

An ABC Committee Report to  
The ACA WSO Board of Trustees

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*The ABC Committee coordinates the efforts of planning the Annual Business Conference and the ACA World Convention.*

The Report for January, 2019

Submitted by Jim R., the ABC Committee Chair, February 9, 2019

**HIGHLIGHTS FOR JANUARY:**

- DELEGATE TRAINING – Continued refining the information on the Repository – Delegate Training; spoke with Erin D about outreach to Delegates
- ABC PLANNING – Call for Annual Committee Reports; layout of Proposal, as seen in the Binder; Discussion with ABC Conference Chair
- SWEDEN 2019 – Direct communication with Host Chair
- FUTURE HOST SELECTION – SE Florida enthusiasm; Outreach to LI ACA Intergroup; plans for going forward

**LOOKING AHEAD:**

- Securing a parliamentarian; Conference details; Binder developments, *see checklist.*

**RECOMMENDATIONS:**

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**DELEGATE TRAINING**

The Delegate Training page, on the repository at [acawso.org](http://acawso.org), is the primary site for all information pertaining to Conference delegates. The heading on this page offers links to, and description of, assorted documents – clear and helpful resources. [acawso.org/category/delegate-training/](http://acawso.org/category/delegate-training/).

Discussions about the April Training Teleconference opportunities are ongoing. There will be weekly calls in April focused on the roles and procedures of the Delegate. Prior to the opening of the ABC, this information will be recapped. Separately, there will be trainings for Delegates who will be participating remotely. An initial testing was enacted successfully, voting by phone.

**ABC PLANNING**

The call has gone out for annual WSO Committee Reports. These are the reports that are compiled into the Delegate Binder. The request is attached below. Also submitted is an example of the Proposals that will be published, online and in the Binder. If there are no objections, this will be the format, which follows the layout from last year.

Introductions have been made between Greg R. of Texas, the designated 2019 Conference Chair, and some past delegates from Denmark, for relating cultural norms and instilling sensitivity. We have begun discussions on the best practices for effectively chairing the event.

**SWEDEN 2019 - The ABC/AWC**

Direct communications with Fredrik, Chair of the Host Committee, continue weekly. The convention website develops, providing a listing of the AWC Program additional activities and the opportunity to sign up for meals. The website will continue to undergo development, as new information arrives, links are forged and old information is updated.

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### **FUTURE HOST SELECTION**

The South East Florida Intergroup, IG #650, is enthusiastic about producing the ABC in 2020. They have been asked to develop a theme and they are developing a logo for their committee. They will be sending some promotional material to the ABC in Sweden.

We have spoken to a member of the Long Island ACA Intergroup, in New York, as to their interest in hosting the ABC in 2021. They will discuss this among themselves. If they choose not to accept the offer, we will begin a search for an alternative host, after this year's ABC.

The Intergroup in Reno, Nevada, is compiling a comprehensive application, modeled after the South East Florida bid, in keeping with their stated commitment to host in 2022.

Going forward, we will provide the opportunity for every Intergroup to apply to be considered for hosting future Conferences and Conventions, while we invite recognized Intergroups to take on the service opportunity. We have asked for assistance from the Intergroup Subcommittee in identifying strong candidates. It has been suggested that the incentives for hosting be clarified.

### **LOOKING AHEAD**

Securing a parliamentarian is a top priority. Other aspects of the ABC are best addressed at this time, such as whether or not the 'voting paddles' were effective, creating timeframes for presenting reports and for rules about adding to discussions surrounding motions. It is time also to begin considering the 2-day agenda. Is it preferable to lump reports and proposals into separate days, or might there be an advantage to mixing up these activities? And it's time to author committee reports.

For comments and questions, please write to Jim R., at [abc@adulthoodchildren.org](mailto:abc@adulthoodchildren.org).

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### *Attachments*

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## **A Message from the ABC Committee**

To The Committee Chairperson,  
As we prepare for the 2019 ABC, let me begin with a hearty "Thank you", for your continued service to ACA.

We will soon gather for the ABC in Malmö, Sweden. In advance of our gathering, each WSO Committee is asked to compile an annual report. These reports are posted online and included in the binders given to delegates attending the business conference. To view last year's binder and your committee report, go to:  
<https://acawso.org/2018/04/09/2018-abc-april-26-and-april-27-listen-in-via-teleconference/>  
then click Delegate Binder.

To aid in developing a comprehensive report, here is a list of information we suggest you include:

- Committee or Subcommittee Name
- Description or Statement of Purpose
- Inception Date / Sunset Date

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- Chair / Vice Chair / Committee Members
- A list of the committee activities for 2018
- Goals for the year ahead
- Location of meeting minutes/reports, such as the URL of the WSO website repository
- Committee Contact information

Please submit a **Word document**. In composing your report, if possible, use a **10 point** size, **Calibri** font for the body of your text. Use **single spacing with an additional line after paragraphs**. For section titles and/or headings, please keep the sizes and styles somewhat simple. Also, the binder is in black and white – **no color**, please use a greyscale.

