actions that must be posted in the website Repository, and report the same at the next regular Board teleconference meeting.

This Committee shall be responsible for ensuring that all other committees of the Board are complying with their responsibilities.

X. COMMITTEES

A. General

ACA WSO utilizes a committee system that includes both Standing and Ad Hoc committees. Such committees are composed of Trustees (whether as committee members or liaisons), ACA members, and an occasional nonmember. All committees are referred to as Committees of the Board.

1. Standing Committees: permanent committees that meet regularly throughout the year.
2. Ad Hoc Committees: temporary committees that meet regularly until their defined purpose is accomplished.

The purpose of WSO committees is to respond to the needs of the fellowship within specific areas of service and help carry the message. Committees may make recommendations for policies and other items to the Board for possible action.

Committees are created or disbanded by appropriate motions of the Board and/or the ABC.

Committees shall attempt to have a varied membership, including geographically, where possible, in order that all members of the fellowship have the opportunity to grow through giving service.

Meetings and actions of committees shall be governed by the same policies and procedures that apply to meetings of the Board. (See Section VIII of this document.) Committees should establish regular meeting schedules and publish them for the benefit of committee members, the Board and the fellowship.

A Mission Statement must be written and submitted to the Board for approval at the committee's inception, or as soon thereafter as possible. Changes to Mission Statements must be approved by the Board.

B. Committee Membership

There should be a Board member associated with each committee, whether they are acting as an actual committee member or a liaison between the committee and the Board.

Any Board member thus associated with a committee is charged with ensuring that all committee members understand the purpose of the committee, its powers, its responsibility to the fellowship, and its reporting responsibility to the Board.

The Board is responsible for appointing Board committee Chairs and co-Chairs in between ABCs, taking into consideration input from the committee members. All such appointments are then subject to ratification by the ABC delegates. If there are vacancies in any such Board committee positions and an ABC attendee is interested in serving, they may also be nominated and ratified at that time.

Committees are encouraged to have Co-Chairs when possible.

In the event of the resignation of a committee Chairperson, the Co-Chair, if there is one, may assume the role of Chairperson if they are willing, with the agreement of the Board., If there is no co-chair, the committee and the Board will work together to find a new chair.

C. Responsibility/Accountability

Committees are accountable to the fellowship, through the governance of the Board. Any actions they wish to take that propose to establish new policy or impact the fellowship as a whole must be approved by the Board.

Committees are held fiscally responsible and are funded by ACA WSO according to their needs.

The committee Chair is responsible for ensuring that the committee fulfills its reporting obligations per the section below.

D. Reports

The business and progress of each committee shall be explained within its reports. Committees are responsible for submitting two types of reports: Monthly and Annual.

1. Monthly: a written report of the committee's activities is posted to the website within 3 days prior to the Board's monthly teleconference.
2. Annual: a report of each committee's activities is required for the ABC and must be submitted to the ABC Committee Chairperson, or designated alternate, within the timeframe requested. Reports should cover the past fiscal year (January 1 through December 31) with an addendum to cover significant actions of the committee after the first of the year and prior to the writing of the report.

E. Proposals/Motions

Any Board member on a committee or who serves as the liaison is responsible for presenting recommendations/motions that require Board approval. When possible, motions should be presented to the Board Secretary at least five days prior to the teleconference in order to be placed on the agenda.

F. Correspondence

Committee Chairs and/or members who have received and answered paper correspondence from the fellowship will forward a copy of all such correspondence to the office for filing.

Committee members should use WSO provided email accounts in order to document all correspondence, including communication with the fellowship at large.

Any correspondence intended for distribution to the fellowship by a committee must be consistent with ACA WSO policies, procedures, and Traditions. Board members associated with committees are directly responsible for this consistency.

G. Professional Advisory Committee

ACA WSO may have Professional Advisory Committees composed of persons who have a particular expertise that the Board and/or Fellowship require from time to time.

The function of such a committee would be to furnish professional counsel and guidance to the ACA WSO in the development of sound policies and the conduct of activities on the highest possible level. Such committee members will be evaluated based on their qualifications and ability to serve.

Advisory committees shall act only in advisory capacities to the Board and shall be clearly titled as "advisory" committees.

XI. ACA WSO OFFICE

A. General

A priority of the ACA WSO Board is to provide an accessible office that offers recovery information of the ACA Twelve Step Program to everyone.

WSO employs special workers (Staff) who provide a number of services, including, but not limited to the following:

1. Answering phone and mail inquiries.
2. Providing information for those seeking recovery through attendance at ACA meetings.
3. The sale and distribution of Conference-approved literature and merchandise.
4. Distributing information to the therapeutic community and the public.
5. Facilitating the sale and distribution of WSO-approved literature.
6. Maintaining the list of ACA meetings, Intergroups and other service levels.
7. Maintaining files for financial records, contracts and other legal documentation, original copies of WSO literature files, archival information about the fellowship and other important correspondence.
8. Ensuring that the proper flow of information happens among appropriate Board members, committees, Staff and vendors.

The office will be in charge of assuring that all computer records are properly backed up in case of data failure.

B. Group Registrations

All ACA Twelve-Step, Twelve-Tradition affiliated Meetings, Intergroups, and Regions (Groups) are eligible to register as a group with ACA WSO. (Bylaw III 2.) Additional layers of the ACA WSO Service Structure are included as they are created.

Groups shall register online and must include the following information:

1. Group name
2. Location
3. Time and day of meeting
4. Public contact information to be published with the meeting listing
5. Primary contact information, including an email address; this information will be kept confidential by WSO and used solely for the purpose of communicating with the group

Providing this information and a group's subsequent listing on the WSO website indicates their agreement to abide by the ACA 12 Traditions.

All groups are encouraged to update their information at least annually on the WSO website to ensure receipt of information sent from WSO, including the ABC Ballot and ABC Registration, as well as other announcements that may be sent out from time to time.

The use of the ACA trademark, as shown on the cover of this document, shall be limited to only those groups registered with ACA WSO for the purpose of identification for meeting listings, names, notifications, locations, etc.

C. Correspondence

Board members and Committees may send form letters or similar communication to the Staff to be mailed to the Fellowship. After the Staff has formatted the material, it should be returned to the Board member or Committee for review before being sent out.

All such material will carry the ACA WSO logo.

D. Document Retention

(To be added)

E. Oversight Committee

The purpose of the Oversight Committee is to maintain contact with the office management to ensure that all operations are running smoothly, that policies are being followed, and that the Staff has the resources they need to do their jobs.

This committee shall be made up of Board members and volunteers with specific business and technology expertise. This committee should include at least one member of the Board's Executive Committee.

F. Office and/or Distribution Center Closure

Should funds not be available to maintain a physical office and/or Distribution Center, the Oversight Committee shall

1. Present to the Board a structure for continuing the outreach efforts of ACA.
2. Present a plan of how to close down the Office and/or Distribution Center.

Once these items are approved, under the direction of the Executive Committee, the Oversight Committee shall do one or all of the following things, depending on the situation:

1. Lay off any paid staff with a letter of recommendation.
2. Place all records in storage at a place determined by the Board.
3. Set up systems for answering phones, handling mail, maintaining the website and meeting database updates.
4. Dispose of all excess equipment with an accounting of items and monies received.

5. Set up systems for answering phones, handling mail, maintaining the website and meetings database updates, and/or other procedures necessary for the purpose of maintaining whatever services that will continue to be offered.

Should the above plan be unworkable due to lack of funds, or trustees, the remaining Officers and Trustees shall dissolve the corporation in keeping with Bylaw Article XII for dissolution of ACA WSO.

Any actions taken should meet the criteria set by the IRS in keeping with WSO's not for profit status.

A letter describing the above actions will be mailed to all affiliated Groups.

XII. ACA WSO LITERATURE

A. ACA WSO Literature Policy

ACA WSO has an open literature policy. This means that ACA groups have the right to use non-conference approved literature, conditional upon their group conscience and that various other considerations are taken into account, e.g., that the ACA 12 Traditions are used as their guideline, etc.

WSO conference-approved literature should be easily understood and give individuals practical help in grasping and working the ACA program. ACA literature should support emotional sobriety, self-love, and gentle reparenting.

All ACA conference-approved literature carries the ACA logo and copyright. ACA literature may not be copied, reproduced, or redistributed, except as permitted in sub-section I below.

B. Literature Development

Additional explanation of the WSO literature development process, including a submission address, is available on the WSO website.

Generally, ACA literature is any book, trifold, booklet, or other format (including ebooks and audio books) that communicates information relevant to ACA recovery and can be individually purchased or downloaded.

Any ACA member or group is invited to submit proposals at any time to create or revise ACA literature. Proposals also may come from the WSO Board and Literature Committee itself. Development, evaluation, design and publication of new literature can take years to complete. Evaluation also involves a wide range of ACA members and viewpoints. In proposing new ACA literature, an author should be motivated by service, and surrender any notion of personal ownership.

C. Submitting Literature Proposals

Except for trifolds, which can be submitted in their entirety, initial proposals for new literature should be brief and should not include a full manuscript. For textbooks or workbooks, an outline and a maximum of 1-2 chapters is encouraged. A cover note, with contact information, should answer these questions:

1. How is the proposal different from existing ACA literature?
2. What fellowship recovery need does the proposal address? And is there any specific audience that the literature is intended to reach?
3. Is it best described as a tri-fold, a small booklet, a textbook/workbook, a workshop guide, or something else?
4. Who is the author or team of authors?

When an individual or group submits a piece of literature to WSO, they must sign a release form that

gives WSO the right to make changes and/or include it in a larger publication. Where space permits, the originating group or individual will be given credit in an acknowledgement section.

D. Evaluating Literature Proposals

Proposals are placed in a queue, which is periodically updated, and evaluation priorities are determined based on perceived benefit to ACA's broad global fellowship. This includes budget considerations and whether the needs of non-English-speaking ACAs are being met.

1. **Fellowship Submissions:** The Literature Committee, aided by the Literature Evaluation subcommittee, will evaluate submissions and determine their viability for Board consideration. Evaluators may communicate directly with the authors to ask questions and propose suggested revisions and publication strategies. An item also may be placed in the Best Practices section of the ACA website so that the fellowship may have an opportunity to experiment with proposed literature and give feedback.
2. **Internal Development:** The Literature Committee may add a literature piece to the queue based on feedback from the fellowship. The Literature Committee will assign an author, and consult with the evaluation subcommittee during development.

E. Literature Approval

Each piece of literature that is deemed appropriate for potential production, whether it is developed internally or submitted by a group, goes through several stages of final approval.

1. Testing: Knowledgeable writers are asked to review the piece and do any necessary editing/rewriting.
2. Board approval: When the final draft is ready, it is presented to the Board for final input and agreement to be presented to the ABC Delegates.
3. Delegate approval and Fellowship input: If approved by the delegates, the item is placed on the WSO website for review and input from the fellowship for a minimum of 90 days.
4. Revision: After the review period, constructive revisions are incorporated.
5. Proofreading/Editing: Proofreaders and editors do a final review.

F. Digital Literature

Digital literature may be considered in addition to, or in place of, hard copy publication. This decision will be made as part of the overall publication, pricing and distribution plan.

Where a digital format is approved, Literature Committee special workers will make all needed preparations for selling e-publications online. The Literature Chair reports the sales and royalties to the Treasurer and accountant, as well as report the sales volume in the Literature Committee Monthly Report.

G. Policy for reproduction and/or distribution of WSO Books and Literature

This policy provides general guidance regarding this topic.

All ACA WSO books and literature have been copyrighted and the initial point of supply/sale must be through WSO. The resale of purchased books and literature is authorized without further restrictions.

NOTE: Sections of WSO-sanctioned translations in development may be reproduced for use within a meeting. Such copies must have a watermark that says property of ACA WSO and may not be sold to anyone or distributed outside of meetings.

1. **ACA WSO Copyrighted Books:** Any reproduction of these books in whole or in part is not authorized except as described below for use within ACA meetings.

Registered ACA groups may only reproduce limited extracts of up to 5 pages for use within their meeting. ACA members and visitors should be encouraged to purchase their own copy of these books for their personal use.

2. **Tri-folds:** WSO tri-folds are available for free download from the adultchildren.org website. Reproduction is authorized for use in ACA groups as well as for general outreach purposes. Counseling and related facilities are also authorized to reproduce our tri-folds for free distribution to their patients and their extended practice.
3. **ACA Booklets:** Reproduction of these items in whole or in part is not authorized except as described below for use within ACA meetings.

Registered ACA meetings and InterGroups are authorized to make copies for use within their meeting on a limited basis. Such copies may not be distributed outside of a meeting.

ACA Group Websites: Except in the case of resale of books and materials, WSO requests that group websites direct users to www.adultchildren.org for purchase and/or download of ACA copyright materials. In no case should any website provide any WSO copyrighted material for download that is not otherwise available for free download.

H. Translations of WSO Books and Literature

The WSO encourages ACA members to translate our literature into their native languages as an outreach to their community and local ACA meetings. However, such translations must be in accordance with policies established by the WSO. Those involved in such translations must sign a translation agreement acknowledging that the copyright and ownership of the translations are to be the property of WSO. In no case will such translations attempt to blend the ACA message with any non-WSO approved books or materials. Procedures and guidance will be provided by the WSO to ensure such translations are accurately translated and retain the message of the source copyright materials.

Additional guidance on translation is available on the Literature Committee section of the website Repository, and from the Literature Committee staff.

XIII. ARTICLES OF INCORPORATION

The Articles of Incorporation and Bylaws are separate publications.

The ACA WSO is registered in the State of California and established as a nonprofit, tax-exempt corporation. These documents and any corporate Seal shall be kept in a locked file within the ACA WSO office or a Safety Deposit Box.

XIV. BYLAWS

Rev. Motion No. 06139803

Appendix VI

XV. ACA WSO OPERATING POLICY & PROCEDURE MANUAL

This section is currently being revised. Some of the information contained herein may not be in line with current practices. If you have any questions, please send an email to oppm@adultchildren.org

The Operating Policy and Procedure Manual (OPPM) will determine the everyday working policies of the ACA WSO. Policies and procedures must be in keeping with the current Bylaws. ***Rev. Motion No. 06139802***

Each Board member shall be responsible for knowing the current policy or procedure, and updating the manual as required, either by downloading the current version from the forum where it is posted, or by keeping a paper copy and adding footnotes to it where necessary to keep it current.

All proposed revisions of the Bylaws, OPPM or other legal documentation be presented in completed form with the suggested deletions be indicated by reduced pitch, italics, and additions be indicated by bold italic characters. The approved motion number as the update code. **Rev. Motion No. 04259704**

XVI. ACA WSO COMLINE

A. Purpose

The focus and intent statement of the ComLine is: ‘The primary purpose for the ComLine is to act as an open forum for the fellowship on sharing recovery experiences, where articles and stories are submitted by the fellowship’, and that its slogan is 'experience, strength, and hope.'

