**MONTHLY TELECONFERENCE MINUTES**

**November 10, 2018**

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

Press \*6 to mute or un-mute.

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

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

1. **Call to Order:** Board chair Mary Jo L, called the meeting to order with the traditional Serenity Prayer.

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

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

**Absent:** Marcia J., Majbrit M.

1. **Quorum Established**
2. **Minutes:** Motion to approve the October 11, 2018 Teleconference Minutes (Marcia)

**Second:** Carole C.

**Decision: Motion passed unanimously.**

1. **Treasurer’s Report (Bill D.)**

The September financials, which were not ready in time for our last meeting are currently in the repository. The October financials are not yet ready as they now take ten business days to compile because of the complex nature of our current accounting system. The preliminary data suggests we will end the month in the black due to a large increase in our merchandise sales. Also, the 7th Tradition donations for October were $13,000.00.

1. **Guest Introductions**

|  |  |  |
| --- | --- | --- |
| * Belinda, Pueblo CO   Group Treasurer | * Jody O., TX, Nom Com   DTSC Cmte | * Nick C., Signal Hill Operations Manager |
| * Channen S., CO INT, Spons. Cmte | * Karin S., Chicago area, APB Cmte. | * Pam, CA IG 64 |
| * Christopher J., Long Island, NY IG | * Kathleen A., Deerfield, IL   West Great Lakes IG Treasurer, Sponsor Cmte | * Rich R., Albuquerque, NM, APB, Sponsorship Cmte. |
| * Greg R., TX Lonestar IG, Chair Nom Com, Lit | * Laura L., CA IG620, Nom Cmte, Archives, OPPM | * Todd, Rogers, AK   Group Lit Chair |
| * Jerry J., Ntl Cap Area IG Chair, IG Sub | * Mardi M., MT026, ComLine Editor |  |
| * Jim R., Brooklyn, NY109/ABC Chair, OPPM | * Matt K., WI, West Great Lakes IG, SVC, MPS Regions Chair |  |

1. **Tradition Eleven:**  Our public relations policy is based on attraction rather than promotion; we maintain personal anonymity at the level of press, radio, T.V., and films.

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

This report is delayed.

* 1. **Archive Committee—**Mary Jo L.

The archive committee created a new vision and mission statement which can be found in the repository. We are looking for members who have experience with curation. If interested, contact [archives@adultchildren.org](mailto:archives@adultchildren.org). If you know of anyone who has archival material from the formative era of ACA, please let us know. We will pay for postage if they are willing to send the material to Signal Hill.

1. **Finance** **Committee:** Bill D.

The finance committee reviewed the monthly financial statements for September and continued to discuss and adjust the Chart of Accounts mapping. After suffering problems with QuickBooks during September repairs have been made and our accounts restored. The committee finalized travel pre and post approval report forms and has sent them to the board for their approval. The accounting manual is being upgraded and should be ready by the end of the year.

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

The next edition of the ComLine will be published onJanuary 1. The deadline to receive articles is November 30. Please send articles containing 250 to 350 words with a copyright release form to [litstaff@adultchildren.org](mailto:litstaff@adultchildren.org). We are looking for photos, art, and poetry as well as stories on steps, traditions, and concepts 1, 2, and 3. It would also be good to publish information about the ABC/AWC in Sweden. There will be a special edition published in February about predatory behavior. Any stories will be anonymous. Articles, art, and poetry can be sent to [apb@wso.org](mailto:apb@wso.org).

The fellowship review period for the trifold “*Finding Emotional Sobriety*” is now complete. There were good comments about the trifold, some substantial. It is addressed to AAs who might benefit from ACA, and is the first of several trifolds that will address members of different 12-step fellowships who may benefit from ACA. Once completed it will be ready for download without restrictions. The committee is finalizing two approaches to “Ready, Set, Go” before putting it up for fellowship comment. There are ongoing projects in the writing process, including the “Little Big Red Book” and “Becoming Your Own Loving Parent.”

The board approved the design work for the Greek and German Yellow Workbooks. Swedish and Russian proposals will be coming soon, as well as a Danish meditation book.

1. **Members and Public Service Committee (MPS):** Carole C.

A motion will be created soon for board approval to split this committee into two committees: Member Services and Public Outreach.

1. **European Committee:**

The Report can be found in the repository.

1. **DCOC:** Bill D.

The committee reviewed end of month inventories and dealt with issues affecting certain SKU numbers. A product sales and inventory reconciliation report form has been developed, which allows for inventory counts, sales figures, and other uses of inventory to be entered into a single spreadsheet that calculates the difference between calculated inventory and actual physical count results. This will allow us to track sales and forecast future needs for products. A privacy policy has been developed for the shopping cart. A draft of this policy will be issued for review by next month.

