**MONTHLY TELECONFERENCE AGENDA**

**December 8, 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: Mary Jo called the meeting to order with the traditional Serenity Prayer**

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

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

**Absent:** Majbrit M., Pat H.

1. **Quorum established.**
2. **Minutes:** Motion to approve the November 10, 2018 Teleconference Minutes (Marcia)

**Second:** Charlie

**Discussion:** The medallion order change needs to be attributed to the DCOC.

**Decision:** Motion passes unanimously

1. **Treasurer’s Report (Bill D.)**

The financial statements for November are not yet available. It takes our outside accountant two weeks to deliver them, which is usually past the dater for the monthly TC. October financials are in the [Treasurer’s Section of the Repository](https://acawso.org/2018/12/08/treasurers-report-october-2018/). ACA is in solid financial standing. 7th Tradition Donations came to $13,195.18.

1. **Guest Introductions**

|  |  |  |  |
| --- | --- | --- | --- |
| * **Denise** Anchorage, AK021, Lit, 211 Contact, Archivist | * **Jody O.** TX DTSC,   Intergroup and Nom Com Committees | * **Justine F.** NJ139/IG599 Intergroup, APB and Lit Committees. | * **Matt K.** WI West Great Lakes IG, SVC Committee and MSC Region Chair |
| * **Gregg R.** TX Lonestar IG, Chair Nom Com, Lit. Committee. | * **Kristian** Brooklyn, NY Greater New York Intergroup Liaison, Intergroup Comm. | * **Jim R.** Brooklyn, NY109, ABC Chair, OPPM Committee | * **Sharon F.** *Traveler* Editor, Member Outreach Chair,   MSC and Website Committees |
| * **Erin** PA076, Chair DTSC, APB Committee. | * **Josh W.** DC IG66 APB, SVC, Intergroup Committees. | * **Mardi M.** MT026 ComLine Editor | * **Rich R.** Albuquerque, NM APB and Sponsor. Committees |
| * **Karin S**. Chicago APB Working Group | * **John** MA Int. Committee, IG rep | * **Mary** St. Aug. FL | * **Tanya** EC Secretary |

1. **Tradition Twelve:**  Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.
2. **Committee Reports:** *All reports can be found on the business website:* [*http://acawso.org*](http://acawso.org)
   1. **Executive Committee:** Marcia L.

Nothing to report this month.

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

The committee is working on a budget and looking for anyone with experience in archival work to join us or give us info. If you are interested, please send an email to [archives@adultchildren.org](mailto:archives@adultchildren.org) . Our first task is to find Looking for people who have been in the program during the past 40 years with information to donate or willing to be interviewed.

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

The committee met 3 times in the month of November and addressed the issues below. For more information about any of the topics, please go directly to the report at <<https://acawso.org/2018/12/09/finance-committee-report-november-2018/>>

* Review of October Financial Statements.
* Review of the 2017 990 Federal Income Tax Return with the Board of Trustees
* Sent out the 2019 budget request package to Board Trustees and Committee Chairs
* Finalized and distributed the flyer, “*Where Does the Money Go?*”
* Sent out a year end letter asking for 7th Tradition deductible donations.
* Reviewed methods of making funds available to the European Committee Chair for expenses in Europe.
* Reviewed accrual accounting procedures for payroll.
* Established a procedure for review and approval of journal entries made by our external bookkeeper.
* Expanded the duties of the part time office bookkeeper.

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

Our quarterly literature calls will be held on the first Saturday of each quarter at 11:30 AM ET. Our next meeting will be held on January 5. The call in number as well as the rest of the scheduled times can be found in the report at <<https://acawso.org/2018/12/09/literature-committee-report-for-december-2018>/>. The WSO Board of Trustees has authorized the Russian fellowship to print another 1,000 copies of the Russian BRB. They also authorized design and publication of a new German YWB, and a new Greek YWB, which will be distributed as an interactive PDF. **The Literature Evaluation Subcommittee** is being started again, and seeks volunteers to review manuscripts as well as project ideas submitted from the fellowship. **The Sponsorship Working Group** is now being led by Justine F. The committee meets on the third Saturday of each month at 3PM ET. Please send an email to [litstaff@adultchildren.org](mailto:litstaff@adultchildren.org) if you are interested in being a part of this group.