The ACA Trademark and the ACA WSO copyright statement are to be printed on the first page of each issue.

The frequency of publication of the ComLine is determined (and announced) by the Literature Committee.

The ComLine is available for free download on the website.

B. Submissions

All items for publication shall be submitted at least one month in advance of publication.

An extra edition of the ComLine devoted to the proceedings of the ABC will be published.

The ComLine Editor may create one article per issue in keeping with the purpose statement.

The Editor may include ACA WSO activities as deemed appropriate.

C. Budget

The ComLine Sub-Committee Chair will be responsible for seeing that the committee’s budget is used appropriately and that all documentation is submitted and in order.

D. Approval/Oversight

The ComLine Sub-Committee is part of the overall Literature Committee and as such, reports to the Literature Committee Chairperson. As content is ready for publication, it is to be sent to this Chairperson for review and signoff.

E. Committee

If there is no Board member on the Literature Committee, the Board will appoint a Trustee to act as liaison with the ComLine sub-committee to insure that the guidelines, intent, and fiscal policies are understood.

NOTE: When this Section is revised, consideration will be given to including other methods of direct communication with the Fellowship.

XVII. LOGO

The logo and the ACA initials are trademarked for use of the Adult Children of Alcoholics World Service Organization, Inc. The Master Filing of this Trademark is maintained within the locked files of the ACA WSO. **Rev. Motion No. 04259705**

The Trademark shall not be approved for use by outside commercial entities, and may not be altered or added to in any manner.

The ACA WSO Trademarks may be used by registered meetings, Intergroups, and Regions affiliated with the ACA WSO. The use of these symbols indicates current registration only, and they are not to be used to imply endorsement of the content of letters, statements, policies, or the actions of bodies other than the ACA WSO. *Rev. Motion No. 04259705*

XVIII. LEGAL

This section is currently being revised. Some of the information contained herein may not be in line with current practices. If you have any questions, please send an email to oppm@adultchildren.org

History: In the interest of representing the fellowship, the Board contracted with counsel, as discussed previously, and allocated \$1,500 for an initial retainer to take decisive legal action to send out "cease and desist" letters to all parties associated with The Adult Children Anonymous General Service Network (ACA/GSN) as named in their own documents. As a result of this confrontation it was determined that the Board, when necessary, may retain legal counsel on issues deemed necessary by the Board.

Prior to retaining legal counsel, verbal and written contact will be made by a designee of the Board, to attempt to bring about a satisfactory agreement (settlement) to any issue in which the ACA WSO fellowship is being violated.

The Board will attempt to obtain volunteer council on every occasion prior to designating funds for such expense.

XIX. ANNUAL BUSINESS CONFERENCE

A. Brief History and Purpose

In 1983, the Adult Children of Alcoholics (ACA) Business Conference (BC) was organized by the Central Service Board. This was later changed to the Annual Business Conference (ABC).

The Conference was established for the purpose of bringing unity and consistency to the ACA fellowship. This was to be done by establishing guidelines for both service and communication links within ACA.

In 1987 the ABC Committee was authorized to print and mail ABC communication intended for the individual meetings and Intergroups.

The minutes from the ABC, in addition to being sent to all Intergroups, were sent to all registered delegates present at the ABC where addresses were known.

In 2013, for the first time the ABC was held outside of the United States in Birkerod, Denmark.

A motion was passed in 2015 to host an annual recovery event to be held, when possible, in conjunction with the ABC. This was subsequently named the ACA World Convention (AWC)

The first annual AWC was held in Delray Beach, Florida. The AWC started on Saturday night, after the closing of the ABC, and continued through Sunday afternoon.

In early 2017, the WSO Board passed a motion to hold the ABC on Thursday and Friday so that the AWC could be extended an extra day – from Friday night through Sunday afternoon.

The Delegate Training Subcommittee was created at the 2016 ABC. Its goal was to better prepare the Delegates for their role.

The minutes from the ABC, in addition to being sent to all Intergroups, were sent to all registered delegates present at the ABC where addresses are known.

B. Date and Location

The ABC meets on the fourth (4th) weekend of April, at a location approved by the ACA WSO Board. If the fourth (4th) weekend coincides with the celebration of Easter, the ABC will meet on the fifth (5th) weekend, unless April of that year has only four (4) weekends, in which case, it will meet on the third (3rd) weekend. **(Bylaw IX.1)**

The ABC Committee conducts a search for a potential host for the event, after which it offers a recommendation to the Board.

The ABC is generally hosted in North America, except for every fifth year when it is hosted outside of North America.

Note: This revision generally combines the responsibilities for the ABC and the AWC. They should be separated in a later version.

C. Required Roles and Committees

The ABC and AWC require that the following roles are filled to have successful events:

1. ABC Committee Chair
 2. ABC Committee Vice-Chair (required in the 2nd year if the Chair is serving two terms.)
 3. Board Liaison
 4. Host Committee
 5. Conference Chair
 6. Conference Secretary
-
1. ABC Committee Chairperson
 - a. Candidates for the ABC Committee Chair shall be selected from those who either volunteer or are identified for their abilities. They are ratified by the ABC delegates. An ABC Committee should then be formed.
 - b. The term of service shall be 13 months, from the end of an ABC through May 31st of the following year. During the overlap in service, the new Chair will serve as Co-Chair. A member may serve for two consecutive years.
 - c. The ABC Committee Chair works with the Host Committee to ensure the ABC format and protocol are followed. One or more WSO Special Worker may be used as they are available.
 - d. The Completion of the duties of the ABC Chair shall be upon completion of the final ABC report after the ABC. (see sub-section D)
 - e. The ABC Chair and the Board Liaison will be responsible for choosing the Delegate Training Sub-Committee (DTSC) Chair for the following year if one is not already chosen at the ABC. They will work with the DTSC to administer the training program.
 - f. The ABC Committee Chair and the Board Liaison will ensure that the ABC is held in accordance with the ACA WSO ByLaws and this document.
 2. ABC Vice-Chair: Should be in constant contact with the ABC Chair and included in all meetings and electronic communication. Be well enough informed to be able to step into the Chair role if it should be required.
 3. Board Liaison: A member of the WSO Board will be appointed to be the ABC Liaison and will act as the conduit for information to and from the Board. The Liaison will also work with the Host Committee to arrange for a Parliamentarian.

4. Host Committee: The group whose city wins the bid to host the next ABC and/or AWC will be called the Host Committee. The ABC Chair shall guide the work with a Host Committee and oversee their work to produce the ABC.

The ABC Chair and Host Committee may also request the help of one or more WSO Special Workers, as they are needed and made available by the WSO Office.

5. Conference Chair – the individual who presides over the proceedings of the ABC meeting.
 - a. From the list of registered delegates, nominations can be taken for the ABC Chair up through the end of February.
 - b. An email will be sent to delegates asking if they are interested in serving as the ABC Chair.
 - c. Requirements for this position TBD.
 - d. The Board may also nominate a candidate.
 - e. The Chair will then be chosen by the WSO Nominating Committee by mid-March to allow that person enough time to communicate with the Parliamentarian.
 - f. The Conference Chair will not have a vote as a delegate.
6. Conference Secretary: The Board Secretary will work with the Host Committee to determine the best way for the minutes to be taken.

The draft minutes of the ABC will be due within three months after the completion of the ABC. They will then be posted on the WSO website and also sent to the delegates for review. Final minutes must be sent to the ABC Chair by February 28th for inclusion in the Delegate binder.

D. Reporting to the Board and Fellowship

The ABC Chair is responsible for ensuring the following reports are submitted:

1. A monthly written report for the Board Teleconference to be filed with the Board Secretary at least three days prior to the meeting.
2. The final report of the ABC - due within one month after the close of the ABC, which shall include, but not be limited to, the following:
 - a. A written summary of all results of Ballot Proposals included on the ABC agenda, including a synopsis of the discussions, resultant motions, amendments and outcomes of same.
 - b. A written summary of anything from the ABC proceedings that requires action by the Board.
 - c. A written summary of additional items brought before the ABC body for discussion and potential action.

A written summary of recommendations to the Board to be prepared after hosting a meeting that includes the ABC Committee, ABC Vice-Chair, current and future Host Committee members, Technology, Board Treasurer, Delegate Training Chair, Ballot Prep Chair, Board Liaison, and any WSO Special Workers involved in planning and executing the event(s).

E. Notifications

Notifications of the upcoming ABC will be posted on the WSO website and emailed to each registered group's Point of Contact.

Notifications will include, but not be limited to the following:

1. A request for a Host Location specific to geographic area where it is to be held
2. ABC Registrations
3. AWC Presenters
4. Venue information and available accommodations

Information can be sent by regular mail upon request.

F. Delegates

Delegates are elected by their groups.

To vote at the ABC, the delegate must be from a group (meeting, Intergroup or Region) registered with WSO.

Registered groups are encouraged to have as many representatives as possible attend the ABC. However, an individual group may have only one voting delegate.

G. Delegate Binders

The Delegate Binder will contain the following information as well as any other materials deemed relevant: NOTE: This information to be added.

Delegate binders will be given to all registered delegates.

Two copies of the Delegate binder should be produced for the WSO archives.

XX. BALLOT/GROUP CONSCIENCE SURVEY PREPARATION COMMITTEE (BPC)

A. Request for Proposals

The official Request for Proposals will be sent to all registered ACA Groups by July 1st.

Guidelines for submitting proposals will also be available on the website.

Ballot Proposals must be received by the BPC no later than September 30th.

The maximum length for a Proposal will be 200 words, including the proposal itself, the history of the issue involved, and an argument in favor of the proposal.

The Proposal guidelines shall include the following paragraph: "We recognize that our program operates within the Spirit of the Twelve Steps and Twelve Traditions and that we must exercise judicious behavior in being of service to our fellowship. We encourage all submissions to strive to embrace the needs of our fellowship as a whole."

Proposals may be submitted by any registered ACA group if it is the result of a group conscience of its meeting and submitted by the group secretary or equivalent.

Proposals will contain the group's registration number and contact information.

Proposals, either those created by the Board itself, or submitted to the Board, may also be placed on the Ballot by a majority vote of the Trustees of the Board.

With the help of Board and appropriate Committees, the BPC shall prepare the WSO Analysis for each proposal and submit the Ballot to the Board for approval by October 31st.

B. ABC Ballot

Proposals will be sent in the form of a Ballot to the Points of Contact for all registered ACA groups

by December 2nd. The deadline for groups to complete the Ballot is February 28th.

Groups will be asked to vote Yes or No or be allowed to skip a proposal.

When counting the Ballot results, an affirmative vote of two-thirds of the count, which excludes abstentions, is required for a Ballot Proposal to be added to the ABC agenda for possible consideration by the ABC Delegates.

C. Ballot Items and Delegate Voting

The delegates attending the ABC will vote on the ballot motions. A majority vote of the delegates in attendance is required for an items to be forwarded to the WSO Board for possible action. (See Concepts VI, VII, and VIII for detail on the relationship and responsibilities of the ABC and WSO Board.)

XXI. ACA WSO WEBSITE

A. The official website of ACA WSO was established with the purpose of providing information to members and prospective members about ACA meetings, literature, events and other ACA related resources. The website shall include lists of all ACA meetings and Intergroups registered with the WSO.

B. In accordance with our Traditions, the website shall not contain advertising or links to outside enterprises.

C. Additionally, in accordance with our Traditions, the ACA WSO Website and Forum pages do not contain links to outside entities due to the nature of affiliation by such links. Outside entities include, but are not limited to, other 12-Step programs, personal recovery pages, public/private agencies, or similar organizations.

D. The webmaster is authorized to include links to ACA sponsored events upon notification of such events by persons leading the events.

E) Web page administrators, forum moderators and others involved with the functioning or maintenance of WSO Web pages and similar pages shall be approved by a vote of the Trustees. (*Rev. Motion – 2007*).

APPENDICES

APPENDIX I – RIGHT TO PETITION

In the event ACA WSO has declined to take action on an issue, or there is dissent with some action, or other dissatisfaction on a matter considered by ACA WSO, the fellowship may formally petition for reconsideration or some other specific action to be taken by ACA WSO.

ACA WSO may refer such petitions to any of their committees for initial consideration, but will be obligated to place same on the ACA WSO agenda at the next board meeting held 30 days after receipt of the petition. A petition may be submitted, in writing, by five (5) registered meetings, at least three (3) of which are from different geographical areas, or by the petition of three (3) affiliated Intergroups. The above shall have no affect on the present right of any meeting or Intergroup to submit to ACA WSO any matter for consideration.

APPENDIX II –

APPENDIX III – OPPM DEVELOPMENT

This section is currently being revised. Some of the information contained herein may not be in line with current practices. If you have any questions, please send an email to oppm@adultchildren.org

This Policy Guide has been put together combining the appropriate bylaws and past motions of the Board of Trustees and the ABCs. It was accepted into use at the 1992 Annual Business Conference and in 1995. The OPPM was revised in 2010 by the ACA WSO Board of Trustees and contains the day to day operating guidelines by which the Board and Annual Business Conference shall function.

APPENDIX IV – NOMINATING COMMITTEE

Accountability and Cooperation Statement

The ACA Nominating Committee (the “Committee”) is accountable to the Annual Business Conference (the “ABC”) and the ACA WSO Board of Trustees (the “Board”). When the ABC is not in session, the Committee communicates and works with the Board. The Committee strives to promote and support a cooperative working relationship with both the ABC and the Board.

Purpose of the Committee

The purpose of the Committee is to vet and identify ACA members, from throughout the full range of ACA’s world fellowship, whose skills, experience, wisdom and program knowledge support their ability to be Trustees. The Committee is responsible for forwarding qualified candidates (nominees) to the Board for consideration and selection as Trustees. Once it becomes fully established, the Nominating Committee will also vet, identify and orient potential candidates for other ACA trusted servant positions, such as WSO committee members. The Committee’s twin goals are to represent the fellowship’s broad values, by involving multiple stakeholders in a fair, transparent process for identifying trusted ACA servants, while also nominating candidates who can capably carry out WSO’s business and service needs.

In support of this, the Committee will maintain current online descriptions of the skills, talents, and experience necessary to successfully fulfill the tasks of ACA trusted service positions. Opportunities and selection criteria for all trusted service positions will be broadly disseminated and posted on the ACA WSO website so that all ACA members can have the opportunity to serve the fellowship.

General Duties

The Committee’s evaluations of candidates will be based on criteria made available on the ACA WSO website.