Traditionally, during the ABC, each committee chair has given an oral report, which has taken up much of the valuable and limited time for our conference. This year, the oral reports will likely have stricter time constraints than in the past. Please focus your oral report on the highlights of your committee work and the goals of the year ahead. If the material is written in the binder, there is little need to read it to the assembly. The ABC Committee is committed to informing the delegation of reports and procedures, well in advance of the conference. In this way, the focus will be less on delivering a report as compared to answering questions that may arise.

The ACA WSO Annual Committee Report Form, below, may be utilized as a tool for presenting your report.

Your committee may want to report on special projects that have broad interest or particular impact for the general ACA fellowship. This type of special report may need more time and focus, beyond the basic committee report. **We will happily attempt to fashion an agenda providing the time you will need to present special, in-depth reports to the delegates.** Let's begin the planning.

Finally, to assure time to assemble the Binder, we would like to receive your committee's written report(s) by **Friday, February 22<sup>nd</sup>**. If you have any questions or you are considering offering an additional 'special' report – please write to me, Jim, at [abc@adulthood.org](mailto:abc@adulthood.org).

Thank you.

Jim R  
ABC Committee Chair

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## THE ACA WSO ANNUAL COMMITTEE REPORT

Committee
Statement or Description of Purpose

Chair / Vice Chair ( <i>First name, Last Initial; State or Country</i> )
Members ( <i>First name, Last Initial; State or Country</i> )

WSO Website - Repository URL of meeting minutes / reports

Committee Contact information

Bullet list of the committee activities of 2018

Detailed descriptions, as needed

Goals for the year ahead

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This is the suggested layout for the Proposals in the Binder. It is basically the same as last year with a few changes of text size and highlighting. This will be used for announcements online as well. All comments will be published online – they may be edited in the Delegate Binder. Proposals that make it on to the agenda will be published in the Binder and may include a space for NOTES.

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

We propose 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).

**History/Reasoning:** We would like to easily access other fellowships web links for additional information and resources. The current directory on [www.adultchildren.org](http://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

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NOTES:

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## The 2019 Binder Contents Checklist

This chart lists the content to be acquired for producing the 2019 Delegate Binder. As materials are gathered they will be checked off.

NOTE: The Literature and MPS Committees have undergone organizational change. New committees and subcommittees may have been formed. Also, consider the suggestion to rename the New Literature section to include Special Presentations. This would be the place for committee chairs to include any printed material relating to in-depth presentations beyond their annual committee report. For example, “regions” developments or new programs for hospital outreach.

	Organizational components – Title and Sectional pages; Tables of Content
	Foundational material – largely unchanging documents, plus the OPPM

✓	Content	Source	Author	Contact Info
	<b>The Front Cover</b>			
	<b>Title Page</b>			
	A letter from the Board	WSO	Mary Jo	
	Welcome from our Host	Host	Fredrik	
	Volunteer Acknowledgements	Host	Fredrik	
	<b>Table of Contents</b>			
	Agenda	ABC/Board		
	The Problem	Foundational		
	The Solution	Foundational		
	<b>Section – Delegate Information</b>			
	Section TOC			
	Training – Day 1 Agenda	DTSC	Erin	
	Training – Day 2 Agenda	DTSC	Erin	
	Additional Information		Erin	
	<b>Section – The Board of Trustees</b>			
	Section TOC			
	The Board of Trustees			
	Chart: Board and Committee Chairs			
	Chart: Committees / Subcommittees			
	Statements of Purpose			
	The Commitment to Service	Foundational		
	<b>Section – Annual Reports</b>			
	Section TOC			
	The Minutes of the 2017 ABC	WSO Secretary		
	Book of Board Meeting Motions	WSO Secretary		
	Treasurers Report / 2018 Budget	WSO Treas.		
	Executive Committee Report	Chair		
	Finance Committee Report	Chair		
	Literature Committee Report	Chair		
	<i>Split or Sub-</i>	Chair		

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	<i>Split or Sub-</i>	Chair		
	DCOC (Distribution) Report	Chair		
	ABC Committee Report	Chair	Jim R	
	Delegate Training Sub. Report	Chair	Erin	
	Ballot Prep Committee Report	Chair		
	European Committee Report	EC Secretary		
	MPS Committee Report	Chair		
	<i>(Split in 2)</i>			
	Intergroup Subcommittee Report	Chair		
	H&I Subcommittee Report	Chair		
	Website and Database Report	Chair		
	Service Structure Committee Report	Chair		
	OPPM Committee Report	Chair		
	Nominating Committee	Chair		
	Audit Committee Report	Chair		
	<b>Section – Ballot Proposals</b>			
	Section TOC			
	Overview	ABC		
	The Proposals	Ballot Prep		
	<b>Section – New Literature and Special Presentations</b>			
	Section TOC			
	New Literature	Lit/Web/MPS		
	<b>Section – Foundational Documents</b>			
	Section TOC			
	The OPPM	OPPM Chair		
	OPPM TOC			
	The Bylaws	Foundational		
	The 12 Concepts	Foundational		
	The Book of Teleconference Motions	OPPM Chair		
	<b>The Back Cover Insert</b>	2020 Host	Shannon	