**The status of ongoing projects is as follows:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | **Group Leader** | **Status** | **Last Meeting** | **Comments** |
| *Little Big Red Book* | Charlie H. | In progress | Dec. 1, 2018 | The outline has been completed, and drafting of chapters has begun. |
| *The Loving Parent Workbook* | Bonnie K-M | In progress |  | Not accepting new volunteers. |
| *Finding Emotional Sobriety* |  | Complete |  | Can be copied for ACA meetings or personal use and sharing in 12-step settings. |
| **Title** | **Group Leader** | **Status** | **Last Meeting** | **Comments** |
| *Ready Set Go!! Workshop Project* |  | In progress |  | This workshop material will soon be available for review. We are completing an edit to provide guidance for both the original multi-meeting (or phone call) model and the one-day workshop model. |

The deadline for submissions for the 2019 first quarter issue for 2019 is extended to December 14. We invite all adult children to share stories of experience, strength, and hope. We suggest that shares for this issue focus on Steps 1, 2, 3 and Traditions 1, 2, and 3. Please email your story along with a completed, signed [Copyright Release Form](https://adultchildren.org/wp-content/uploads/2018/05/AC_WSO_COPYRIGHT_RELEASE.pdf) to [litstaff@adultchildren.org](mailto:litstaff@adultchildren.org).

The **Addressing Predatory Behavior** working group is currently collaborating with the ACA Literature committee to put together a special issue of the ACA member quarterly [***ComLine***](https://adultchildren.org/literature/comline/). If you would like to share your experience on this important topic with the fellowship, in writing, or in another artistic form, such as art, photography, or poetry, please send your submission to [APB@acawso.org](mailto:APB@acawso.org) by **December 15, 2018.** Our goal is to publish this ***ComLine*** special issue in February 2019. For more information, go to the APB Report at <<https://acawso.org/2018/10/24/apb-call-for-submissions-comline/>>.

1. **MPS Committee:** Carole C.

This committee is being divided into two separate committees effective immediately. The work of the committee is extensive, and will be more manageable in two committees than in one committee.

|  |  |  |  |
| --- | --- | --- | --- |
| **Committee Name** | **Chair** | **Subcommittees** | **Next Meeting** |
| Member Services Committee (MSC) | Carole C., Trustee,  CA | * Global Outreach * Intergroups * Member Outreach * Regions * Traveler * Virtual Meetings * Young Adult Meetings | Jan 9**,** 2019  11 AM PST  **PH:** 712-770-4700  **PIN:** 743112# |
| Public Services Committee (PSC) | Miles C., Trustee  ONT, CAN | * Global Outreach * Hospitals and Institutions * Public Service Outreach |  |

1. **European Committee:** Majbrit M.

The officers of the European Committee traveled to Bratislava to attend the AA Central European Assembly. The goal was to observe and to establish rapport with the delegates as well as spending time with the small Slovak ACA fellowship to make progress towards establishing an Intergroup and getting translation started. We talked together about how to utilize the European Committee so that the world conference will be more productive.

We got large amounts of information and great insight in how a well-constructed region works. We were warmly welcomed, and all of us think there will be more opportunities for ACA and AA to work together. 5 or 6 pamphlets were handed out including *Emotional Sobriety*, *What is ACA?* and the *European Committee* pamphlet.

Sponsors are so important. They need to model service for recovery.

The first German National Convention will be held March 29-31, 2019 in Karlsruhe. The German Yellow Workbook translation has been finished and is waiting for layout approval before printing. It will be available for the first time at this convention. The German BRB is translated but has not been proofread. The Daily Meditations are online.

The Czech Republic has almost completed translation of the Daily Meditations for their fellowship. A starter kit has been sent to France so translation can begin for continental French literature. The French-Canadians have already begun their translations.

The Swedish Yellow Workbook will be ready for distribution at the 2019 ABC/AWC in April.

1. **WSO Office:** David McB

Shopping cart program reminding shoppers to complete their purchases has retrieved over $20,000.00 to date. DHL came in and worked with the office to integrate their program with the shopping cart. They compete with UPS for shipping. There is currently a 24 hour shipping window. Weekend requests are all shipped on Monday. An Inventory reporting page has been developed and integrated into the office reports. It helps to keep ahead of things in stock. A fluctuation in meetings listed was noted. This was due to an internal email that only Nick was receiving. The problem has been corrected, and we are getting accurate numbers. Nick has created a Welcome letter for new meetings, which is waiting for board approval. Cleared all of our books going to Mexico for Amazon and are ready to fulfill in Mexico and SA. Tax ID number is still a work in progress internationally as regards Amazon sales. We need to work with Treasury and Accounting to solidify our tax report for Amazon and office sales. Canada is up and running. Improving availability of Spanish speaking materials, working on keywords, search terms etc.

**Currently we have:**

2117 Meetings

96 Intergroups

1 Region:

1. **DCOC:** Bill D.

The committee completed a review of end of month inventory levels in the warehouse and the three Amazon sales channels. They have been working with the UK to develop a literature delivery system that will provide materials at a cost comparable to those in the United States.