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

The committee is looking at ways to create a service network that will help us to catch up with world growth. We are focusing on regions guidelines and other ways to flesh out the service network. We are probably about a month from presenting a map and a way to help lessen the isolation of individual meetings. We hope to roll this plan out in Sweden. The map we are working on for our recommendation designates regions in the United States and Canada. There will be discussion in Sweden to create a plan that will work internationally.

# Website/Database Committee: Jim B.

* **This committee** supports service committees as well as the fellowship.
  + **Projects**
    - The committee has developed a new Privacy Policy which is posted on [http//:www.adultchildren.org](file:///C:\Users\maryj\Downloads\http\:www.adultchildren.org)
    - We will soon begin an email sign-up for receiving the daily meditation.
    - Creating a registration process for groups having more than one meeting to sign up, receive one WSO number and list locations and times for individual meetings
    - Creation of a downloadable .pdf concerning ACA and the Internet
    - Online voting for 2019 ABC is a project in process. We encourage members to go to Malmo, but remote voting will be in place for those who cannot attend.
  + **News**
    - We have started using one mailing list for both the *Traveler* and the *ComLine*.
    - A bug was found and fixed in the meeting software. This problem affected only Moscow, Russia.
    - Our website statistics indicate that we have about 47000 users per month.

1. **Office Update**
   * There has been a brisk sales upsurge for chips (1-9 months) and medallions. We have moved away from our third party distribution center and lowered the prices, which may explain this. Use of the new Sales and Inventory Report is providing us with good tracking information. Our last inventory indicated a missing inventory tolerance of 5. Our goal is to get down to 1 or 2.
   * Scanning of archival documents is happening slowly. It would be helpful to create categories of materials and a numbering system to start a catalog. At present, the documents are saved in a Dropbox 3-4 terabyte hard drive as well as the fire proof cabinet in the office at Signal Hill.
   * As statistics come in on numbers of meetings and intergroups after several entries are made, Nick is willing to distribute them to interested committees and trustees weekly. ACA currently has 2100 meetings, 92 intergroups, and one certified region.
2. **ABC Committee:** Jim R.

* **The DTSC** put together a Delegate FAQ Sheet that can be found in the repository.
* **2019 ABC/AWC:** TheConvention/Conference website is now ready with information about the Swedish event. Anyone can now register and reserve a room, as well as find information about the event. Programming will consist of workshops in Swedish and English, with an opportunity to have ACA meetings in different languages if visiting delegates wish to schedule them.
* **2020 ABC/AWC Application:** There have been no submissions. The current application process does not seem to be working. The committee is thinking about the creation of a standing pool of groups that could be trained to hold the ABC/AWC and could be called upon to hold the event anytime they are ready in the next 1 – 5 years.

We contacted groups who applied in the past and who held the event in the past to see if they had an interest in applying for 2020.

* + Reno is interest and their timeline to apply is early to mid-January.
  + The Southeast Florida Intergroup that formed after the 2016 ABC/AWC is interested . Some members worked on the 2016 committee.

Will publish deadlines for this second go-round since the first deadlines have passed. We would like to have members from 2020 present at the 2019 ABC/AWC in Sweden.

1. **Ballot Prep Committee:** Mary Jo L.

Two proposals have been submitted. The deadline for submission is November 30.

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

The committee is close to submitting some specific changes for the Board to adopt. A subgroup of the committee is working specifically on ABC/AWC procedures.

1. **Nominating Committee:** Greg R.
   * An onboarding process is being developed for new members of the Nominating Committee, which still needs members. Jody O has been accepted, has been to her first meeting, and her name will soon be submitted to the board for approval. That brings the number of committee members up to three. It would be better to have more people processing applications to get a good idea of the pros and cons of candidates.

* The committee is taking applications until November 16 for members of the fellowship willing to serve on the Board of Trustees. We are hoping to provide two recommendations for the board by February. Please let us know if there are possible applicants outside the United States and Canada. The committee has been asked about the possibility of searching for and recommending a Chair for the ABC/AWC as well as various committee chairs. We have decided that we are not ready to take on those projects at this time.

1. **Addressing Predatory Behavior Work Group/Committee**: Karin

The group has posted its first written report in their own section of the Repository. It contains an overview of work done in the first 6 months, as well as a mission statement and deliverables. The group is still discussing what it is and where it belongs. Is it a committee or a subcommittee? As those discussions reach some resolution, more information will be shared.

A timeline has been established for getting out the February Special Issue of the Comline on the topic of Addressing Predatory Behavior. December 15 is the deadline for content, and should be sent to the APB committee along with a copyright release form at [apb@acawso.org](mailto:apb@acawso.org). An announcement has gone out in the Traveler calling for articles, art, poetry, and personal stories.

1. **Concurrences to be read into the record:** None
2. **Motions passed at the board working meeting on October 11, 2018**

No motions entertained during this meeting.

1. **Motions passed at the board Strategic Planning meeting held October 26- 29, 2018**
2. **Motion:** Regions certified with the WSO will receive the same discount on books as Intergroups. (Bill D.)