The Committee will utilize various WSO publications in an effort to keep the Fellowship informed of its activity and any pending nominations process deadlines. The Committee will welcome input from the Fellowship on any aspect of its work and will provide communication links for this purpose.

In conducting its vetting process, the Committee will:

- Review written applications of Board candidates.
- Conduct additional evaluations, such as examining committee attendance and considering feedback from those who have served with Board candidates.
- Interview those candidates who appear to meet eligibility criteria.
- Work with the Board to identify any specialized needs WSO has, such as financial or website oversight, and use that awareness in vetting candidates.
- Submit eligible and qualified nominees to the Board, which will either agree with each nomination, or state its objections in writing to the Committee.
- In the event of a written Board objection, the Committee will further evaluate the candidate to determine whether to withdraw the nomination or resubmit it to the Board, in which case it will affirm in writing that it finds the candidate to be qualified for Board service.

As already mentioned, over time the Committee will expand its role to vet and nominate qualified candidates for other key WSO volunteer positions, such as committee chairs and vice chairs. In its work, the Committee will collaborate with all other WSO efforts to recruit and orient volunteers.

Committee Membership and Participation

The Committee will consist of five members, including one member from outside the U.S. and Canada. Initially, two members of the Committee will be selected by the Board, and three selected by non-Board members of WSO committees. Terms will be two years, but in order to ensure an appropriate rotation of Committee members, two members of the first Committee will be chosen by lot to serve one-year terms, with the opportunity to be selected for an additional two-year term.

Trustees are not eligible to be on the Committee. However, one Trustee will be appointed to serve as a non-voting liaison. This individual's responsibility will be to keep the Board informed of ongoing Committee work by participating in all Committee meetings and discussions.

At the end of two years, after there is a chance to assess the Committee's needs and effectiveness, structural changes may be considered by the Board and ABC, including how Committee members are selected.

Membership Qualifications for the Committee

In addition to such spiritual qualities as humility, integrity, trustworthiness, and strong commitment to open communication, to help ensure that Committee members have a full awareness and understanding of Board requirements, the following are qualifications for nomination and election to the Committee:

- 1) Ability to protect confidential information revealed during the Committee evaluation process. (Confidentiality)
- 2) History of both completing work independently and working well within a group.
- 3) Familiarity with the ACA service structure.
- 4) Strong organizational and communication skills.
- 5) Ability to donate substantial time to attend meetings and to fulfill the additional commitments of Nominating Committee membership.
- 6) A working knowledge of the Twelve Steps, Traditions, and Concepts of Service.
- 7) Continuous attendance at ACA meetings for at least the previous six years, except that one member may have 2-3 years of attendance. Having one newer member will ensure that the needs of relative newcomers to ACA will be considered by the Committee.

- 8) One year or more of combined service for an ACA intergroup, region or WSO committee, with at least six months of active participation on a WSO Committee.
- 9) Attendance on at least six WSO teleconference calls in the previous nine months.
- 10) May not hold a high-level volunteer position in another 12-Step fellowship.

Qualifications for WSO Trustees

The Committee will review Board candidates according to the following criteria:

- 1) Continuous attendance at ACA meetings for at least the previous five years.
- 2) One year or more of combined service for an ACA intergroup, region or WSO committee, with at least six months of active participation on a WSO Committee.
- 3) Attendance on at least six WSO teleconference calls in the previous nine months.
- 4) Working knowledge of ACA's Steps, Traditions and Concepts of Service.
- 5) WSO Trustees may not hold a similar position in another 12-Step fellowship.
- 6) Demonstrated skill at working in a group setting and completing projects.
- 7) Ability to donate substantial time that minimally includes the following:
 - Attend at least three Board meetings per month
 - Become a working member of at least one standing committee
 - Attend the yearly ABC and AWC
 - Attend the Board's annual Strategic Planning Meeting/training retreat
 - Maintain communication with the other Trustees as necessary to complete commitments (via email, telephone, and other web-based communication platforms)
 - Fulfill any additional commitments of Board membership as deemed necessary.

Exceptions to the above criteria may be granted, but the Committee must submit its reasons in writing to the Board.

Other Notes on the Committee and Board Selection Process

- The Committee may not nominate a current or outgoing Committee member to the Board. Once off of the Committee for a year, former Committee members are eligible for Board membership.
- The Committee will consider all Board candidates, including those from members of the Fellowship and ACA groups, as long as the candidate submits a written and signed application before the posted submission deadline.
- Board candidates must be vetted by the Committee and demonstrate that they meet eligibility criteria before they are affirmed for Board membership. Therefore, new Trustees may not be elected directly from the floor by ABC delegates.
- The Board may not directly select new Trustees. They may, however, submit candidates to the Committee for vetting.
- WSO-certified Regions are entitled to a seat on the Board of Trustees. Candidates from Regions will be forwarded to the Board if the Committee finds that they meet Board eligibility criteria.
- All nominees who are accepted by the Board will be seated immediately, and delegates at the next ABC will vote whether to ratify them as Trustees.
- Board objections to any Trustee nomination must be submitted in writing to the Committee within 30 days of receipt, or else a candidate will be presumed to be seated on the Board. The Board's written objections must cite specific eligibility criteria that a candidate allegedly fails to meet. All candidates will also receive the board's written objections, and be given a chance to respond.
- In the event of a stalemate between the Board and the Committee, in which the Committee continues to find that a candidate is eligible and the Board continues to object, the candidacy will be submitted to the delegates at the next ABC for a final vote.
- Committee members will be chosen after the Board passes a motion that establishes this new nomination process. Committee members and the Nominating Committee system will be submitted to the next ABC for ratification.

It is expected that one Nominating Committee representative will attend each ABC

APPENDIX V – HISTORICAL DATES AND EVENTS

This section is currently being revised. Some of the information contained herein may not be in line with current practices. If you have any questions, please send an email to oppm@adultchildren.org

This appendix contains historical dates and events.

Handbook for Adult Children. ACA WSO brought this LA/SFV IG project under the auspices of the Literature Committee Sept. 12, 1992 and provided as much support as was possible. **Rev. Motion No. 06109513** (Renamed the ACA Fellowship Text (Steps & Traditions Book), the Handbook was published in November 2006).

APPENDIX VI – BYLAWS

Adult Children of Alcoholics World Service Organization Bylaws

ARTICLE ONE (I) NAME

1. The name of this organization shall be ADULT CHILDREN OF ALCOHOLICSWORLD SERVICE ORGANIZATION, INC. (hereafter referred to as ACAWSO).
2. The principal office of this Organization shall be in the County of Los Angeles, in the State of California, at such place as designated by the ACA WSO Board of Trustees (hereafter referred to as the Board).
3. The Board shall designate the name and address of its agents in keeping with the Articles of Incorporation.

ARTICLE TWO (II) PURPOSE

1. ACA WSO shall be incorporated under the laws of the State of California as a public benefit corporation. The organization shall maintain a nonprofit and tax exempt status under the laws of the United States and the State of California. This organization shall be organized for purposes as defined under Internal Revenue Service Code Title 26 U.S.C., Section 501 (c) 3., and shall be incorporated in accordance with California Corporation Revenue and Taxation Code, Section 23701 (d).
2. The sole purpose is to serve the fellowship of Adult Children of Alcoholics (ACA) by maintaining service for those who might be seeking, through ACA, the means for recovering from being raised in an alcoholic or otherwise dysfunctional home.
 - 2.1 No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.
3. To achieve its purpose, ACA WSO shall:
 - 3.1 Provide public information, meeting locations, educational material and such other services as may be deemed necessary.
 - 3.2 To organize and provide support service to those Meetings, Intergroups, and Regions that are registered with ACA WSO and are guided by the Twelve Steps and follow the Twelve Traditions of ACA.
 - 3.3 Convene an annual conference where consideration regarding the business of ACA WSO occurs and priorities for the coming year are discussed and implemented when/where feasible.

ARTICLE THREE (III) MEMBERS

1. ACA WSO, as a nonprofit corporation, shall consist of a Board of Trustees who, by law, are ultimately responsible for any decisions pertaining to the corporation.

2. All Twelve Step, Twelve Tradition ACA affiliated Meetings, Intergroups, and Regions are considered members of ACA WSO.

ARTICLE FOUR (IV) BOARD OF TRUSTEES / OFFICERS / MEETINGS

1. Trustees shall serve on the ACA WSO Board without compensation.
2. The ACA WSO Operating Policy and Procedure Manual (OPPM) shall contain the day to day operating guidelines by which the Board shall function.
3. Trustees shall be seated and/or removed in keeping with established guidelines as set forth in the ACA WSO OPPM.
4. Trustees shall not be personally liable for the debts, liabilities, or other obligations of the corporation.
5. The number of Trustees seated on the Board at any one time shall not exceed twenty (20).
6. Terms of service shall be in keeping with the OPPM (Operating Policies and Procedures Manual).
7. The following officers shall be elected from among its members: Chairperson, Vice Chairperson, Secretary and Treasurer. One person may hold more than one office, except that the Chairperson may not also be the Secretary or Treasurer.
8. Elections shall be conducted as set forth in the OPPM.
9. The term of office shall be two (2) years.
10. Duties of the officers shall be in keeping with those outlined in the OPPM.
11. The Board shall meet in accordance with the guidelines set forth in the OPPM.

ARTICLE FIVE (V) RIGHT TO PETITION

1. All members have a right to petition any decision made by the Board in keeping with the guidelines set forth in the "Right to Petition" as contained in the OPPM.

ARTICLE SIX (VI) COMMITTEES

1. The Board shall form an Executive Committee from among its members who shall be delegated the powers and authority as deemed appropriated by the Board, and shall serve in keeping with the guidelines set forth in the OPPM / ACA WSO Bylaws
2. Committees shall be formed as deemed necessary to conduct the business of ACA WSO in keeping with the definition and guidelines set forth in the OPPM.

ARTICLE SEVEN (VII) FINANCE

1. The fiscal year of the corporation shall begin on the first day of January and end on the last day of December of each year.
2. The Board shall ensure that it conducts all financial matters in keeping with the State and Federal requirements set forth in Title 26, U.S.C. Section 501 (c) 3 concerning nonprofit corporations.
3. ACA WSO shall be primarily supported by the voluntary contributions of its members.
4. Individual gifts, donations or bequests shall be accepted in keeping with the guidelines set forth in the OPPM.
5. Contributions, donations, gifts or bequests shall generally not be accepted from any source outside the ACA fellowship.
6. The Board shall make fiscal reports available to its members in keeping with the guidelines outlined in the OPPM.

ARTICLE EIGHT (VIII) PARLIAMENTARY AUTHORITY

1. The latest edition of Robert's Rules of Order shall be used as a guide in resolving any disputes; however, the ultimate authority shall be the group conscience of those persons present.

ARTICLE NINE (IX) ANNUAL BUSINESS CONFERENCE (ABC)

1. The ABC shall be convened on the fourth (4th) weekend of April at a location approved by the Board of Trustees in keeping with the OPPM.
2. The purpose of the ABC shall be to bring Unity and Consistency to the ACA fellowship. Toward this end, it may establish guidelines for service and communication links within ACA.
3. All members of ACA shall be invited to attend the ABC, with each affiliated Meeting and Intergroup designating one voting delegate and an alternate.
4. The group conscience obtained from the delegates in attendance shall provide direction, recommendations, and/or Special Committees to the Board for conducting the business of ACA WSO.
5. All Trustees shall be presented to the delegates with a Motion to ratify their membership on the Board.
- 5.1 In the event ratification of a Trustee is not obtained, the Board shall follow the procedures as outlined in the OPPM.
6. A quorum for voting at the ABC shall be defined as a two thirds (2/3) vote of the registered delegates, as defined in the OPPM.

ARTICLE TEN (X) AUDIT AND ANNUAL REPORT

1. ACA WSO shall maintain, in accordance with generally accepted business practices and accounting principles, accurate accounts, books and records of its business.
2. All records shall be open to inspection by any officer or member in keeping with the guidelines set forth in the OPPM.
3. The Board, at each ABC, shall submit a complete report of its acts and of the affairs of the organization.
4. A copy of its "Corporate Seal," Articles of Incorporation, bylaws and Tax Number, shall be kept in trust by the Corporate Officers and made available to its members in keeping with the guidelines set forth in the OPPM.

ARTICLE ELEVEN (XI) ACCEPTANCE/AMENDMENT OF THE BYLAWS

1. These Bylaws shall initially be approved by a two-third (2/3) majority vote of the Board.
2. The provisions set forth in these bylaws shall be consistent with State or Federal Law or the Articles of Incorporation.
3. The Bylaws shall be amended by a two-third (2/3) majority vote of the Board, provided the proposed amendment has been submitted in writing at a prior regular business meeting.
4. A copy of these Bylaws shall be made available to its members in accordance with the OPPM.

ARTICLE TWELVE (XII) CORPORATE SUSPENSION OR DISSOLUTION

1. On the suspension of corporate business, all assets shall be held in trust by the corporate officers in keeping with State and Federal requirements.
2. On the dissolution of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities, shall be distributed to the Alanon National Headquarters from which ACA emerged.

BYLAW REVISIONS—DECEMBER 1998 TO PRESENT

--Bylaw Article Nine (IX), Annual Business Conference (ABC), 1. -- December 12, 1998

APPENDIX VII – ACA TWELVE STEPS; TWELVE TRADITIONS; TWELVE CONCEPTS

Twelve Steps of Adult Children of Alcoholics

1. We admitted we were powerless over the effects of alcoholism or other family dysfunction, that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God as we understand God.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked God to remove our short comings.
8. Made a list of all persons we had harmed and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God, as we understand God, praying only for knowledge of God's will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these Steps, we tried to carry this message to others who still suffer, and to practice these principles in all our affairs.

Twelve Traditions of Adult Children of Alcoholics

1. Our common welfare should come first; personal recovery depends on ACA unity.
2. 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.
3. 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.
4. Each group is autonomous except in matters affecting other groups or ACA as a whole. We cooperate with all other Twelve-Step programs.
5. Each group has but one primary purpose – to carry its message to the adult child who still suffers.
6. An ACA group ought never endorse, finance, or lend the ACA name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.
7. Every ACA group ought to be fully self-supporting, declining outside contributions.
8. Adult Children of Alcoholics should remain forever nonprofessional, but our service centers may employ special workers.
9. ACA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Adult Children of Alcoholics has no opinion on outside issues; hence the ACA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we maintain personal anonymity at the level of press, radio, TV, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

Twelve Concepts of Adult Children of Alcoholics

Concept I: The final responsibility and the ultimate authority for ACA World Services should always reside in the collective conscience of our whole fellowship.

Concept II: Authority for the active maintenance of our world services is hereby delegated to the actual voice, the effective conscience for our whole fellowship.

