**MONTHLY TELECONFERENCE MINUTES**

**October 13, 2018**

**2PM EST 712-432-0075 PIN: 427266#**

Press \*6 to mute or un-mute.

THIS IS A REGULARLY SCHEDULED MEETING WITH NOTICE GIVEN ON THE ACAWSO WEBSITE AND THE TRAVELER NEWSLETTER

Please notify the secretary with changes, additions, or motions for this meeting.

1. **Call to Order:** Board Chair Mary Jo L. opened the meeting with the traditional Serenity Prayer

1. **Roll Call of Board Members:**

**Present:** Mary Jo L, Carole C, Bill D, Charlie H., David McB, Jim B, Majbrit M., Pat H.

**Absent:** Marcia J., Miles C.

1. **Establish Quorum:** Quorum established.
2. **Minutes:** Motion to approve the September 8, 2018 Teleconference Minutes (Marcia)

**Second:** Bill D.

**Decision: Motion passed unanimously.**

1. **Treasurer’s Report (Bill D.)**

Financial statements are found in the Treasurer’s Report category on <http://acawso.org>

The report is missing. The financial statements are not ready because of a few crashes of Quickgooks and some repairs have been done. Corruptions on 9-11 and 10-3. Second one could not be fixed on site. Fixed and returned. We are concerned that we may be reaching the capacity for Quickbooks. We are on a month to month contract.

1. **Guest Introductions**

|  |  |  |
| --- | --- | --- |
| * Alexia P. Germany Int. Chair
 | * Greg R. TX Lonestar IG Chair Nom Com, Lit Committee
 | * Matt K.
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| * Bonnie K-M TX081/IG600 Ballot Com, IG Chair, Lit, SVC
 | * Jean Brooklyn GR
 | * Mardi M. MT026 ComLine Editor
 |
| * Bruce Santa Cruz
 | * Jim R. Brooklyn, NY109/ABC Chair, OPPM
 | * Pam CA IG 64
 |
| * Denise Anchorage, AK021 Lit, Archivist for Region 1
 | Josh DC IG 66 Pred. Behav. Comm., SVC, Intergroup Committee | * Rich Albuquerque, NM
 |
| * Doug Great West Lakes Int. Chair
 | * Justine NJ PA Int. Rep
 |  |
| * Erin PA076 Chair DTSC, Predatory Behavior
 | * Kristian Brooklyn, NY Greater

New York Intergroup Liaison, Intergroup Comm. |  |

1. **Tradition Ten:** Adult Children of Alcoholics has no opinion on outside issues; hence the ACA name ought

never be drawn into public controversy.

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

The committee approved four requests which can be found in the monthly report on the repository.