The committee made a report to the Board of Trustees and the Operations Manager at the Strategic Planning Meeting in October which included activities to date and goals for 2019. That report can be found at <https://acawso.ort/2018/11/11/dcoc-committee-report-to-the-strategic-planning-meeting-for-members/>

The committee reviewed and approved orders for 5,000 softcover BRB books, 10,000 YWB, and $14,361.50 in medallions, sending motions to the Executive Committee and the Board for approval.

A privacy policy was added to the shopping cart conforming to recent regulations in the European Union. We are continuing to work through errors between the shopping cart and the accounting programs. The menu on the shopping cart was updated to prevent collapse.

1. **Service Structure Committee:** Marcia J.

The Service Structure Committee met twice in November. The committee started to work on the requirements for Regions to send a representative to the Board of Trustees. A plan for the report the committee will present at the 2019 ABC was also reviewed.

# Website/Database Committee: Jim B.

There is a new subcommittee for remote voting. It will work with the DTSC to train delegates once the product has been determined and the process clarified. More help would be welcome on this committee if anyone is interested in service.

Changes have been made to meeting list software. Groups with several meetings can now be listed more easily. The fellowship can now sign up to receive their Daily Meditation by email. Sign up by clicking on a button on our home page at <https://adultchildren.org/>

1. **ABC Committee:** Jim R.

**2020 ABC/AWC:** Finding a host for the next ABC/AWC has been challenging. South Florida has expressed interest. Reno, NV has run into space challenges. Andy in Reno is still working on the application and the Intergroup is hoping to move forward. They could be a possible site for the 2021 ABC/AWC. They would like to know if it would be possible to move the ABC/AWC a week one way or another. Reno has many conventions that happen yearly to compete with. Also, the venues are more expensive at popular times.

There is a new system we would like to implement to recruit hosts. We plan to approach intergroups three years out to nurture them and help them learn the process necessary for hosting a successful ABC/AWC. We would like to make it a step-by-step workshop format. There was a suggestion that a proactive call could go out to Regions in the USA to suggest hosting.

**2019 ABC/AWC:** Jim R. has reached out to Fredrik to establish weekly meetings, which will begin in a week or so. The committee would like to know more about the planning process. There is now more content on the website and registration is open. The Delegate Training Subcommittee has three documents ready for the host site: a FAQ page, a page about what to expect before, during, and after the ABC/AWC, and what role the delegate has with the balloting process. A delegate workshop is being prepared. Erin asked that links from last year be put onto this year’s website. A date for training on remote voting will be set once the platform and process are finalized.

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

14 proposals have been received. They are being analyzed and will be sent out to meetings in January.

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

The committee is working at a steady pace. A newer updated version of the OPPM will be posted later this month.

1. **Nominating Committee:** Greg R.

There are two applications for the Board of Trustees, and both seem very qualified. We are still encouraging applications. Please send them in quickly. There are still two positions open on the Nominating Committee. We would especially like to have a member from outside the United States on the committee. We need a secretary for administrative help for about 10 hours per week. This position has been submitted as part of the 2019 budget.

1. **Predatory Behavior Work Group**: (Karin F.)

Karin F. is the new chair of this committee. She thanked Josh W. for his service. He will be continuing as secretary for the group. Mary Jo L. is working with Karin to put together a definition of a work group for the OPPM.

We have posted selections from safety statements used by meetings that we hope will be the beginning of a collection. Our next step is raising awareness throughout the fellowship. We are working toward an issue of the ComLine dedicated to our topic. The deadline for articles is December 15. The committee will screen and edit the articles before passing them on to Mardi for a final editing. So far there are 10 viable contributions. We are looking for articles from different regions and diverse populations about navigating awkward and actual behavior.

We always welcome more participation. Details about the dates and times for meetings can be found on the Slack channel **#addr\_predbdhav\_forum**. Message Karin to be added to this channel.

1. **Concurrences to be read into the record:** 
   1. **MOTION**: That the Board allows the Moscow Intergroup (MIG) to reprint 1,000 BRBs under the same financial terms as the previous license agreement, with royalty payments due to the WSO. The board further authorizes the International Literature Subcommittee to negotiate a new BRB revenue sharing formula between MIG and WSO, with the understanding that any new terms approved by WSO will be applied to this transaction. (International Literature Sub-Committee)

**BACKGROUND**: MIG has printed and sold 2,500 BRBs within 14 months. It has paid all printing and shipping costs upfront, with no cost to WSO, and has regularly met its royalty payments to WSO.