Concept III: As a means of creating and maintaining a clearly defined working relationship between the ACA meetings, the ACA WSO Board of Trustees, and its staff and committees, and thus ensuring their effective leadership, it is herein suggested that we endow each of these elements of service with the traditional Right of Decision.

The right of decision as defined herein refers to:

- 1) the right and responsibility of each trusted servant to speak and vote his/her own conscience, in the absence of any contrary mandate, on any issue regardless of the level of service;*
- 2) the 12 Steps, 12 Traditions, and the Commitment to Service will be followed by trusted servants in decision making;*
- 3) delegates to the Annual Business Conference are trusted servants and therefore equally guided by the 12 Steps, 12 Traditions, 12 Concepts, and the Commitment to Service;*
- 4) standard practice that decisions made by subcommittees are subject to the authority of the service body which creates its mission and defines its parameters.*

Concept IV: Throughout our structure, we maintain at all responsible levels a traditional Right of Participation.

Concept V: Throughout our structure, a Right of Petition prevails, thus assuring us that minority opinion will be heard and that petitions for the redress of grievances will be carefully considered.

Concept VI: On behalf of ACA as a whole, our Annual Business Conference has the principal responsibility for the maintenance of our world services, and it traditionally has the final decision respecting large matters of general policy and finance. But the Annual Business Conference also recognizes that the chief initiative and the active responsibility in most of these matters would be exercised primarily by the Trustee members of the World Service Organization when they act among themselves as the World Service Organization of Adult Children of Alcoholics.

Concept VII: The Annual Business Conference recognizes that the Articles of Incorporation and the Bylaws of the Adult Children of Alcoholics World Service Organization are legal instruments: that the Trustees are thereby fully empowered to manage and conduct all of the world service affairs of Adult Children of Alcoholics. It is further understood that our World Service Organization relies upon the force of tradition and the power of the ACA purse for its final effectiveness.

Concept VIII: The Trustees of the World Service Organization act in this primary capacity: with respect to the larger matters of over-all policy and finance, they are the principal planners and administrators. They and their primary committees directly manage these affairs.

Concept IX: Good service leaders, together with sound and appropriate methods of choosing them, are, at all levels, indispensable for our future functioning and safety. The primary world service leadership must necessarily be assumed by the Trustees of the Adult Children of Alcoholics World Service Organization.

Concept X: Every service responsibility should be matched by an equal service authority – the scope of such authority to be always well defined whether by tradition, by resolution, by specific job description, or by the Operating Policy and Procedures Manual and bylaws.

Concept XI: While the Trustees hold final responsibility for ACA’s World Service administration, they should always have the assistance of the best possible standing committees, corporate trustees, executives, staffs, and consultants. Therefore the composition of these underlying committees and service boards, the personal qualifications of their members, the manner of their induction into service, the systems of their rotation, the way in which they are related to each other, the special rights and duties of our executives, staffs and consultants, together with a proper basis for the financial compensation of these special workers, will always be matters for serious care and concern.

Concept XII In all its proceedings, Adult Children of Alcoholics World Service Organization shall observe the spirit of the ACA Twelve Traditions, taking great care that the conference never becomes the seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Conference members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion vote and whenever possible, by substantial unanimity; that no WSO action ever be personally punitive or an incitement to public controversy; that though the WSO may act for the service of Adult Children of Alcoholics, it shall never perform any acts of government; and that, like the fellowship of Adult Children of Alcoholics which it serves, the WSO itself will always remain democratic in thought and action.

Adult Children of Alcoholics World Service Organization, Inc. CONFLICT OF INTEREST POLICY

Article I: Purpose

The purpose of this Conflict of Interest Policy is to establish the procedures for the identification and resolution of conflicts of interest in the context of transactions or arrangements entered into by “Adult Children of Alcoholics World Service Organization, Inc.” hereinafter “Adult Children of Alcoholics” where an Interested Person (defined below) may have a Financial Interest (defined below) in or Fiduciary Responsibility (as defined below) towards an individual or entity with which Adult Children of Alcoholics is negotiating a transaction or arrangement. The determination that a conflict of interest exists does not prohibit the Adult Children of Alcoholics from entering into the proposed transaction or arrangement provided that the procedures set forth in Article III below are followed. This policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to nonprofit and charitable corporations.

Article II: Definitions

1. Interested Person

Any director, principal officer, employee, or member of a committee with board-delegated powers who has either (a) a direct or indirect financial interest, as defined below (“Financial Interest”); or (b) a fiduciary responsibility to another organization, as defined below (“Fiduciary Responsibility”), is an interested person.

2. Financial Interest

A person has a Financial Interest if the person has, directly or indirectly, through business, investment or family (which are spouse, children and step children, and other relatives living with such person):

- a. an ownership or investment interest in any entity with which Adult Children of Alcoholics has a transaction or arrangement; or
- b. a compensation arrangement with Adult Children of Alcoholics or with any entity or individual with which Adult Children of Alcoholics has a transaction or arrangement;
- c. a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which Adult Children of Alcoholics is negotiating a transaction or arrangement; or
- d. other than an arm's-length relationship with prospective or actual grantees relative to the design of specific projects, preparation of specific proposals and review and oversight of funded projects, and Adult Children of Alcoholics related activities.

Compensation includes direct and indirect remuneration as well as gifts or favors. Gifts and favors include any gratuitous service, loan, discount, money or article of value, but does not include loans from financial institutional on customary terms, articles of nominal value ordinarily used for sales promotion, ordinary "business lunches" or reasonable entertainment consistent with local social or business customs.

A Financial Interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a Financial Interest may have a conflict of interest only if the board or appropriate committee decides that a conflict of interest exists.

3. Fiduciary Responsibility

A person has a Fiduciary Responsibility towards an organization or individual if he or she:

- a. occupies a position of special confidence towards such organization or individual;
- b. holds in trust property in which another person has the beneficial title of interest, or who receives and controls the income of another; or
- c. has a duty of loyalty or duty of care to an organization (by virtue of serving as an officer or director of an organization or other position with similar responsibilities). A duty of loyalty requires the person to refrain from dealing with the organization on behalf of a party having an interest adverse to the organization and refrain from competing with the organization. A duty of care requires the person to discharge his or her duties in good faith and in a manner he or she reasonably believes to be in the best interests of the organization.

A Fiduciary Responsibility is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a Fiduciary Responsibility may have a conflict of interest only if the board or appropriate committee decides that a conflict of interest exists.

Article III: Procedures

1. Duty to Disclose

In connection with any actual or possible conflicts of interest, an interested person must disclose the existence and nature of his or her Financial Interest or Fiduciary Responsibility and all material facts to the directors and members of committees with board-delegated powers considering the proposed transaction or arrangements.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the Financial Interest or Fiduciary Responsibility and all material facts, and after any discussion with the interested person, he or she shall leave the board or committee meeting while the final determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a factual presentation at the board or committee meeting, but after such presentation, he or she shall leave the meeting during the discussion of, and

the vote on, the transaction or arrangement that results in the conflict of interest. An interested person shall not actively participate in the discussion of, or vote on, the transaction or arrangement that results in the conflict of interest, either formally at a board or committee meeting or informally through contact with individual board or committee members. In addition, the interested person should not be counted in determining whether a quorum is present for the board or committee meeting at which the transaction or arrangement that results in the conflict of interest is to be voted upon.

- b. The chair of the board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the board or committee shall determine whether Adult Children of Alcoholics can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the board or committee shall determine by a majority vote (or other voting requirement, as provided in the Bylaws of Adult Children of Alcoholics) of the disinterested directors whether the transaction or arrangement is in Adult Children of Alcoholics interest and for its own benefit and whether the transaction is fair and reasonable to Adult Children of Alcoholics and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.

4. Violations of the Conflicts of Interest Policy

- a. If the board has reasonable cause to believe that a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the response of the member and making such further investigation as may be warranted in the circumstances, the board or committee determines that the member has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective actions.

Article IV: Records of Proceedings

The minutes of the board and all committees with board-delegated powers shall contain:

- a. the names of the persons who disclosed or otherwise were found to have a Financial Interest or a Fiduciary Responsibility in connection with an actual or possible conflict of interest,
- b. the nature of the Financial Interest or Fiduciary Responsibility, any action taken to determine whether a conflict of interest was present, and the board's or committee's decision as to whether a conflict of interest in fact existed.
- c. the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the names of the persons who recused themselves from such discussion and votes, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

Article V: Compensation Committees

A voting member of any committee with board-delegated powers whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from Adult Children of Alcoholics for services is precluded from voting on matters pertaining to that member's compensation.

Article VI: Annual Statements

Each director, principal officer, and member of a committee with board-delegated powers annually shall sign an acknowledgement and disclosure form that:

- a. Affirms that such person has received and reviewed a copy of this conflict of interest policy and agreed to comply with its terms;
- b. Requires that such person disclose any Financial Interest in or Fiduciary Responsibility towards any entity such person believes may enter into a proposed transaction with Adult Children of Alcoholics in the upcoming year.

Article VII: Periodic Reviews

To ensure that Adult Children of Alcoholics operates in a manner consistent with its charitable purposes and that it does not engage in activities that could jeopardize its status as an organization exempt from federal income tax, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable and are the result of arm's-length bargaining.
- b. Whether arrangements with other organizations conform to Adult Children of Alcoholics' applicable written policies, are properly recorded, reflect reasonable payments for goods and services, if any, further Adult Children of Alcoholics' charitable purposes and do not result in inurement or impermissible private benefit.

Article VIII: Use of Outside Experts

In conducting the periodic reviews provided for in Article VII, Adult Children of Alcoholics may, but need not, use outside experts. If outside experts are used, their use shall not relieve the board of its responsibility for ensuring that periodic reviews are conducted.

*CONFLICT OF INTEREST ACKNOWLEDGEMENT/DISCLOSURE FORM
FOR ADULT CHILDREN OF ALCOHOLICS WORLD SERVICE ORGANIZATION, INC.*

1. CONFLICTING ORGANIZATIONS

I am a director, trustee, officer, representative of, or have a Financial Interest in the following organizations that have or may have a conflict with the interests of the Adult Children of Alcoholics

Organization and Title or Interest:

2. CONFLICTING ACTIVITIES/OBLIGATIONS

I am involved in no activity or transaction, nor am I a party to any contract involving interests that are or could be found to be adverse to the Adult Children of Alcoholics except for the following:

3. CONFLICTING BUSINESS OPPORTUNITIES/COMMITMENTS

I have not committed to, nor am I pursuing, any business opportunity that does or might adversely affect the Adult Children of Alcoholics except for the following:

4. CONFLICTING RELATIONSHIPS

I do not have a Fiduciary Relationship with any person with whom Adult Children of Alcoholics is pursuing a business opportunity except for the following:

5. OTHER POTENTIAL CONFLICTS

Any other concerns I may have regarding actual or potential conflicts of interest are listed below:

I have received and reviewed Adult Children of Alcoholics Conflict of Interest Policy, and to the best of my knowledge, I have accurately answered the above questions.

Signature

Date

Printed Name

APPENDIX IX – TRAVEL REIMBURSEMENT POLICY

Note: Copies of receipts are required for all expenditures.

All expenses for transportation, lodging and food are reimbursable for Board members, employees, and others while traveling on WSO business as long as the travel is pre-approved or accepted as necessary by the Board.

A. Transportation to the Destination:

Each person should travel the most efficient and economical means as reasonable and possible. The following transportation costs are reimbursable:

1. Airline or train tickets, including the cost of one checked bag.
 2. Airport parking for the least expensive daily parking rate.
 3. Cab fare or the cost of mileage reimbursement for a friend or relative who drives the traveler to the airport. Mileage reimbursement is based on GSA (US General Services Administration) guidelines.
- Note that if public transportation is available, then every effort should be made to use it – unless it is too inconvenient because of luggage and materials being transported.

If the traveler chooses to drive rather than use a more economical mode of travel, the reimbursement would not exceed the cost of airfare and related expenses.

B. Transportation at the Destination:

All factors should be taken into account when deciding whether to rent a car or use local transportation options.

If it is most reasonable and effective for the traveler to rent a car, the reimbursement will include the rental cost, rental car company insurance, and gas. The Board should be asked for general consensus when making a decision to rent a car.

C. Food, Incidentals, and Entertainment:

1. Food and Incidentals per diem, herein referred to as M&IE (Meals and Incidental Expense rate):

Receipts are not required for meals and incidentals for which M&IE is claimed.

Payment for M&IE expenses while traveling will be \$58 per day, or an equivalent amount in a foreign currency for non-US travelers. This includes \$4 for incidentals. It is also applicable for travel days. These figures were derived using US General Services Administration (GSA) recommendations as a guideline.

Partial M&IE details:

- a. Any of the traveler's meals that are provided or paid for by others, including as part of an event/meeting should be deducted from the M&IE for that day per the following: Breakfast \$11, Lunch \$16, Dinner \$26. As an example, if lunch is provided, the traveler will claim \$42 M&IE for that day (\$58 minus \$16.) Note: hotel and airline meals that are provided are not considered as being provided by others.
 - b. M&IE for local travelers on travel days: those who drive to an event/meeting within 100 miles may claim M&IE for only the meal(s) they have to pay for themselves during the time they are asked to be on site.
2. Entertainment: On the rare occasion that a Board member or key employee invites other members of the fellowship, employees or vendors to a meal, they will make every effort to stay within the individual meal costs for all parties for that meal. To keep things simple, they will not be required to obtain an extra receipt for just their own meal, but instead have their meal paid for as part of the whole and then deduct that meal from their M&IE.

Adult Children of Alcoholics and Dysfunctional Families

The 2017 Book of Motions

January 2017 – December 2017

Marcia J
Board Secretary
2017 -

January 14, 2017

Motion 01141701: Per Diem Reimbursement. That the Board approve the use of a "per diem" system of meal reimbursements when accounting for such expenses for Board members and others authorized to travel on behalf of WSO. Such per diem will be per the gsa.gov guideline, which at the time of this motion is \$51 USD per day. To simplify accounting, both for the traveler and the organization, such per diem will not require receipts and documentation. A general policy will be created that will cover how this system will be implemented.

Background: This is a generally accepted practice for many organizations and is meant to save time and money for those who have to deal with reconciliation of receipts. The amount of time spent dealing with small receipts and currency conversion for non-US travel is excessive, both for the traveler and our Accountant. This problem will only grow as more people travel. **Motion passes unanimously.**

Motion 01141702: Use of Comcom for European Literature. The Board decided to hire Comcom, company in Prague as an intermediary to facilitate funds necessary for the work of the European Committee and Literature Committee.