**Background:** A Region may be in a position of providing services to meetings that are not served by an Intergroup.

**Second:** David McB

**Vote: Motion passed unanimously.**

1. **Motion:** To authorize a contract to hire Alexia Passias to design a Greek language Yellow Workbook interactive PDF at an estimated expenditure of $1,897.50 US, at a rate of $30 an hour for 40.25 hours, (Charlie H.)

**Background:** The interactive PDF will be usable in all future YWB publications internationally. Translations can be added to the interactive PDF which will do all the formatting and will change wording on pictures to match the language of the publication. This will cut down considerably our time and cost for bringing translations to print. This supersedes **Motion 2018\_1011\_01**.

**Second:** David McB

**Vote: Motion passed unanimously.**

1. **Motion:** To purchase a laptop computer at no more than $1,500.00 for the Secretary of the Board to be used for Board business only. (Bill D.)

**Background:** The trustee in the secretarial position will have all necessary documents and files on a computer that can be given to the next person to take the position, facilitating the transfer of information.

**Second:** David McB.

**Vote: Motion passed unanimously.**

1. **Motion:** To purchase a laptop computer at no more than $1,500.00 for the Chair of the European Committee to be used for Board business only. (Jim B.)

**Background:** The Trustee who is chair of the European Committee will have all necessary documents and files on a computer that will be given to the next trustee to take the position, facilitating the transfer of information.

**Second:** Bill D.

**Vote: Motion passed unanimously.**

1. **Motion:** That WSO pay for the following individuals to attend the 2019 ABC/AWC in Sweden: Jim R., ABC Chair; Erin D., Delegate Training Sub-Cmte Chair; Greg R., Nominating Cmte Chair; Nick Calandrino, WSO Operations Manager; and Gloria Delgado, WSO Bookkeeper. In the case of the Committee Chairs, if they are unable to attend, the Vice Chairs of their committees are eligible to take their place. (Mary Jo)

**Background:** It is standard practice for WSO to pay for certain essential Committee Chairs and personnel to attend the ABC each year, and by default, the AWC as well. The number of people included in this motion is also determined by overall costs.

**Second:** Marcia J.

**Vote: Motion passed unanimously.**

1. **Motions passed at the board working meeting on November 8, 2018**
2. **Motion:** That the Board approve the application for an international credit card with Bank of America. (Finance Committee)

**Background**: This can be used both by our European Trustee as well as for expenses related to the 2019 ABC/AWC in Malmo, Sweden, and other European expenses. This will eliminate foreign transaction fees and currency conversion costs.

**Second:** Carole C.

**Vote: Motion passes unanimously.**

1. **Motion:** That the Board approve moving $100,000 of WSO’s prudent reserves into a 13 month Certificate of Deposit (CD) with Bank of America. (Finance Committee)

**Background**: This was discussed some time ago as a means of gaining additional interest on WSO’s prudent reserves. This CD will earn approximately $1,350 during the 13 months rather than the less than $30 earned on a regular savings account.

**Second:** David McB

**Vote: Motion passes unanimously.**

1. **Motion:** That the Board approve the expenditure of $14,361.50 for wide variety of chips and medallions. This order is more than 10% greater than any previous combined order of these products. (David McB)

**Background**: The Distribution Center is beginning to see much larger than average sales of chips and medallions.

**Second:** Miles C.

**Vote: Motion passes 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 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 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.
2. **Guest Comments:**

* **Christopher J.:** Asked for information on how to apply to be a member of the NOMCOM or to become a trustee, and how to apply to host the ABC/AWC. To ask for an application for the NOMCOM committee or Board Trustee, send an email to [chairnomcom@acawso.org](mailto:chairnomcom@acawso.org). To ask for an application to host the ABC/AWC members can send an inquiry to [abc@adultchildren.org](mailto:abc@adultchildren.org)

There is a menu item on the right-hand side of the Repository home page for the NomCom. It contains a link to apply as a trustee. A link will be added to apply as a committee member.

* **Jody O:** Acknowledged how incredibly productive everyone is; she is inspired by it.
* **Matt K.:** Member Services Committee. The West Great Lakes Intergroup sent invitations welcoming unaffiliated groups to join their intergroup. Two or three groups responded positively.

We did a test run for remote meetings; there should be a large test run for remote voting. This is an excellent idea and it is something we look towards doing. If there is a teleconference number selected, we may start using it for the monthly TC so members can get used to using it.

* **Christopher J.:** ***Google Meets*** might be a good product to replace ***Freeconferencecall***.

1. **Motion to close the meeting: Charlie H.**

**Second: Bill D.**

**Decision: Motion passed unanimously.**

1. **ANNOUNCEMENTS:** Next meeting will be held on Saturday December 8, 2018 at 2 PM EDT
2. **Close with the ACA Serenity Prayer.**