**VOTE:** **Motion passed unanimously.**

* 1. **MOTION:** To post the following privacy policy on the adultchildren.org website:

***“Privacy Policy:*** *AdultChildren.org serves the worldwide fellowship of Adult Children of Alcoholics. Except where otherwise noted in our Meeting Directory, personal contact data is not shared with anyone outside the ACA World Service Organization.*

*The Meeting Directory requires that every registered ACA meeting contain a public contact, and that person’s phone and/or email information is available to all site visitors. Primary and Secondary WSO contact information is used only for internal WSO use and enables WSO to send information to registered meetings and to ensure only the authorized users can make changes to meeting information. Public and private meeting information can be changed by the primary or secondary contact person at any time. If you encounter trouble, please contact Meetings@acawso.com.*

*Newsletter signups are voluntary and enable you to receive ACA newsletters via Mail Chimp. This contact information is not shared outside ACA WSO for any purpose.*

*To better serve visitors, www.AdultChildren.org uses Google analytics. To learn more, see Google Analytics’ terms of service. (Link: https://www.google.com/analytics/terms/us.html).*

***Cookies:*** *We use cookies to ensure that we give you the best experience on our website. If you continue to use this site we will assume that you are happy with it. You can decline our use of cookies and most functions on the website will continue to operate. You can use the Contact Us Form to notify us of any issues.*

***Contact Us****: You can send us any questions regarding our privacy policy via the contact us form on the site.”*

**BACKGROUND:** It is good practice and a requirement of the new GDPR (General Data Protection Regulation) for websites to have a privacy policy that it posts and adheres to. This is our initial privacy policy and it will be updated as needed going forward.

**VOTE:** **Motion passes unanimously.**

1. **Motions passed at the board working meeting on November 29, 2018**
2. **Motion:** (MPS Committee)

That the Board approve separating the Member and Public Services (MPS) Committee into two distinct committees of the Board: 1) Member Services, which will include the Member Outreach, Intergroup, Region, and Virtual Meetings sub-committees, and The Traveler newsletter; and 2) Public Services, which will include Public Outreach, Hospitals, Institutions, the therapeutic community, other 12 Step Fellowships, and Global Outreach efforts in areas where there are currently no meetings. (MPS Committee)

**Background:** MPS has grown significantly over the past couple of years as the fellowship continues to grow. The outreach portion to therapists, institutions, and other fellowships has begun to increase greatly. It has essentially become too many aspects to continue to be managed under one Committee.

**Second:** Marcia J.

**Discussion:** Chairs can be chosen and approved by the Board. A general meeting will be held to allow members to decide which committee they plan to participate in.

**Vote: Motion passes unanimously.**

1. **New Business:**
   1. **Motion:** That the Board approve a more specifically define term of service for a Board member in Section III of the OPPM. (OPPM Committee)

**Background:** The Board reads the intent of a two-year term for a Board member to mean only two years, and not two years and additional months. Depending on when the Board member is installed, a longer term often results. The suggested new wording for this section states that a term starts the actual date the Board member is installed, whether it's mid-year or at the ABC. And that it ends two years from that date of installation.

*“Starting January 1, 2019, all new Trustees will commence their terms of service on the day they are installed on the Board, whether that is at the ABC or sometime mid-year. For example, if a Trustee is installed on February 1, 2019, their two-year term will end on January 31, 2021. If they remain on the Board for their full three terms, their service as a Trustee will end on January 31, 2025. However, if a Trustee’s term of service starts at the ABC, their official start time will be the end of Day 2, thus making the end of their term two years at the end of Day 2 of the ABC two years hence.”*

**Second:** Bill D.

**Discussion:** Section of OPPM deals with replacement of officers. Board can leave it vacant or fill temporarily or permanently.

**Vote: Motion passes unanimously.**

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.

1. **Guest Comments:**

* **Gregg:** Participating in what has been an AA/Alanon event in Tyler, TX on Jan 11-13. ACA workshop and ACA speaker. We will be using the trifolds for that.
* **Mary:** Mary is theGroup Rep in St. Augustine for her meeting. They are not part of an Intergroup. There is one in Central Florida a couple of hours away. She would like to know about the service structure in North Florida so her meeting can link up and participate. Bill asked her to send an email to [treasurer@adultchildren.org](mailto:treasurer@adultchildren.org) and he will be happy to speak with her.
* **Matt K.:** Is plugging regions. He chairs the Regions subcommittee for member services and is communicating with three of our Regional areas. We need a contact person, just a point of reference, for the Southern Regions. There are things going on in the Northeast and the Midwestern regions. Please contact Matt if you are interested or know of any planning that is going on.
* **Josh W.:** Thanked Mary Jo for announcing board call on Slack. It is a good reminder.

1. **Motion to close the meeting:** Miles C.

**Second:** David McB

**Decision: Motion passed unanimously**

1. **ANNOUNCEMENTS**

* **Next Meeting:** Saturday January 12, 2019 at 2 PM EST
* If you would like to be added as a participant on Slack, you can email Bill D.

**Board Chair Mary Jo L. ended the meeting with the ACA Serenity Prayer.**