Background: The responsibility of the European Committee and the International Literature Committee necessitate a flow of funds to pay for local vendors and independent contractors. To facilitate this, the Board is using Comcom, a company owned by Trustee Jeffrey F., at a nominal cost with provisions for Board oversight and approval of all expenditures. **Motion passes unanimously.**

Motion 01141703: Amazon US and UK. The Board decided to have David McB, a member of the WSO Finance Committee, take the lead in establishing an Amazon US account for selling WSO's copyrighted literature. To then transfer those copyrights and complete setting up an Amazon UK account.

Background: There have been many obstacles while trying to establish an Amazon UK account to meet the need of making books affordable to those in the geographic region of Europe. WSO has found that it will be easier to facilitate this process once an Amazon US account is established with WSO copyrighted literature. David McB, a member of the finance committee who has much experience selling products in the United States and internationally on Amazon, has volunteered to head up this effort. WSO will provide David with the information needed to perform this important task. **Motion passes unanimously.**

Motion 01141704: Officer Term Limitation Waiver. That the Board waive the officer term limitation in the OPPM so that Mary Jo may serve as Chair of the Board.

Background: The OPPM's language is ambiguous in that it specifies, in pertinent part, "Term of Service". The term of office for an officer shall be two (2) years ...; an officer may be reelected at the completion of the term, but may not serve more than two (2) consecutive terms. OPPM, ACA World Board Officers IV C. One interpretation of this language might be that a Board member may only serve for two consecutive terms as any Officer. Another interpretation might be that a Board member can serve for more than two consecutive terms in different Officer Positions. Mary Jo has served two consecutive terms as Treasurer and the Board is hereby waiving that potential limitation so that she may serve as Chair. **Motion passes unanimously.**

Motion 01141705: Digital Castilian e-BRB. The Board's approval to hire Booknook to produce the digital Castilian Spanish Fellowship Text, "e-BRB es" at a cost of \$1,075.

Background: The Spaniards submitted the Castilian version translation of the Fellowship Text and, currently, there is no vehicle for producing and delivering hard copies in Spain. This will allow the Spaniards and perhaps other Spanish speaking members to have access to the Castilian Spanish Fellowship Text while the International Spanish Book is being finalized. **Motion passes unanimously.**

Motion 01141706: Holiday Gift Cards. The Board approve the purchase of holiday gift cards for staff members and our Accountant.

Background: In recognition of service to WSO we propose individual gift cards rather than gift baskets or something less useful. **Motion passes unanimously.**

Motion 01141707: Hiring of Christine Child RE: International Spanish Translation. To hire Christine Child and approve paying her to complete the international Spanish translation of Section III of the Fellowship Text for a total cost of \$1,828.26 for 20,314 words.

Background: The volunteers who devoted about 6 years of hard labor to this project have done an excellent job. However, to finish the text, there is the need to employ a professional translator. Christine Child is an excellent translator. She has reassured us that she will have this portion of the book to us by February 6 and Robin has already laid out the book so that we can move into production rather quickly once the Christine is done. **Motion passes unanimously.**

Motion 01141708: Changing Timeline of ABC. That the Board approve on the record the Board's Specific Concurrence of changing the timeline of the ABC - AWC to start on Thursday morning and end on Sunday afternoon for the upcoming 2017 ABC-AWC.

Background: There were many comments received in the post event surveys and at subsequent committee meetings after the last ABC and Inaugural AWC. The attendees felt there should have been more time allocated for the AWC and there should be more delegate involvement in the ABC. With the use of a consent agenda and letting the delegates meet and go over the reports, we can eliminate half a day of report giving. That said I am putting forward the proposed schedule for the event this year that the committees have signed off on in principle. This may well change as we continue to grow and we find we have to separate the two events to be held at different times. **Motion passes unanimously.**

Motion 01141709: Hiring of Regional Express for Delivery of Books to Amazon UK. That the Board approve contracting the shipping agent Regional Express (RE) in England, to pick up and deliver our books to an Amazon warehouse in the UK and, also help register the WSO for HMRC VAT. The price RE quoted for our initial shipment was GBP 1695.00 and they have also given us a promotional code to waive the USD 300 fee they normally charge to help with VAT registration.

Background: Amazon recommended several shippers and our short list narrowed down to three: First Choice (FC) (which gave a verbal quote of \$1,985), Regional Express (which gave a written quote of GBP 1695.00) and Globegistics, which in the end did not give us a quote as they do not provide this kind of fulfillment. Although the Regional Express quote is a few hundred dollars more than the FC quote, Jeffrey and Mary Jo recommend going with Regional Express for expediency. This is because we can safely assume our books will be in an Amazon UK warehouse in about two weeks as soon as Mary Jo fills out the VAT registration form with them. Even if FC would honor their verbal quote (we have nothing in writing) we still don't know if they can assist for free like RE regarding VAT registration. We suspect they cannot since they are a US based organization whereas RE is a UK-based organization. In other words, since the VAT issue has been holding up this process, we feel it will be faster and easier to resolve this with RE. **Motion passes unanimously.**

Motion 01141710: Recovery Chip Pricing and Packaging. That the Board approve on the record the Board's Specific Concurrence to raise the price of individual Recovery Chips to \$1.00 and to also sell them in packages of 10 for a discounted price of \$8. Intergroups will be able to purchase rolls of 25 through that Discount Program for \$17.50.

Background: The Finance Committee has done an extensive analysis of the current WSO costs of selling Chips (which the Board is in possession of) and determined that at the current selling price we are at or below breakeven when taking overhead costs into account. This new price and distribution strategy will allow groups to purchase chips individually but also buy them in a reasonable bulk amount at a discount. The cost for the vendor to package chips in 10s is an additional 4 cents per package, which is negligible. Currently, all Chips are delivered pre-packaged in rolls of 25. Charlie clarified that without this change, the organization was put in the position of losing money so this price adjustment accounts for that. Mary Jo added that the overhead cost at the Distribution Center are not currently quantified individually for the products. If Distribution Center did the fulfillment, the time and labor involved would have cost associated. With Ware Pak, there is a more specific list of costs. **Motion passes unanimously.**

Motion 01141711: Medallion Pricing. That the Board approve on the record the Board's Specific Concurrence to raise the price of Medallions as follows (new prices based on actual sales and overhead costs): Years one through ten - \$2.00 each; Years 11 through 20 - \$3.00 each; Years 21 through 30 - \$4.00 each; Years 31 plus - \$5.00 each.

Background: The Finance Committee has done an extensive analysis of the current WSO costs of selling Medallions (which the Board is in possession of) and determined that at the current selling price we are below breakeven on most medallions when taking overhead costs into account. Sales of larger year medallions are very low but will hopefully rise as the fellowship has longer term members through the years. We suggest that the increase in price of medallions for the higher years seems in line with some other fellowships, and it places a higher value on the higher coins. This increased price for higher year medallions is being presented in place of bundling of several different year coins together. Bundling requires the customer to purchase coins they may not need. This new suggested pricing requires them to pay only for what they want, while allowing WSO to recoup monthly fees. **Motion passes unanimously.**

Motion 01141712: Discontinuance of Trifold Sales of 4 or Fewer/Mo. That the Board approve on the record the Board's Specific Concurrence to discontinue retail sales of the 8 tri-folds where we sell four or fewer bundles per month. They will be downloadable from the website and, also still available in the Tri-Fold Assortment.

Background: We sell an average of four bundles or less of the following tri-folds and the overhead no longer warrants stocking them: Conducting a Business Meeting, Hospitals & Institutions, Hosting an ACA Sponsorship Workshop, Literature Policy, Public Information, Suggested Banking/Accounting Procedures, 12 Concepts and Suggested Commitment to Service, and WSO Is... **Motion passes unanimously.**

Motion 01141713: Trifold Pricing and Packaging. That the Board approve on the record the Board's Specific Concurrence to begin selling the remaining tri-folds in bundles of 20 each at a price of \$5 per bundle.

Background: In order to cover overhead charges for the better selling tri-folds, bundling them in 20s will be more reasonable. **Motion passes unanimously.**

Motion 01141714: Welcome Chips and Year Medallion Giveaway at AWC. To give away welcome chips and year medallions to participants during a special opening ceremony at the AWC. We also suggest that the Host Committee add a space on the registration form asking for "Time in Program."

Background: The Finance Committee feels this is an appropriate way of providing recognition to attendees for their time in the program. This will also increase awareness of the value of using them in meetings and encourage sales of the medallions. This activity should also be fully integrated with the

event (e.g. program and web site) and related communications (Comline, etc.). **Motion passes unanimously.**

February 11, 2017

Motion 02111701: EKS and ACA Meeting in Germany. That the Board approve funding for travel expenses related to a meeting between WSO Board members and representatives of ACA in Germany with EKS in Germany, the weekend of 14 January, which is estimated to cost between USD 1,500- 1,600, and for up to two hours of legal advice at EUR 250 per hour for a total capped amount of EUR 500.

Background: EKS is a 12-step fellowship in Germany and Switzerland which is not a part of ACA, which has plagiarized ACA's Yellow Work Book, and this meeting and legal advice is an attempt to resolve this.

Motion passes unanimously

Motion 02111702: Invoice Approval for Czech Legal Advice. That the Board approve the invoice from NWD Legal for approximately USD 775 for 6.5 hours of Czech legal advice in connection with the WSO/ComCom Intermediary Agreement.

Background: In order to comply with applicable laws to conclude an intermediary agreement with ComCom in the Czech Republic it was necessary for the WSO to first seek legal counsel. **Motion passes unanimously**

Motion 02111703: Printing of International Spanish Fellowship Texts. To print 2,000 International Spanish Fellowship Texts at a cost of \$13,687 or, a per unit cost of \$6.9334.

Background: The International Spanish Fellowship Text is going to be ready for the printer in the next few weeks or so and the printer needs 6 weeks' lead time to make sure we have these available for sale in time for the 2017 ABC. **Motion passes unanimously**

Motion 02111704: Changing Status of Amazon US and UK. To change our Amazon UK and Amazon US accounts to Professional accounts and then to Amazon Business Seller accounts. The costs for the Pro account is 25£ (about \$31 US) per month in the UK and \$39.99 per month for the US.

Background: Per research completed by David McB., in order to expedite our ability to sell WSO literature first on Amazon UK and then on Amazon US, we must change our accounts to the appropriate types of business accounts. **Motion passes unanimously**

Motion 02111705: Application for Corporate Credit Card. Request approval for the Treasurer to apply for a corporate credit card.

Background: There are certain transactions that require the use of a credit card rather than a debit card, including registering as a professional seller on Amazon. It is not a good idea to have a Board member use their personal account for things such as this that may be ongoing. **Motion passes unanimously**

Motion 02111706: Change of Packaging for Intergroup Booklets. Request approval to have the vendor shrink-wrap the Cross Talk and Good Enough Group booklets in multiples of 10, and Newcomer's booklets in multiples of 20, for intergroup sales only. This will increase the cost per package by 20¢ and increase the minimum/multiple for the Newcomer's booklet to 20 instead of 10.

Background: The Intergroup discount program is offered with a caveat that the quantities sold do not require the WSO staff to wrap or count anything individually, thus making the overhead savings an offset to the discount. Currently the booklets have to be counted by hand in batches of 10 and banded. This represents no savings that offsets the discount. **Motion passes unanimously**

Motion 02111707: Approval of Travel to California. To approve a trip to California for Bill D. to meet with the Auditors, with the ABC/AWC Host Committee, and work with Mary Jo on the annual DC process audit. The cost is not to exceed \$2,000.

Background: The Board has authorized an audit to be performed by Vasquez & Co. a Los Angeles independent auditing firm. It is appropriate for the Committee Chair to have an initial face-to-face meeting to ensure that there is full understanding of expectations, both on their part and that of WSO and our Accountant. This meeting is scheduled to be held at our office on February 3rd. Additionally, a member of the audit committee, Heather S., Mary Jo, our Treasurer, and Patricia Wilshire, our Accountant will be present. ABC/AWC Host Committee Meeting: Drive to San Diego to meet with the Host Committee to help finalize the AWC speakers, agenda and menu. Distribution Center: To work with Mary Jo, who will be in California at the same time doing the annual process audit for the organization.

Motion passes unanimously

Motion 02111708: Approval of Items for 2017 ABC/AWC. To approve the 2017 ABC-AWC Host Committee recommendations for the AWC program, menu choices and speakers/presenters/panel members.

Background: The San Diego Host Committee has recommended for the AWC a program, a slate of speakers, presenters, and panel members, and a menu for the 2 event meals. There is also a dinner Thursday night being planned at a local Mexican restaurant for those delegates and non-delegates that want to participate with a very light program. The rest of the meals Friday breakfast and dinner, Saturday breakfast and lunch, Sunday breakfast everyone is on their own to eat in the hotel or offsite. **Motion passes unanimously**

March 11, 2017

Motion 03111701: Recruitment of General Manager. To adopt an 11-point outline plan to reactivate the WSO recruitment effort to hire a GM.

Background: In order that the WSO positions itself to hire a GM as soon as possible a revised job description needs to be sent out to the fellowship and posted on the website so that the Board can be able to interview final potential candidates around the time of the AWC in late April. **Motion passes unanimously.**

Motion 03111702: Authorization to Execute Contract for 2017 AWC/WSO. That the Board authorize the Board Chair to execute the attached 2nd Addendum to the 2017 ABC-AWC contract with the Handlery Hotel.

Background: The increase of the ABC - AWC function space and meal counts from the December 6th estimate was due to increased registrations and meal purchases. The hotel has required WSO to increase its Food & Beverage minimum spend requirement in the existing contract in order to obtain the need space and meal increases. **Motion passes unanimously**

Motion 03111703: Relocation of ACAWSO Headquarters. That the Board approve relocating our headquarters and signing a new lease for 3 years for a larger space in the same office park as the current WSO office is located in Signal Hill, CA.

Background: The board has extensively evaluated the existing office and has determined it no longer suits the needs of our expanding World Service Organization. There is simply not enough office space in the current location (250 sq. ft. versus 1,040 sq. ft. in the new space). A space in our office park has become available that offers WSO the opportunity to transfer the lease and acquire enough office space to allow the new GM and volunteers to work effectively in expanding our World Services by providing

this additional office space. It will also allow us to eliminate renting an outside storage space to house our irreplaceable archived materials and provide a safe environment for them. Finally, it will increase the warehouse space enough to allow us to place larger literature orders that will lower our per unit book cost and allow us to store the extra books without incurring unnecessary storage fees from our distribution outlets thus making our inventory control processes more manageable. **Motion passes unanimously**

Motion 03111704: ABC Report Schedule. That the Board approve a calendar year time period for all reports presented at the ABC's in the future.