* 1. **Archive Committee—**No report
1. **Finance** **Committee:** Bill D.
* The committee reviewed August financial statements at the September meeting, which was the first held using the new chart of accounts. They made necessary changes and corrections.
* There has been trouble with QuickBooks, and we are starting to wonder if it still has the capacity to meet our needs. Our financial growth is up 41% over this same time period last year. We are considering reducing file sizes or leaving the product entirely for another platform.
* The committee created a process for reporting WSO travel which includes a request form, a reporting form, and some form of reporting on the benefits of the travel for WSO. Travel expenses are susceptible to auditing, and we need records that satisfy those needs.
* International printing payments have been received.
* Our liability insurance is up for renewal. The committee is checking to be sure the current amount is sufficient for our needs.
1. **Literature Committee:** Charlie H.
* **Mardi/ComLine:** The third quarter ComLine was published onOct. 1, and is the first edition made available with the Traveler. The next deadline is November 30. Please send articles containing 250 to 350 words with a copyright release form to litstaff@adultchildren.org. We are looking for photos, art, and poetry as well as stories on steps, traditions, and concepts 10, 11, and 12.
* **Josh/Predatory Behavior Issue:** The vision of our committee is to encourage discussion of issues relating to predatory behavior in the fellowship. One way we want to do this is by publishing a dedicated issue of the ComLine about this topic. Our tentative publication date is in February, but we need more material. Please send photos, art, poetry, and personal stories of 250-350 words with a copyright release to apb@acawso.org and copy to litstaff@adultchildren.org.
* **Sponsorship:** The first two discussions about the current issues have been excellent. The committee hopes to have some findings for the Board by February and information ready to report at the ABC in April. If you would like to participate in this group, send an email to literature@acawso.org or contact Barb N. and Charlie H. on Slack.
* **New Projects:** The *LBRB* is going into the writing phase. The *Loving Parent Workbook* continues to progress in a second committee.
* **Nearing Publication:** The trifold on emotional sobriety targeted to AA members has received fellowship comments and final edits are being made. The final version will be ready for publication in about two months.The committee for *Ready, Set, Go* is creating two workshops (four meetings, or 1 day) to accompany the book. When this process is complete, the product will put out to the fellowship for their comments and suggestions.
* **Translations:** The Greek YWB will be formatted using a new design template we have commissioned. The same template can be used to facilitate YWB projects in Germany, Russia, and Sweden. The Danish meditation book will also be formatted using a template. Again, once this template is created, it can be used for other languages and will speed up our process and diminish our costs. We have received a manuscript for the BRB from Japan. We will be dealing with design issues and publication details to move it along.

1. **Members and Public Service Committee (MPS):** Carole C.
* **More people are needed to chair subcommittees**
	+ - **Zonal Outreach**: We are looking at SA, India, Portugal, Japan, China, UK. We are expanding and need a chair for this committee. We would like PSAs for international information.
		- **Intergroup:** Finalized a position statement about IG to SVC. Working to get a regular meeting schedule establish. It will be posted once decided upon. We need people. We want to contact all Intergroups to verify contact information.
		- **H & I: The trifold is working well in AA groups and he is also working**
		- **Public Outreach:** A chair for this committee is needed. This group is reaching out and interacting with psychologists and therapists. They are most interested in suicide prevention. Outreach has been done to libraries and colleges. Major outreach is being done to AA. We may want a directed piece of literature for therapists and psychologists. A draft is in process
		- **Region Outreach:** Region 2 has a website up and running. They have a Slack channel. If you would like to be part of it, contact gwuregion@acawso.org Midwest region is making connections between Intergroups. Matt K. is the contact person for applications and information about starting a region.
		- **Virtual Meetings:** The groups seem to be positively moving forward. Previous problems seem to be
1. **European Committee:** Majbrit M.

Continuing to work with Service Structures throughout Europe. The convention in London, lasted for 11 hours on one day. We had limited time to speak about the work of the EC, so brought a pamphlet to give more information. The EC did some strategic planning. We need to create our own book of best practices, so other parts of the world can make use of our experience.

A new translation team is being set up in France, and it has been decided their French is different from that spoken in Quebec. The person doing it also has some interest in serving the fellowship at large.

It is now possible to register and reserve accommodations for the ABC/AWC in Malmoe, Sweden. They need volunteers, so please contact them for information on their needs. They will be rolling out their new YWB at the 2019 ABC/AWC.

1. **Office Update: David McB**

The office is shipping more and more. They ship within 24 hours with less than 1% error rate. Inventory has been greatly improved. Morale is great. They have found a way to add storage capacity and have quotes coming in on that. The archives are being digitized as time permits. The operations manual is being built with each situation that comes up. The general manual will be presented to the Board in October at the Strategic Planning Meeting. Beginning to work on extending Amazon to Mexico.

1. **DCOC:** Bill D.

The committee held a monthly meeting with the Operations Manager and Liaison to arrange for distribution and storage of literature. Our books and booklets are selling at much higher percentages this year than they did last year. Our fellowship is growing quickly.

1. **Service Structure Committee:** Charlie H.

The committee met to review a dry run of a virtual town hall meeting. Technical issues were the focus, but also addressed the content. Much of the work we are doing on regions has not been well-communicated to the fellowship; we want to do a better job of that. We are working on the Regions page of the website to have content. There will be expanded dialog among committees to make this project work well.

