**MONTHLY TELECONFERENCE AGENDA**

**February 9, 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 Two:** For our group purpose there is but one ultimate authority – a loving God as expressed in our group conscience. Our leaders are but trusted servants, they do not govern.
4. **Minutes:** Motion to approve the January 12, 2019 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. **Specific Concurrences to be read into the record**
7. **Motion:** That the 2020 ABC and AWC be awarded to the Southeast Florida Intergroup IG650.(ABC Committee)

**Background:** This Intergroup has presented an Application that gives the Board full confidence that they will be able to host next year's event in a very professional manner. Many people who will be part of this Host Committee were part of the 2016 Host Committee that was held in Delray Beach, FL, which will be extremely helpful for them.

**Discussion:** None

**Vote:** **Motion passed unanimously.**

1. **Motions passed at the board working meeting on January 24, 2019**
   1. **Motion:** To make further changes to Section VI. ACA WSO Fiscal Policies, Subsection C. Expenditure Approvals, of the OPPM. (OPPM Committee)

**Background:** Changes to items 4 and 5 in this subsection and add new item 6 that further define levels of expenditure approvals.

**Second:** Carole C.

**Discussion:** None

**Vote: Motion passes unanimously.**

1. **Motion:** "Approve a contract to hire Alexia Passias to design the layout and create a print ready PDF for Russian language Yellow Workbook (for hard copies in A4 format), at a cost of 616.50 Euros, or about $699. (Literature Committee)

**Background:** The Moscow Intergroup has completed its translation of the Yellow Workbook. Alexia will supervise a Lithuanian designer, who will use a WSO Yellow Workbook design template to lay out the book at a reduced hourly rate.

**Second:** Bill D.

**Discussion:** Jeffrey F. is working on a proposal for printing.

**Vote: Motion passes unanimously.**

1. **Motion:** Approve a contract to hire Alexia Passias to design the layout and create a print ready PDF for Swedish language Yellow Workbook (for hard copies in A4 format), at a cost of 1,026 Euros, or about $1,165 (Literature Committee)

**Background:** The Swedish fellowship intends to submit its translation of the Yellow Workbook in early February, with a goal of printing and delivering a substantial order in time for the ABC/AWC in Malmo, Sweden. Because of the time constraints, and the importance of completing the order in time for the AWC, Alexia will personally lay out the Swedish YWB.

**Second:** Marcia

**Discussion:** There is a timing constraint on this hoping to have it ready for the ABC/AWC.

**Vote: Motion passes unanimously.**

1. **Motion:** To approve accounting work at an estimated cost of $1,200 for Patricia Wilshire to perform tasks the audit reviewers have asked WSO to provide. (Finance Committee)

**Background:** The auditors require approximately 20 accounting reconciliations, ledgers, and schedules from WSO in order to perform the 2018 review. The Fin Comm, including the incoming treasurer, unanimously recommends our accounting vendor, Wilshire Financial Services, being engaged to provide this detailed information.

**Second:** Miles C.

**Discussion: None**

**Vote: Motion passes unanimously.**

1. **Motion**: To send out the Accounting and bookkeeping services RFP created by the Finance Committee.

(Pat H.)

**Background:** The RFP document is attached to these minutes. Care was taken to give WSO many choices in decisions regarding the outcome of this RFP.

**Discussion:** The Finance Committee as well as a number of Trustees think this should proceed before the new Treasurer takes office. It was decided that Pat H., as incoming Treasurer, will work with the Finance Committee on this item.

**Second:** Majbrit

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

1. **New Business:**
2. **Motion:** Approve travel funds for two members of the Public Services Committee. Miles C and David McB will travel to NYC to work with AA GSO to secure a presence for ACA at the 2020 AA international Convention in Detroit. They will also meet with AA publishing officers for input on our publishing efforts. (David McB)

**Background:** This trip is covered by unused budget from 2018. There will be between 50,000 and 60,000 AA members at the convention in Detroit, which will give our organization good publicity.

**Second:** Pat H.

**Discussion:** this trip should be approved as part of the Committee's 2019 budget. OPPM Section VI, sub-section F (Committee Budgets and Reimbursements) says "Unused funds are not carried over to the next fiscal year." Since that budget has not yet been approved and this is an important project, advance funds from the budget could be used. The rest of the yearly budget will reflect the use of this money up front.

**Amended Motion:** Approve travel funds from the 2019 budget of the Public Services Committee for two members of the PSC. Miles C and David McB will travel to NYC to work with AA GSO to secure a presence for ACA at the 2020 AA international Convention in Detroit. They will also meet with AA publishing officers for input on our publishing efforts. All monies used will be considered part of the approved budget for 2019. (Pat H.)

**Second:** Mary Jo L.

**Vote:**

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 March 9, 2019 at 2 PM EST