Background: Due to the need to collect, format, and send the Board and Committee reports out prior to the ABC, the ABC Committee recommended having all reports, especially financial reports, coincide with the January 1 to December 31 calendar year. **Motion passes unanimously.**

Motion 03111705: Shipment to Amazon US. To ship 14 boxes of hard cover BRBs (280), 11 boxes of YWKBs (242), 1 box of Spanish YWBs (21), 6 boxes of LLWBs (90) and 6 boxes of soft cover Meditation Books (312) to Amazon US.

Background: The Amazon US account is set up and we need to send an assortment of our primary literature as soon as possible. **Motion passes unanimously**

Motion 03111706: Book Pricing for Amazon US. To price WSO books to be sold on Amazon US at the following: Fellowship Text \$18, LLWB and H/C Med Book \$14.50, YWBK and S/C Med Book \$12. (Finance Committee)

Background: These prices are a 20% mark-up over WSO retail prices intended to help defray the additional fees that we will be charged by Amazon. **Motion passes unanimously**

Motion 03111707: ABC/AWC Board and Committee Report Deadline. That the board and committee reports for the ABC delegate binders be sent to the ABC Committee by March 15th of each year.

Background: The 2016 Delegates made it known they would like to receive the delegate packet prior to arriving at the ABC in order to review the large amount of information in the packet. In order for the ABC Committee to have time to get this task accomplished the board agreed to a March 15th date. This will also allow the ABC Committee prepare and publish the delegate binder hard copies in a timely manner. **Motion passes unanimously**

April 8, 2017

Motion 04081701: Tech Help Expenses for 2017 ABC/AWC. That the Board pay the expenses for Technical Help person to attend the ABC to facilitate IT issues for the Delegate's Training program, Board Volunteers' Fair, demonstrate the Website, and hopefully stream the ABC.

Background: Having Jim at the ABC would be an asset for the various IT issues that will be presented during the ABC. Jim has been serving on the Database and Website Committee for about a year, can help with IT demonstrations and share his own experiences in being a volunteer on a Board committee.

Motion passes unanimously

Motion 04081702: Travel Reimbursement for Board Committee Chairs/Vice-Chairs. That the Board approve reimbursing travel and lodging expenses to the upcoming ABC-AWC for Board Committee Chairs and Vice Chairs.

Background: Due to the extraordinary amount of work accomplished this year by volunteer Chairs and Vice Chairs of Board Committees, the Board voted to reimburse the travel and lodging for these trusted

servants. They are responsible for their meals and other expenses. While the board recognizes that service work is a key component of our program of recovery, we also realize some tasks require much more time and effort. These trusted servants have worked very hard to help WSO meet its obligations to the fellowship without having to hire extra staff or consultants. **Motion passes unanimously**

Motion 04081703: Approval of Latvian Printer. To approve contracting a printer in Latvia to print literature in Europe, and to print the *Swedish Newcomer* booklet.

Background: The European Committee has been working for more than a year to set up channels and partners for printing and distributing ACA literature in Europe and this is the first to go into production.

Motion passes unanimously

Motion 04081704: Approval of Sites for 2018 ABC/AWC and 2019 ABC. To approve the bid by Toronto, Canada to host the 2018 ABC/AWC in that city, and to approve that the 2019 ABC will be held in Europe.

Background: The first part of this motion acknowledges the ABC Committee's recommendation for Toronto as the winning bid for 2018, while the second part recognizes the importance of holding the ABC again in Europe. **Motion passes unanimously**

Motion 04081705: Approval of Host Banner for 2018 ABC/AWC. To approve the host committee banner for the ABC AWC.

Background: The host committee has designed a banner to be hung in the ABC room and then to be moved over Friday at noon to the AWC main speaker room. They need to send in the order to have it printed. **Motion passes unanimously**

Motion 04081706: Approval of Office Supply Purchases for 2017 ABC/AWC. To purchase supplies from Bulk Office Supply totaling \$686.12 for the 2017 ABC delegates' binders and registration supplies. Image of order attached.

Background: These are the same supplies we ordered last year except the quantities are increased based on this year's registration statistics. **Motion passes unanimously**

Motion 04081707: Approval of Trifold Purchase for 2017 ABC/AWC. To approve the purchase of the trifolds listed below in quantities of 300 for English and 150 for Spanish, to be taken to the AWC and given away at our information table. *ACA IS ...; ACA SPONSORSHIP: FELLOW TRAVELER; 25 QUESTIONS: AM I AN ADULT CHILD?*

Background: These are trifolds that WSO will make available at no cost for handout at our information table at the AWC. **Motion passes unanimously**

Motion 04081708: Approval of AV Contract with Handlery Hotel. That the board approve the attached renegotiated Audio Visual (AV) contract for the hotel's Audio Visual vendor to provide microphones, mixers, boom stands, audio cabling, projectors and screens, including installation and removal to meet the needs of the ABC and AWC.

Background: The hotel contract precluded us from getting competitive quotes for outside AV vendors to install the equipment. Their preferred vendor gave us a quote for \$4,453 for the 4 days of AV needs. I contacted a local San Diego AV rental company and obtained a proposal for just the equipment rental which was considerably less than the hotel vendor's quote. I went back to the hotel vendor and renegotiated with them a couple of times until they lowered their price by 35% to \$3,259. This appears to be the best price we can negotiate. Even though it is higher than renting the equipment ourselves, it prevents us from being responsible for setting it all up and scrambling to fix it. If anything goes wrong, they will respond quickly and take care of it. Plus, there is no liability to us if any of the equipment came

up missing. The rental vendor would hold us liable and put the value of his equipment at \$11,000 if we went with the cheaper alternative. **Motion passes unanimously**

Motion 04081709: Add Language Concerning Regional and Intergroup Representation to OPPM. To add the following language to the **OPPM**: “The Regional Representative (RR) and Intergroup Representative (IR) may be considered for membership on the Board of Trustees. Such nominees shall register with the WSO and serve on a WSO committee for no less than six months before their nomination shall be taken up by the Board.”

Background: The current **OPPM** language would allow for hundreds of Board members and is clearly unworkable. The six months of service will allow the Board to see how the RRs are carrying out their primary purpose i.e., to service their region, and will inform the Board's decision on the geographic bounds of regions and their role on the WSO's committees and Board. **Tabled for May**

Motion 04081710: Inclusion of URL on Swedish Newcomer Booklet. To approve the inclusion of the Swedish Intergroup's web site on the Swedish **New-comer Booklet** to help make it easier for Swedes to find a local meeting in their own language.

Background: The Swedish **Newcomer Booklet** is the first piece of ACA foreign literature that will be exclusively printed and distributed in Europe, and mainly only in Sweden. Since the booklet was translated into Swedish to communicate to the inner children in Swedes, it only makes sense that those same inner children are given an online reference in their own language where they will find the most up-to-date information on how to find a meeting in their own country. **Motion passes unanimously**

Motion 04081711: Approval of Wage Increase for DCOC Employees. To approve wage increases for the Distribution Center Staff.

Background: The DC Oversight Committee is recommending an increase that reflects the 2017 minimum wage increase for the State of California as well as a slight Cost of Living Increase determined by the Social Security Administration. **Motion passes unanimously**

Motion 04081712: Approval of Russian Layout Designer. To approve the Russian BRB to be laid out by a designer in Russia for pre-press printing in Europe as chosen by the MIG in consultation with the WSO.

Background: The Board concluded that it would be more convenient for the Russian BRB to be laid out for pre-press printing by Russians in Russia. The upfront cost will be about RUB 50,000 and paid by the Moscow Intergroup (MIG) which will be reimbursed by the WSO from Russian BRB proceeds. RUB = \$830 US **Motion passes unanimously**

Motion 04081713: Access to Financial Account for New Treasurer. To begin giving the new treasurer access to all our different accounts as he will be installed as Treasurer at the 2017 ABC.

Background: The transition from the current Treasurer to the new Treasurer will be far more complicated than it was when I took office four years ago. There are now many additional accounts and sites that come under the domain of the Treasurer. As I began to contemplate how to do this, I realized the amount of time it will take. I believe it's in everyone's best interest if Bill is able to hit the ground running as soon as he is installed so that I can do the same in my new role as Chair. **Motion passes unanimously**

Motion 04081714: Approval of Fee to Temp Agency. To pay a fee to **People Ready**, a temp agency, to hire our current temporary employee as a permanent employee.

Background: We require another permanent employee during the daytime. We have been short-staffed in the office for some time and have hired a temp from the People Ready agency. He has been with us

for five weeks and he is working out very well for us. Additionally, he has warehouse experience. Although the distribution portion of our operations has diminished greatly with the advent of fulfillment through Ware-Pak in Illinois, this is still a factor for us, especially as we move into different distribution channels. The ratio of office to warehouse work for this individual will be approximately 80/20. **Motion passes unanimously**

Motion 04081715: Price Increase for Books Sold on Amazon US. To raise prices for books currently being sold on Amazon US to the following: BRBs to \$18.50; Yellow Workbooks, Spanish Workbooks and Hardcover Meditation Books to \$14.50; Laundry List Workbooks - \$16.

Background: In pricing our books not enough of our base costs were taken into account. We have not lost any money - we just have not made our usual margins. **Motion passes unanimously**

April 20-21 ABC San Diego, CA

ABC2017-01: Use of "I" Statements. Propose posting a statement on the website under Resources entitled, Why the Use of "I" Statements is So Important.

ABC2017-03: *Becoming your own Loving Parent Wkbk.* Propose that the WSO create a workbook on Becoming Your Own Loving Parent.

ABC2017-04: "Sponsor" vs. "Fellow Traveler" Propose that the WSO revise BRB Chapter 11 and the sponsorship pamphlet for clarity and consistency. Recommend use of the term "Fellow Traveler."

ABC2017-08: Telephone Conference Meeting Committee Propose creation of a standing WSO Board committee as a liaison between Telephone Conference Meetings and the WSO Board of Trustees.

ABC2017-10: Prescription Medication References Propose change on p. 13 of BRB from "refrain from all prescription medication use" to "refrain from all prescription medication misuse."

ABC2017-13: Use of the term "Closed" Propose a clarification from the WSO of the term "closed" wherever it is used.

ABC2017-15: Laundry List Rewording 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."

May 13, 2017

Motion 05131701: Interim guidance on new regional service bodies WSO adopts the following interim guidance on new regional service bodies:

1. ACA World Service Organization reaffirms its historical commitment to the formation of regional service entities as important channels for improving service to the fellowship, and for increasing connections between groups, Intergroups, and the WSO.

2. The WSO board authorizes an expedited review by the Service Structure Committee of all policies governing regional formation and representation, with a goal of proposing clearly written mechanisms for regional structures that are stable yet flexible, and predictable yet equitable.

3. The WSO board recognizes that an existing map defining ACA Regions must be updated, since it was drawn more than 25 years ago, before the WSO had its own literature in English or foreign translated versions. It therefore authorizes the Service Structure Ad Hoc Committee to propose a new Region map that reflects ACA's changing global membership patterns.

4. In the interim, until a new map is adopted, Regions seeking registration and a seat on the WSO Board should follow the existing WSO regional map (attached to this motion). To ensure a proposed region has a meaningful linkage to the fellowship, a new region may be asked to demonstrate significant participation by intergroups and groups in its designated area. Also, in keeping with BRB pages 604-605, new regions should present written service plans designed to benefit members in their geographical area.

5. Regional Service Committees, which are not eligible for a seat on the Board, may register and form according to their own group conscience and needs, and do not need to conform to the Region map.

6. WSO commits to adopting clear, consistent written criteria for board eligibility, so that all service bodies and all members of the world fellowship can prepare themselves to seek WSO volunteer and board service opportunities. These criteria, which include WSO service needs and best practices, will be incorporated into the OPPM, to guide service bodies and WSO in nominating and selecting trustees.

7. Until a broad service structure revision devises new policies governing regional service entities, a Region that has registered with WSO, and been ratified by the board, may nominate a candidate for the board of trustees to vet and consider in a timely manner, using OPPM board eligibility criteria.

These steps are interim in nature. Potentially significant adjustments, including borders for Regions, may be required when WSO adopts long-term changes to ACA's service structure. Such changes could include provisions for professional management and staff to take over much of the day-to-day operations currently managed by the Board.

Background: In March 2017, the WSO Board of Trustees asked the Service Structure Ad Hoc Committee to recommend interim guidelines for recognizing newly formed ACA regional service bodies. The request was made in recognition that one new Region has formed, and others are being explored, at a time when WSO's policies governing regional service bodies need updating and clarification.

The board motion is an amended version of the Service Structure Ad Hoc Committee's recommendations, and lays out interim WSO policies on regional service entities, until the ACA fellowship and WSO board can devise and approve a long-term map and policies governing regional entities. **Motion passes unanimously**

Note: The map referenced in Point 4 is available at this link:

https://acawso.slack.com/files/billd/F4V4C005D/aca_region_map.pdf

Motion 05131702: Approval of Region 2 Application and Nominee for Regional Rep. WSO accepts the application of the Greater Western US Region to register as WSO Region 2; further, WSO invites Regions 2 to submit a nominee for WSO board trustee, and commits to review and vote on that nomination within 60 days of submission, using OPPM board eligibility criteria; finally, in keeping with a separate motion on ACA regions approved April 13, 2017, WSO affirms that policies governing Region 2, including its boundaries, may be adjusted when the ACA fellowship and board determine a long-term map and other policies governing ACA regions.

Background: The Greater Western US Region registered as Region 2 in 2016. This motion, approved April 13, 2017, is intended to define Region 2's status during an interim period, as outlined in a separate April 13 motion on regional service bodies, while WSO updates and clarifies its map and policies governing regional entities. **Motion passes unanimously**

Motion 05131703: Documentation for Changing Signees of ACAWSO Accounts. That the Board Secretary prepare and sign the appropriate documentation to show the new WSO Treasurer, is to be added to the WSO bank accounts as a signer, and that the past Chair of the Board of Trustees is to be removed as a signer from all accounts.

Background: This is a routine motion meant to ensure that the Board Treasurer and the Board Chair are the two signers on all WSO bank accounts. The new Board Chair, Mary Jo L., is already a signer on the accounts and will remain so. **Motion passes unanimously**

Motion 05131704: Approve Hiring of Parliamentarian for Ballot Session of 2017 ABC/AWC. Hire a parliamentarian @ \$600 for Friday ballot voting at the ABC.

Background: Because of the number of participants expected to be present and the large number of initiatives that need to be discussed, it's important to have an objective party to help ensure that protocols are followed so everything gets done. **Motion passes unanimously**

Motion 05131705: Approval of Costs for Candidates for General Manager to Attend the 2017 ABC/AWC. To approve paying for five GM candidates (G.Z., T.B., T.G., S.M., J.B.) to travel to and attend the 2017 ABC/AWC in San Diego from Thursday 20 April until Sunday 23 April inclusive. Included in these costs are relevant but prudent travel expenses.