# Website/Database Committee: Jim B.

* Please include a download link when posting to the Repository.
* We meet weekly and mostly use WordPress. If you want to help we want to hear from you.
* We announced a contest to provide suggestions about our homepage for adultchildren.org
* The Convention website is up and live for the 2019 ABC/AWC
* Meeting updates are being done daily at the office and we are happy with turnaround. We do need to keep working on updates so our meeting lists will be accurate. If you know of meetings listed that are no longer active, please let us know.
* Statistics are on the websites. Currently we have:
	+ 2095 active meetings
	+ 90 active Intergroups
	+ 1 active Region
* There are also projects listed and their place in the queue.
* Remote voting and access are the highest priority right now, so the fellowship will have a good experience participating from their own location.
1. **ABC Committee:** Jim R.
* **Sweden:** Active website for registration and accommodations.Please create an account and start planning your trip.
* **Delegate Training:** Materials are in place. The next need is for a list of delegates.Started creating the“Why Traditions Matter” workshop in preparation for the convention. The committeeneeds to know if they have a role in the electronic voting.
* **There is no host so far for the 2020 ABC/AWC.** The committee is pursuing different avenues to find a willing partner. Three groups have been contacted to find out why they did not follow through with the application and ask them to reapply. We are planning to rethink the whole process. Board members on the call do not recall receiving the mailing concerning hosting the Convention.
1. **Ballot Prep Committee:** Mary Jo L.
* Ballot proposals not due until the end of November.
1. **OPPM Committee:** Mary Jo L
	1. Document retention office
	2. Documentation for ABC/AWC
2. **Nominating Committee:** Greg R.
* Looking for committee members. We have identified 6 potential candidates, but they had to withdraw. Anyone who knows someone who might qualify as a member of the nominating committee, please have them contact the committee. We have twice a month conference calls.
* Continuing to develop onboarding process.
* Searching for candidates for the Board of Trustees now. Applications will be due November16. Hoping to present candidates to the board on February 28.
1. **Predatory Behavior Work Group/Committee**: (Josh W.)

Full APB meeting to submit material to the ComLine. We want to have a collaborative editing process worked out. We would like first person accounts. The committee is planning to come up with Safety Scripts to be read at meetings. They would like to collect more.

1. **Concurrences to be read into the record:** None
2. **Motions passed at the board working meeting on September 13, 2018**
3. **Motion:** Authorize a contract with Alexia Passias, at an estimated expenditure of $1,207.50 US, at a rate of $30 an hour for 40.25 hours, to design a Greek-language YWB that can be distributed electronically, and also to create a production A4 design template that will standardize future Yellow Workbook translations, both for print and electronic distribution. (Literature Committee)

**Background:** The Greek fellowship urgently needs publication of its Yellow Work Book for its fellowship to grow. We have devised a method of electronic release (interactive PDF available via the EC website, with e-publication as a possible backup) appropriate to the Greek fellowship's small size. In addition, a growing number of Yellow Work Books will be ready for publication in the next 3-6 months.

In preparation, a portion of the Greek YWB contract will pay to create a standardized coding template that will reduce design costs for future YWB translations. Alexia is a professional publication designer and is chair of the German ACA Translation Committee. Details of her estimate for this contract are attached.

**Second:** David

**Discussion:** There is little chance of the work taking more than the estimated time because some of the work on pictures is already finished as a donation to the German translation team. The work will include A4 format, not letter format (we already have our English templates in letter format.) This template will be usable in other translations we will do in the future.

**Decision: Motion is approved unanimously.**

1. **Motions passed at the board working meeting on September 27, 2018**
2. **Motion:** To approve ordering 10,000 Soft Cover Meditation books at a total cost of $15,504 plus shipping per the attached quote. (Bill D.)

