**MONTHLY TELECONFERENCE AGENDA**

**January 12, 2019**

**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:**

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

**Present:**

**Absent:**

1. **Establish Quorum:**
2. **Guest Introductions**
3. **Tradition One:** Our common welfare should come first; personal recovery depends on ACA unity.
4. **Minutes:** Motion to approve the December 8, 2018 Teleconference Minutes (Marcia)

**Second:**

**Decision:**

1. **Treasurer’s Report (Bill D.)**
2. **Committee Reports:** *All reports can be found on the business website:* [*http://acawso.org*](http://acawso.org)
   1. **Executive Committee:** Majbrit M.
   2. **Archive Committee:** Mary Jo L.
3. **Finance** **Committee:** Bill D.
4. **Literature Committee:** Charlie H.
5. **Member Services Committee:** Carole C.
6. **Public Services Committee:** David McB.
7. **European Committee:** Majbrit M.
8. **WSO Office:** David McB.
9. **DCOC:** Bill D.
10. **Service Structure Committee:** Marcia J.

# Website/Database Committee: Jim B.

1. **ABC Committee:** Jim R.
2. **Ballot Prep Committee:** Mary Jo L.
3. **OPPM Committee:** Mary Jo L.
4. **Nominating Committee:** Greg R.
5. **Predatory Behavior Work Group/Committee**: Karin S.
6. **Motions passed at the board working meeting on December 13, 2018**
   1. **Motion:** To approve the adoption of the new Regional Map for the United States and Canada that has been developed and recommended by the Service Structure Committee.

**Background:** The Service Structure Committee has researched and had discussions about several map variations. The one being recommended realizes that a closer connection among groups will involve other service structures that are currently being discussed by the committee. This Regional Map is intended to be flexible so that areas that are naturally working together, which may be divided on the map, can choose to continue their connection. It also takes into consideration that the Bylaws of ACA designate a finite number of seats on the Board of Trustees, including Regional Trustees, and that we are a world-wide organization. **Work on the map for the rest of the world will begin at the 2019 AWC with a projected approval of that map at the 2020 ABC.**

**Second:** Carole C.

**Vote: Motion passes with one abstention.**

* 1. **Motion:** To engage the Vasquez & Company CPA firm to perform an Accounting Review of the ACA WSO Financials and perform a year-end inventory count for the sum of $8,500.

**Background:** For the past two years ACA WSO has had its financial records and system audited by Vasquez & Company, a Los Angeles based CPA Accounting firm. This year the Finance Committee feels a Review will provide adequate assurance instead of a full audit. This motion was unanimously approved by the 4 members of the committee. The Board has been given a copy of the proposal.

**Second**: David McB

**Discussion:** The finance committee believe another full audit is not necessary, but rather have a much less expensive review done to ensure continuity. Hiring an in-house accountant rather than outsourcing was suggested as a better long-term solution. An added benefit would be money saved on the auditing expenses.

**Vote: Motion passes with one objection.**

**Minority opinion:** We need to move on changing to a CPA firm, which would eliminate the need to have a review in 2018.

**Vote:** **Two people changed their vote. Six in favor and three opposed.**

**Discussion:** There is a lot of work that needs to be done before we’re even ready to create an RFP (Request for Proposal). A feasibility study can first be done to let us know the best way to proceed. We request that the original motion be passed and have a second motion about a feasibility study .

**Jim B.** called the vote.

**David McB** seconded.

**Vote:** **Motion passes with one objection and one abstention.**

* 1. **Motion:** To have the financial committee do a feasibility study about hiring a CPA firm or an in-house CPA.

**Background:** ACA is approaching the million dollar gross sales mark, at which time regular audits will be required. The finance committee has discussed the necessity of getting a CPA. Hiring an in-house accountant rather than outsourcing was also suggested.

**Second:** Miles C.

**Vote: Motion passes unanimously.**

1. **Motion passed at the board working meeting on December 27, 2018**
   1. **Motion:** To authorize up to $2,000.00 to install added pallet racks and electricity for the Signal Hill warehouse. (David McB)

**Second:** Carole C.

**Background:** This installation will not cause problems with building inspections. The last installation passed, despite blocking a door. This will increase our capacity by 12 pallet spaces.

**Vote:** **Motion passes unanimously.**

1. **Motions passed outside of a Board Working meeting**
   1. **Motion:** That the Board approve clarifications and additions to OPPM SECTION V. DUTIES OF OFFICERS for the Secretary and Treasurer. (OPPM Committee)

**Background:** Changes are being proposed to more specifically define a) the Secretary's responsibilities about Board Motions as well as ensuring appropriate people sign the Conflict of Interest statement (see Appendix VIII), and b) the Treasurer's responsibilities about publication of 7th Tradition contributions and the WSO tax return.

**Second:** Bill

**Vote: Motion passes unanimously**

1. **Motion:** To grant the WSO employees the day off before Christmas and New Years with their normal holiday pay. (Finance Committee)

**Background:** Since both Christmas and New Year’s fall on Tuesday the board has been petitioned to close the office on both Mondays to give the employees that time with their families. The cost to WSO would be partially offset as there would be no expense for employee gifts this year. A summary of hours and costs not including taxes are attached.

**Second**: David

**Vote: Motion passes unanimously**

1. **Motions passed at the board working meeting on January 10, 2018**
   1. **Motion:** To adopt the Norms of Conduct that will help encourage respect and civility in WSO interactions.

**Background:** While the 12th Tradition reminds us to place principles before personalities, the fellowship has indicated the seriousness about addressing behaviors so that everyone feels safe in meetings. This, by extension, should also apply to service work.

**Discussion:** Request to amend the motion to reflect only the Board of Trustees. We will craft the document to make it more particular to other WSO Committees and interactions.

**Vote: Motion passes unanimously.**

* 1. **Motion:** To approve a Travel Authorization Form (Finance Committee)

**Background:** The Travel Policy in the OPPM says the Board must provide final approval for travel; however, there is no mechanism for documentation. A travel form will provide the proper paper trail. This form should be used whether travel was already approved as part of a budget or not. Additionally, no one will be allowed to approve their own travel.

**Second:** Carole C.

**Discussion:** A request was made to add a line where the approval motion number can be listed as well as the date of that motion.

**Vote: Motion passes unanimously.**

1. **New Business:**
   1. **Motion:** To add to OPPM Section VI. Fiscal Policies that “Any expenditure in excess of $2,000 for the purchase of a single item or service should have bids from three (3) suppliers, if possible.” (Finance Committee)

**Background:**  This memorializes a business practice that the Board has already unofficially been following. Acceptance of the lowest bid is not necessarily required. Bids will be reviewed and specifically approved in advance by the Board of Trustees. Long term contracts such as those for recurring printing orders, office rent, etc., are excluded from this requirement.

1. **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:**
3. **Motion to close the meeting:**

**Second:**

**Decision:**

1. **ANNOUNCEMENTS**

* **Next Meeting:** Saturday February 9, 2019 at 2 PM EST