Background: The ABC/AWC is "the" annual event of the year for our fellowship and gives the best exposure to GM candidates regarding their role, who they would serve and why. This will also allow the full Board to conduct very efficient face-to-face interviews with each candidate at a day and time most convenient to their schedule. **Motion passes unanimously**

Motion 05131706: Approval of Payment for Extra Room at the Convention. Authorize WSO to cover the approximately \$640 cost of the guest room that the host committee used throughout the convention as a storage room and office to do the behind the scenes work for the ABC AWC that could not be done at the registration. (Bill D.)

Background: The San Diego Host Committee did not have a dedicated private space to do the behind the scenes work required to facilitate the ABC and AWC. Susan C reserved a room that was primarily used by the committee for storage of items that could not be left at the tables at night as well as a space for the IT person to run reports and work on the database that kept track of all the meals and other registration information. They also used it as a sleeping / resting accommodation as they were both on site from before 7am until late each day. They should not have to pay for the room out of their pockets as this work was part of the work required to run the event. **Motion passes unanimously**

Motion 05131707: Approval of Pricing (in ££) for Amazon UK Literature. To price our literature as follows for Amazon UK: BRB - both h/c and s/c: £20; LLWB and h/c Meditation book - £16; YWBK and s/c Med book -£14.

Background: We are about to go live on Amazon UK. Prices reflect what we expect to be the normal shipping charges, although we won't know that for certain until we send another shipment. We aren't basing shipping charges now on the cost of the first shipment of books because it was expedited as an accommodation to the European community and shipped by air at a greater cost in anticipation of being

able to get our sales up and running in a very short time. Unfortunately, that didn't happen because of a lot of red tape that we ran into. **Motion passes unanimously**

Motion 05131708: Approval of Closing DCOC for Moving Day. To seek board approval close down the office from May 23rd through May 25th to facilitate the move to the new office. Also to advertise the office will be closed those days on the front page of the website and wherever else is appropriate.

Background: The office is scheduled to be moved between the dates of May 23rd to May 25th with some things being moved sooner as is possible. The plan is to have it done much sooner than three days, but with telecommunications and internet being a big part of our office operation we are at the mercy of those entities. If all goes smoothly and the services are transferred efficiently and everything is up and running sooner than 3 days, the office will reopen right away. This gives us a cushion to get the move completed without the customers and membership expecting to reach us. **Motion passes unanimously**

Motion 05131709: Authorize Expense for Trustee to Oversee Office Relocation. To authorize a Trustee to travel to Signal Hill May 22nd through May 26th to oversee the office relocation. The expected cost of this will be 1,450 including airfare, hotel, per diem, and rental car. Market rates for economy class airfare and 3 star, not 4 or 5 star hotels. Probably 300 to 500 for roundtrip ticket (higher the closer the date gets) and about 150 per night for hotel including state and local taxes. Per Diem for meals is 51 dollars per day.

Background: There is a lot of work that is scheduled to occur during those days by outside vendors such as movers, 2 telecommunications vendors, internet, and local area network, relocating building signage, loading and unloading the public storage unit, security cameras relocated and repositioned, alarm system, cleaning company, and dealing with city business licenses. This is too much work for the staff we have at Signal Hill to take on and perform while also being part of the move process. **Motion passes unanimously**

Motion 05131710: Authorize Expense for Trustee to Oversee Office Technology Relocation. To authorize Jim B to travel to Signal Hill for two days and oversee the IT needs of the move. The expected cost of this will be \$900 including airfare, hotel, and per diem. No car is needed. Market rates for economy class airfare and 3 star, not 4 or 5 star hotels. Probably 300 to 500 for roundtrip ticket (higher the closer the date gets) and about 150 per night for hotel including state and local taxes. Per Diem for meals is 51 dollars per day.

Background: The office Local Area Network and computer systems will be taken down and moved to the new warehouse space on the 23rd. New cabling will need to be run to the new locations for the workstations which will not be side by side any longer. One will be located near the warehouse for printing shipping labels and the other will be in the large office. The network router will need to be connected to the internet and all functions tested before re-opening the office for business. We will also need to purchase and install a phone system with an intercom so that the workers can communicate without walking back and forth through the space. Jim can do this work and also assess the WSO computers for proper back up and antivirus software. He can install a LAN cable for the GM's office as well even if a computer is not purchased at this point. **Motion passes unanimously**

Motion 05131711: Authorize Purchase of Burglar Alarm for DCOC. To purchase a 24 month burglar alarm contract with ADT for 39.99 per month.

Background: Another vendor was contacted that services the office park and their price was 49.99 per month. The contract would include free installation and monthly monitoring. The equipment would include 3 motion sensors, door alarm for 4 regular entry doors, alarm for 2 roll up warehouse doors and

a keypad. We feel the street exposure of the old office prohibited anyone from thinking about breaking in. Our new space backs up to an alley that cannot be seen from the street and could be a target for thieves or vandals. An alarm system would also be beneficial to Gloria who works there alone at night in that she could have a wireless alarm key chain FOB that could serve as a panic button. **Motion passes unanimously**

Motion 05131712: Purchase and Installation of Pallet Racks. That the board approve the purchase and installation of pallet racks in the new warehouse space at a cost of approximately \$2,000. (Bill D.)

Background: By installing pallet racks versus sitting all pallets on the floor we will gain 12 pallet spaces on one side and 10 pallet positions on the other side. We had about 24 pallet positions in our existing space. In addition to the 22 rack pallet spaces this would give us, we will have 11 spaces on the floor under the racks and can place up to 2 rows of pallets on the floor in front of the racks. This would allow us to order larger quantities of books to get a better price and store them more efficiently. **Motion passes unanimously**

Motion 05131713: Button on Webpage Allowing Member Registration for MPS Newsletter. To insert a button on the adultchildren.org website with a link programmed to open a signup page that will allow members to sign up to receive e-mails and newsletters from WSO.

Background: The email/newsletter button proposal originated as a result of drilling down into the Strategic Plan section titled Key Focus Area: Member Services / Service Structure, the stated Goal: Member Outreach, and the Action Item: "Groups – MPS Outreach Newsletter". In order to reach the broader membership other than the meeting contacts, we need an ethical way to collect email addresses and build a member contact list. **Discussion:** Literature Chair asked to have the motion amended to include the *ComLine*, which is a spiritual tool for the fellowship. The database will be separate from the one that records our membership. It will be available to committees within the organization and the *ComLine* is already included. **Motion passes unanimously**

Motion 05131714: Inclusion of Contact Information on International Literature. When partnering with a local group in a foreign country to produce (translate/print/sell/distribute) non-English language literature for their local fellowship and in their own language, basic contact information (web site, email address and/or telephone number as appropriate) for this foreign group/fellowship should be added to the foreign language publication in consultation with the Literature Committee and their designer

Background: This basic addition to all applicable foreign language literature is done to encourage more contacts and service opportunities. For non-English speaking fellowships with their own translated literature, this also makes it easier for local members of their fellowship to take action regarding corrections to the translated text or get involved with future translations. **Motion passes unanimously**

June 10, 2017

Motion 06101701: Standing Sub-Committee on Archives and ACA History. That the board authorize creation of a new Standing Sub-committee on Archives and ACA History, to function under the auspices of the Literature Committee.

Background: Since 2015, the Literature Committee has been tasked with creating a literature project based on archives and oral history interviews, but no one is assigned with indexing ACA archives or conducting the required interviews. This subcommittee would preserve and index essential portions of ACA history, and oversee oral histories in the U.S. and overseas, to make ACA's history available to the fellowship, through new literature and other means. **Motion passes unanimously**

Motion 06101702: Acceptance of Cost Overruns for 2016 Audit. That we accept the negotiated price for cost overruns in the audit completed this year and pay the invoice.

Background: An audit was done on the financials of our organization for the first time this year. The agreed upon price for work completed within a range of hours has been paid to the Auditors. There was missing information and delays on the part of ACA. The company gave us a cost for time overruns, but did not tell us when we started to accrue that charge, which was \$13,000.00. Because of their failure to notify our organization at the time cost began to overrun, the amount was negotiated down to \$5,000.00. That invoice is now due. **Motion passes unanimously**

Amended Motion 05131703: Documentation for Change of Signees on ACA Accounts. That the Board Secretary prepare and sign the appropriate documentation to show that the new WSO Treasurer, is to be added to the WSO bank accounts as a signer, the former Board Chairperson also known in some bank documentation as Board President, and the former Board Secretary are both to be removed from our accounts, and that the current Board Chair be changed from Treasurer to Board Chairperson/President.

Background: This is an amendment to the motion that was passed during the May 11, 2017 Board Working Session meant to clarify language that was inconsistent with Chase Bank's internal records. It is a routine motion meant to ensure that the Board Treasurer and the Board Chair are the signers on all WSO bank accounts. **Motion passes unanimously**

Motion 06101703: Approval of Expenses for Trustees brought to the Board during the 2017 ABC. To approve reimbursement of reasonable expenses (travel, lodging and meals) for new Board members who are brought onto the Board during an ABC.

Background: There is currently no written policy that covers this type of reimbursement. Situations of this type have historically been handled on a case-by-case basis and not administered consistently. Note: This is a policy motion that will be recorded in the OPPM. **Motion passes unanimously**

Motion 06101704: Approval of Printing in Latvia. To approve paying the printer in Latvia (EUR 2,125) to print and deliver 500 copies of the Finnish Yellow Workbook in Finland. (Jeffrey F.)

Background: The Finns have already ordered and paid (about 6 weeks ago) for these books in accordance with the International Literature Policy for printing and distributing books outside North America. This is time sensitive and we don't want to lose our position in the print job order so please concur soonest. **Motion passes unanimously**

Motion 06101705: Approval to Hire an Employment Attorney. Due to the complicated employment laws in the State of California, this motion asks for the approval to hire an employment attorney to review the agreement created for the new General Manager. The non-profit quote received is \$300 per hour. This is expected to take up to two hours of time, although it could take up to five hours if there are significant flaws in the agreement, which the Board does not expect there to be.

Background: To ensure that the proposed agreement is drafted properly, it is prudent to hire an employment attorney in the State of California. This document can then be used as a template in the future when WSO hires key personnel in other positions. **Motion passes unanimously**

Motion 06101706: Approval of Additional Three Paid Holidays for ACAWSO Staff. To give the ACA WSO Staff an additional three paid holidays - Memorial Day, Fourth of July and Labor Day, which will bring the total to six paid holidays. (DCOC)

Background: The Board added the original three paid holidays in November 2014 (Thanksgiving, Christmas and New Year's). The DCOC feels it's now appropriate to offer the Staff the remaining three general US holidays as paid time off. (Mary Jo L.) **Motion passes unanimously**

July 8, 2017

Motion 07081701: Virtual Meeting Committee. To create a virtual meeting committee to include telephone meetings, audio meetings, online meetings, and other meetings that are not face-to-face.

Background: Ballot 8 at the ABC was a motion to create a telephone committee. The ballot passed. The wording was unwittingly changed in the agenda in which the board created the committee, and the Virtual Meeting subcommittee was formed with David McB as chair. This motion attempts to reconcile the discrepancy between the ABC motion and the unintended wording of the committee already created. **Motion passes unanimously**

Motion 07081702: Bids on Cloud-Based Quickbooks. In order to create a more professional and workable financial system, we have decided to move from a desktop to a cloud-based Quickbooks financial system. This is a request for Board approval to search for bids.

Background: This action will allow us to take our finances off Patricia's server and move to a cloud based system. We have a general manager, so some of our bookkeeping can be done in-house with the help of a scanner. We will also need a migration plan to coordinate multiple pieces of our financial and warehouse systems including the shopping cart. The total cost is estimated to be in the area of \$15,000.00 if the shopping cart and training are included. This is a good time to move to a model that is more professional and convenient for our organization, especially after having just completed our audit and with the hiring of a General Manager. **Motion passes unanimously**

Motion 07081703: Minimum Purchase Price for Intergroup Discount. That the board reduce the minimum intergroup book discount purchase price to \$100, while continuing to require that all books be purchased in unbroken cases.

Background: The current minimum of \$630 can be a barrier preventing Intergroups from participating in the program. As long as Intergroups purchase unbroken cases of books, there is no significant cost burden to the Distribution Center. **Motion passes unanimously**

Motion 07081704: Expense Reimbursement for New Board Members. To approve grandfathering the new Board members from the 2017 ABC under the newly adopted policy that allows for payment of reasonable expenses.

Background: As a "reasonable expenses" motion has been passed for new Board members who come onto the Board during an ABC, it is requested that this be extended to the recently elected Board members.

NOTE: The only Board members eligible to vote on this motion are those who do not profit from its implementation. **Motion passes unanimously**

Motion 07081705: Purchase of DropBox Account. To approve the purchase of an enterprise DropBox account to be used by the board and its committees. The cost is \$504 per year and provides unlimited storage and extensive control for managing security and tracking file access.

Background: The WSO board and its committees are using a number of different file sharing services, including personal Dropbox accounts that the WSO is reimbursing staff members for. Google Drive, MSFT OneDrive, and others are also being used. Standardizing on the Enterprise level version of Dropbox will ensure that the WSO files are safe, secure, and backed up. The administrative tools will allow us to control and track access. Discussion: Is there a timetable for when this will be available? Pretty much immediately. We will have 20 days to get feedback to make sure we want to keep it. Next step is for Jim and Charlie to get together to discuss implications for Literature Committee. **Motion passes unanimously**

Motion 07081706: Purchase of Laptop for Treasurer. To approve the purchase of a laptop computer for the treasurer to install Quickbooks and other necessary office productivity software that is required to do the work of the treasurer for WSO at a cost of \$1,449.42 which also includes the 4 year hardware protection plan.

Background: The treasurer is responsible for overseeing the financial condition of WSO at all times whether they are home or traveling and is required to access sensitive financial accounts on a regular basis, have a secure email for transmitting and receiving sensitive data, and produce and store reports and other information with a variety of software products, It is impractical for each Treasurer to install all the software and store all of the files on their own home computers only to have to remove it all after they hand the job over to the next Treasurer. It will be much more practical and secure to hand over a laptop computer with all of the data already on it to the next Treasurer. **Motion passes unanimously**

August 12, 2017

Motion 08121701: Business Account with HSBC/US. To authorize the Treasurer and Chair to establish a business account with HSBC US for the purposes of facilitating the setup of a similar account in the UK.