**Background:** This is larger than any previous order of soft cover meditation books and will save us approximately $3,000 by ordering them in this quantity versus two orders of 5,000 spaced several months apart. We have the funds in book reserve to pay for the purchase and the storage space in the warehouse.

**Second:** David McB

**Discussion:** A new timeline has been agreed upon at the warehouse that gives a greater margin of time available to receive a needed product before running out. We have the money to purchase this number and the space to store it. An order of this size will provide more profit for WSO, but we will not change the pricing of the book itself for members of the fellowship. The idea of having a 5-year commemorative issue published was set aside to be discussed at a different time and date.

**Decision: Motion passed with one abstention.**

1. **Motion:** To pay the invoice of $2,500.00 sent by Vasquez & Company LLP for the audit. (Bill D.)

**Background:** This invoice was negotiated down from $4,800 to $2,500.

**Second:** Miles C.

**Discussion:** Good job in getting the number negotiated down!

**Decision: Motion passed unanimously.**

1. **Motion:** To allow registration of meetings with multiple meeting dates and times with a single WSO number. These meetings would be required to have one shared business meeting and one group of shared officers. Listing of the multiple meeting dates and times on the ACA website would be allowed. (Jim B.)

**Background:** These meetings have asked to be treated as one entity, with the same contact information. They have one business meeting and want a single WSO Number.It will allow groups that have more than one meeting to more easily maintain the information with WSO. And it will give the group a single vote at the ABC since they only have one business meeting. This is an option that the group will have. If they decide that they are actually separate meetings they can continue to register each meeting on its own and get their own WSO Number. This will not affect how meetings are displayed when searching for meetings.

**Second:** Carole C.

**Discussion:** A good idea that will alleviate a lot of confusion. The registration process will change. There will be no change in the current display.

**Decision: Motion passed unanimously.**

1. **New Business:** None
2. **2018 ABC Motions and Status** (Note: Motions will be posted until three months after they have been implemented. Failed motions will drop from this list three months after the ABC.)

**Ballot Motions:**

1. That WSO look into adding intergroup and meeting group web links into the WSO website directory listings on [www.adultchildren.org](http://www.adultchildren.org/) Motion passed. Status: This motion has been implemented.
2. That WSO utilize online conferencing and voting technologies to provide remote access to the Annual Business Conference, for those not sharing 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. Motion passed. Status: See Website Committee Report

**Literature Motions:**

1. That the conference approve the pamphlet ***Finding*** ***Emotional Sobriety*** as conference-approved literature. Motion passed. Status: Available for fellowship review at <https://acawso.org/2018/05/17/new-literature-for-fellowship-review-finding-emotional-sobriety-trifold/>
2. That the delegates declare “*Ready! Set! Go!”* to be conference-approved literature, beginning a 4 to 6 month process of fellowship review and resulting revisions. Motion passed. Status: Fellowship review of this document is delayed. Please see the Literature Committee report for an update.

**Floor Motions:**

1. That there be representation on the Board of members from all over the world. Motion failed. Discussion: The Service Structure Committee is working on a regional structure. Regional representation is already written into the OPPM.
2. **Guest Comments:**
	* 1. **Jim R.:** The Traveler during May, June, and July had an open invitation to host the 2020 ABC/AWC.
		2. **Alexia P.:** The German fellowship is waiting for the minutes to be posted from 2018 ABC/AWC before any proposals can be made. The results of the motions have been published.
		3. **Josh W.** Do we have something in the Traveler that is devoted to standing announcements that could continue for several months? We can check with Sharon to see about setting this up.
		4. **Josh W.** Calendar for standing meetings on the website would be appreciated.
		5. **Josh W.** Can we get information from the database of meeting analyses to get information for the intergroup committee? Can we set up a live link to query this database? Josh was directed to contact Jim B.
3. **Motion to close the meeting:** Carole C.

**Second**: Jim B.

**Decision: Motion passed unanimously.**

1. **ANNOUNCEMENTS**
* **Next Meeting:** Saturday November 10, 2018 at 2 PM EDT