Background: The WSO has no bank accounts in Europe and with its growing membership it will need access to withdraw and deposit funds on an increasing scale. By opening the branch in the UK we will not incur fees for transferring money to and from Europe from the US bank accounts. We will have better transparency on the financial activity in Europe as expenses can be paid from that bank account which can be monitored by the Treasurer and bookkeeper and other authorized persons. In essence we will be setting up a cost center to monitor all European financial activity that will provide a clean auditable record of financial transactions. Most importantly, we will ensure we do not put our tax exempt status at risk by failing to follow United States Federal IRS regulations governing 501(c) 3 Tax Exempt organizations. **Motion passes unanimously**

Motion 08121702: Addition of One Day to 2017 Strategic Planning Session. To approve adding an additional day to the already scheduled Strategic Planning Session in October at an approximate cost of \$2,000 to cover room and board for that day.

Background: The Board has determined that two days of Governance and teambuilding training with a specialized facilitator are appropriate in order that we get to know each other well enough and understand our role well enough. Additionally, the only week that all Board members were available was the second weekend of the month, so time will be set aside to prepare for and conduct the monthly Teleconference. This would leave only one day of the three days originally planned to work on the strategic plan. Because this is a working board that chairs and actively participates in most of the Committees of the Board, and because of all of the initiatives being managed, it is reasonable to add an extra day. **Motion passes unanimously**

Motion 08121703: ACAWSO as DBA. To obtain "ACA WSO, Inc." as a DBA (Doing Business As) for the WSO corporation.

Background: Using the DBA "ACA WSO, Inc." will greatly reduce the issues we have with forms and streamline entry into new accounts. Two tasks must be completed in order to do this: an update of information about our current officers with the California Secretary of State using the Officers and Agent form, and an application for the DBA name with the Secretary of State. The former needs to be done anyway because of a change of our address; the latter requires minimal cost and effort. **Motion passes unanimously**

Motion 08121704: Hiring of Facilitator James Mueller. To approve hiring James Mueller, a facilitator from Florida, for the Board's Strategic Planning Meeting in October to focus on Board governance issues. The cost will be \$7,500 for both pre-work and the actual training and facilitation of our meeting.

Background: Because there is so much at stake with Board oversight of the fellowship, we feel it's in the Fellowship's best interest that the Board be educated on our governance role to ensure that we manage the business of the fellowship as prudently as possible. **Motion passes unanimously**

Motion 08121705: Air Duct Modification at DCOC. To approve payment of \$635 for modification to the existing air duct system at the Distribution Center.

Background: The work room off of the warehouse was an add-on for a previous tenant and air conditioning was never provided. The landlord has received a quote of \$1,270 to make a fix so that cool air will flow to and from that room when the air conditioning system is on, and they will pay half of the cost. **Motion passes unanimously**

Motion 08121707: Profit Margin Splits for International Orders. For all foreign fellowship orders of at least 1,000 books to be printed outside the US, the profit margin split will be adjusted from 70/30 to 60/40 in favor of the WSO.

Background: Local fellowships outside the US who make such orders also handle all of the storage and distribution of ACA literature. The WSO also has no overhead costs associated with these operations. Therefore, it is reasonable, to offer an additional 10% to local fellowship for large orders so they have additional funds to cover the cost of commercial storage for so many books. **Motion passes unanimously**

Motion 08121708: Approval to Pay Invoice for Castilian Spanish BRB. To pay the invoice from PNB Print SIA in Latvia to print and ship 500 copies of the Castilian Spanish Big Red Book to Madrid, Spain (for EUR 3,326/3,932 USD) by 15 September to sell at the 4th annual European Meeting hosted by the WSO's European Committee.

Background: After several years of waiting for translation verification and layout, the fellowship in Spain can now read the Big Red Book in the language of their inner child. Originally 100 books were planned, but this will be a chance to distribute these books to the fellowship in Spain that does not have an Intergroup. It is estimated that the WSO should be able to recoup their investment within a year.

Motion passes unanimously

September 9, 2017

Motion 09091701: Contract for Quickbooks Migration. That the Board authorize the Board Chair to execute the contract with CBR Technologies who will coordinate the migration of the WSO Quickbooks company file to a cloud-based platform for an estimated cost of \$3,910 with up to a 50% contingency for unexpected costs and an ongoing annual subscription for Quickbooks and Webgility for \$8,700 combined cost.

Background: Currently, the WSO Quickbooks file is housed at the bookkeeper's office and is not accessible to the WSO staff, Treasurer or Finance Committee. This requires WSO to request any reports and information it needs from the bookkeeper. By moving to a cloud-based system WSO staff can run reports, eliminate manual order entry at a savings of approximately \$1,600 monthly, review and modify inventory quantities and locations, automatically import Amazon sales data, bank account data, PayPal account data and process merchant cards. It will allow us to also bring the WSO financial systems up to standards that the auditors detailed in their final report. The \$1,600/month savings will more than pay for the start-up costs of this project as well as the ongoing costs. CBR Technologies was chosen after

obtaining at least three competing bids. DISC: Current paid subscription will be rolled into the new setup. **Motion passes unanimously**

October 14, 2017

Motion 10141701: Contract with Temp Employment Agency. To execute the attached contract with KIMCO, a temp employment agency, to hire a temp employee for the distribution center.

Background: ACA WSO is in need of a temp employee to perform warehousing duties in the distribution center. The GM researched various temp agencies that had employees that would fit our need. **Motion passes unanimously**

Motion 10141702: Price Reduction for Commemorative BRB. To reduce the price of the 10-Year Commemorative version of the BRB from \$20 to \$17.

Background: Because of the enhanced content and special printing, the cost was originally set at \$20. This was also done to call attention to the milestone significance of this book to the Fellowship. After nine months it is appropriate to reduce the price because we have a considerable remaining inventory of this item that should no longer be kept in available inventory. **Motion passes unanimously**

Motion 10141703: Amendment to Motion 0909201701: Approval of Higher Price for Quickbooks Migration. To change the QuickBooks and Webgility cost from \$8,700 to \$10,500. The full motion is contained in the minutes from the September 9th TC.

Background: We didn't have a clear picture before now of the level of service we needed, which increases the price for Webgility by \$150 per month. **Motion passes unanimously**

Motion 10141704: Rescind OPPM Language in Section VIII-H. To rescind the last sentence of Section VIII-H of the OPPM: *"Any existing service body, or committee, with the exception of the Executive Committee, may not have, at any time, more than two full votes on matters pertaining to the matters of interest of the service body or committee."* (Service Structure Committee.)

Background: The directive is not clear enough to follow. The Service Structure Committee spent part of a meeting talking about it and trying to decide if there was a way to reword it, but because of the ambiguity of the meaning were unable to do that. The committee recommended rescinding the sentence. **Motion passes unanimously**

Motion 10141705: Approval of Consultant Fees for James Mueller. To pay James Mueller, an organization development specialist, for up to 4 hours at \$295/hr. to provide guidance to the Board's Human Resources (HR) Committee and to our General Manager.

Background: Mr. Mueller will be conducting 2 days of the Board's Strategic Planning meeting. To ensure that the Board provides the best possible support to our employees, the HR Committee has determined that the knowledge he has gained about the Board and our employees has already given him unique insight into how things are done and how we work together. He is, therefore, a logical choice for this limited coaching. **Motion passes unanimously**

Motion 10141706: DTSC Transfer to ABC Committee. To transfer the Delegate Training Subcommittee (DTSC) from MPS to the ABC Committee.

Background: Because the purpose of the DTSC is to ensure that ABC delegates are prepared, it is more appropriate that it be a subcommittee of the ABC Committee going forward. **Motion passes unanimously**

Motion 10141707: Creation of GM Oversight Committee. To create a new three-person Board committee for oversight and evaluation of the ACA General Manager to be called the GM Liaison Committee. Along with working on goals and objectives for the GM, this committee will facilitate communication between the Board and the General Manager.

Background: It is a best practice to have a small group of Board members who have front-line responsibility for mentoring and evaluating the organization's chief employee. **Motion passes unanimously**

Motion 10141708: Change of Warehouse for Chips, Medallions, and Trifolds. To move sales of chips, medallions and trifolds away from Ware Pak and sent back to the warehouse for distribution.

Background: More cost effective to distribute them from our own distribution center. **Motion passes unanimously**

November 11, 2017

Motion 11111701: Change of Status for Service Structure Committee. To make the Service Structure Committee a permanent committee of the Board rather than an Ad Hoc Committee.

Background: The Board feels that the mission of this committee will be ongoing as the service structure of ACA WSO continues to evolve over time. This precludes the necessity for continuing to approve it as an Ad Hoc committee each time its charter expires. **Motion passes unanimously.**

Motion 11111702: Danish BRB Reprint. That the Board approve reprinting 550 copies of the Danish BRB in Europe to be sold to the Danish and Norwegian fellowships. The total cost of the printing is EUR 3,323 (Approximately USD 3,923) with delivery charges being separate (EUR 250 (about USD 295)) for 50 BRBs to Copenhagen and EUR 120 ((about USD 142) for 50 BRBS to Oslo).

Background: The Danish fellowship will pay for their portion of the printing and shipping costs up front and begin paying the WSO their portion of the margin beginning June 2018. The Norwegian fellowship will pay for the total cost of their much smaller order and shipping up front. **Motion passes unanimously.**

Motion 11111703: Logo for 2018 ABC/AWC. To approve the logo created by the Toronto Committee for the ABC/AWC 2018.

Background: The committee has submitted the design to the trustees for comment and made changes as suggested. **Motion passes unanimously.**

December 9, 2017

Motion 12091701: Welcome Chip Order. To order 7,500 Welcome Chips at a base cost of \$2,400.

Background: We believe this order may be larger than any previously made, so it, therefore, requires full Board approval. **Motion passes unanimously.**

Motion 12091702: 6-Month Notice for Ware-Pak. To give WarePak a six-month notice of intent to end the contract, leaving the current SKUs with WarePak on December 1, 2017.

Background: We are continually have difficulty with this company, and have decided that our continued association is not worth the trouble it is causing. We have experienced a lack of responsiveness, hidden fees, and bad shipping procedures. They are not looking out for our interests. We currently have enough warehouse space to run this more simply ourselves, recognizing a better profit margin than with WarePak in the loop. **Motion passes unanimously.**

Motion 12091703: Purchase of Soft-cover BRBs. To approve the purchase of 5,000 soft cover BRBs for a cost of approximately \$13,000.

Background: 5,000 is the largest order of soft cover BRBs that has ever been ordered because we have the space in the new warehouse to store them. Because of the unit cost, we will now be in a position to decrease the price so that the soft cover is less expensive than the hard cover. **Motion passes unanimously.**

Motion 12091704: Reprint of Swedish Newcomer Booklet. That the Board approve reprinting 1,000 copies of the *Swedish Newcomer Booklet* and sending them to Sweden. The total cost is EUR 322.25 including shipping. This offer comes from a different printer in Lithuania and is the best offer of four different offers that we have researched so far. The Swedish Fellowship will be paying for the total cost of this order in advance.

Background: 1,000 copies of the *Swedish Newcomer Booklet* was first printed in Europe in April and a small mistake was found in it. This reprint seeks to make up for this mistake which is why it is being redone at cost without any margin for WSO. **Motion passes unanimously.**

Motion 12091705: Attorney to Review WSO Copyright Files. To hire an attorney at a cost of \$1,000 (five hours at \$200/hr.) to review WSO copyright files. This would include a revision of the agreement for Literature volunteers.

Background: The Literature Committee feels it is a good policy to have WSO copyright files audited to ensure everything is in order. Additionally, the volunteer agreement for the Literature Committee will be reviewed to make it less cumbersome. **Motion passes unanimously.**

Motion 12091706: Nominating Committee Structure. That the Board approve the Service Structure Committee's (SVC) guidelines for the structure and operation of a Nominating Committee that will vet and nominate candidates for the position of WSO Trustee. If approved, the SVC will work with the OPPM Committee to develop new OPPM language to cover the process. **Policy change to be recorded in OPPM.**

Background: After the 2017 ABC, the Board asked the SVC to research and recommend a plan for a more equitable way to select Board candidates. The current process has the Board itself selecting new Board members other than nominations that are done from the floor at the ABC. Neither current process is felt to be effective. With the creation of the Nominating Committee, the entire process will be more transparent to the fellowship, and is intended to promote the recruitment of candidates with excellent and consistent qualifications. **Motion passes unanimously.**

Motion 120917017: Printing of Good Enough Group Booklet. To have Nova Graphics print 800 copies of the Good Enough Group booklet for a cost of \$581.00.

Background: This is a larger print run than previously done. We are also trying a new printer that is less expensive and will allow us to lower the price of the booklets if the quality is comparable to our current vendor. **Motion passes unanimously.**

Motion 12091708: Temporary Pricing of Commemorative BRB. To temporarily lower the price of the Commemorative BRB on Amazon from \$20.00 to \$18.50 (the regular price of the BRB) until a new shipment of regular BRBs is received by Amazon.

Background: There was a printing error on the ISBN for the new shipment of BRBs that requires all books to be relabeled. In the meantime, we are about to run out of the regular BRBs on Amazon and the DCOC would like to temporarily lower the price of the commemoratives to ensure that we continue to have books available for the regular customer. **Motion passes unanimously.**

Motion 12091709: Purchase of Chips and Medallions. To approve the purchase of various quantities of chips and medallions at a total cost of \$3,317.

Background: The quantities being ordered of some of these items may exceed previous quantities ordered, which makes it necessary for the full Board to approve the motion. **Motion passes unanimously.**

Motion 12091710: Meaning of the Term "Closed." That the term "closed" in reference to a listed ACA meeting be inclusive of anyone who meets the qualifications set in Tradition 3: *"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."* Any meeting considered "private" should not be listed publicly.

Background: This motion is in response to ABC2017-13: Use of the term "Closed." Propose a clarification from the WSO of the term "closed" wherever it is used. **Motion passes unanimously.**

Motion 12091711: OPPM Revision Phased Approval Process. That the Board approve a phased approval process for the revision of the OPPM, to be completed before the 2018 ABC.

Background: The last full rewrite of the OPPM was in 2010 with a revision to that done in October 2012. There was a committee that worked on changes with the intent of having the Board approve everything at once. That was not a workable solution. The current committee is working on the document in sections, which are being presented to the Board for review and approval. With the approval of each new section, the OPPM will be updated to include the newly approved changes and reflect an interim revision date that states the sections that were changed on that date, for example, *"Revised December 9, 2017 (Sections I, II and III through sub-section G)*. When the entire OPPM has been revised in this manner, the date will be changed to 2018 and those individual revision dates will be deleted.

Motion 12091712: Motion to table Motion 12091711. Motion passes unanimously.

Motion 12091713: Amendment to Motion 12091711. To approve revisions to OPPM sections II, and III through sub-section G. **Motion to table passes unanimously.**