**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: Traditional Serenity Prayer**

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

**Present:** Bill, Carole, David, Jim, Majbrit, Marcia, Miles, Charlie, Mary Jo, Pat

**Absent:**

1. **Establish Quorum: Established**
2. **Guest Introductions**

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| --- | --- | --- | --- |
| * Alexia: Karlsruhe, GER GER0025**,** Translation Cmte. European Comte.
 | * Fredrik, Sweden 2019 ABCAWC Host Comm. Chair
 | * Justine F.: Pennsylvania. NJ139/IG599, Lit, APB, Intergroup Cmtes.
 | * Rose H&I Young Ppl for ACA Int Chair CA
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| * Barbara: Alameda, CA. Greater East Bay ACA

IG**648** | * Jerry J.: Washington, DC National Capitol IG626
 | * Kristian Brooklyn, NY Greater New York Area IG2. APB Workgroup Intergroup Cmte.
 | * Shannon KCMO
 |
| * Bonnie K-M: TX081/ IG600 Ballot Com, IG Chair, Lit, SVC
 | * John MA Intergroup Committee IG634.
 | * Matt K.: Fitchburg, WI. West Great Lakes IG70, SVC, MCS Region Chair
 | * Shannon: Valley Pines FL. Central Florida IG633
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| * Erin PA076 Chair DTSC, Predatory Behavior Com.
 | * Jonathan: London, UK ACA United Kingdom IG530
 | **•** Pam: CA IG 64 | * Sharon F.: Kansas City, MO *Traveler* Editor, Virtual Sub-Cmte Chair,

MSC and Website Cmtes. |
| * Fran: Mission Viejo, CA Orange County ACA IG620
 | * Judith, FL
 | * Rich R.: Albuquerque, NM, APB Cmte., Sponsor. Cmte.
 |  |

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

**Second:** Bill D.

**Decision: Motion passes unanimously**

1. **Treasurer’s Report (Bill D.)** *The full report is on the business website www.acawso.org*

The November financials show that ACA WSO ended the month with $606,085 in Total Assets. This is down from the previous month by $4,297. We saw a decrease of our cash and cash equivalents of $6,902 for the month. Total Cash Assets were $345,960. Inventory Assets were $123,847.

Sales for October were $77,596 compared to $94,929 the prior month. After deducting the Cost of Goods Sold (COGS) and expenses, there was a net income of $3,318 for the month.

WSO received $8,780 in 7th Tradition Contributions from members, groups, and intergroups. [View the 7th Tradition Contributions](https://acawso.org/wp-content/uploads/2019/01/ACAWSO-7-Tradition-November-2018.pdf)

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

No Report

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

We still don’t have a chair but have a group of interested committee members. We are looking for people with backgrounds in archiving. If interested, have information, or have questions contact archives@acawso.org

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

The Finance Committee met three times in December and accomplished the following:

1. Welcomed Dawn M., from the Greater New York IG, who has business finance experience.
2. Created Travel Forms and sent them to the Board for adoption.
3. Worked on the 2019 Budget.
4. Reviewed and recommended renewal to the Board of the 2019 Officers and Directors liability insurance policy.
5. Added documentation on the payroll management process and downloaded data from the time clock to the Accounting Manual, preparing it for an outside accounting service provider.
6. Recommended hiring an outside auditing firm to perform a review rather than a full audit, which the Board approved.
7. Created and sent out an end of year request letter for 7th Tradition contributions.
8. **Literature Committee:** Charlie H.

Notes from the Quarterly meeting are on the Literature page of the Repository. WSO is convening a development group for an ACA Bill of Rights. A group from Brooklyn, NY, presented a proposal about this, and they have been invited to be part of this group. Anyone else who is interested can contactlitchair@acawso.org. We hope to meet in February.

Trustee Miles C. made a presentation about secular AA. We hope to address this in the near future.

We have working groups addressing sponsorship and addressing predatory behavior. We are also restarting an evaluation team, which will look at proposed manuscripts and decide which are viable. If you are interested, contact litchair@acawso.org.

The next issue of the ComLine will be published on April 1, 2019. Shares cover Steps 3, 4, 5 and Promises 3, 4, 5. Deadline for submissions is February 1, 2019. Please email your story along with a completed, signed Copyright Release Form to [litstaff@adultchildren.org](file:///C%3A%5CUsers%5Cmaryj%5CDownloads%5Clitstaff%40adultchildren.org).

The ComLine is currently collaborating with the Addressing Predatory Behavior group to develop a special issue devoted to this topic. For information on Addressing Predatory Behavior please visit <https://acawso.org/2018/06/19/addressing-predatory-behavior-in-the-fellowship/>

The following teams are translating the Yellow Workbook at this time: Greek, German, Swedes, and Russians. Denmark is translating the Daily Meditation book, and the Japanese translation team is working on the Big Red Book.

1. **Member Services Committee:** Carole C.

The newly formed Member Services, Public Services, and Hospitals and Institutions Committees combined their meetings in December. There is a discussion about whether H&I should be a separate committee or whether Member Services and Public Services Committees each need their own H&I committees.

The MSC has decided to start Young Adult ACA meetings after an email blast to the fellowship about the need for these meetings brought back 30 favorable responses. The suggested age for participants in these meetings would be 18 -26.

We have the following subcommittees for MSC:

|  |  |
| --- | --- |
| **Member Outreach:** No Chair**Global Outreach:** Sue V.**Young Adults:** No Chair**The Traveler:** Sharon F | **Virtual Meetings:** David McB**Intergroups:** Bonnie K-M**Regions:** Matt K.. |

Sharon and Laura have organized the email so it goes to the right person. Sharon will set up the website information. Having a Forum on the website was deemed not feasible.

1. **Public Services Committee:** David McB.

Our current initiative is a visit by Miles C. and David McB to the AA General Services Office in New York City to see if ACA can be represented in any way at their 2020 Convention in Detroit. The Emotional Sobriety pamphlet has been very successful. H&I is part of the PSC. Miles C. is the chair.

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

The Greeks are looking for English Speaking Sponsors. If you are interested, please contact me at eu@acawso.com.

The European Committee is hoping to make the monthly call more interactive. They will have a group translation meeting one month and a regular meeting the next month, alternating. The January call was about translations. New translators can benefit from the experience of those in other countries who have already translated their literature. Poland has just signed a translation agreement. They are close to finishing the proofing for their Yellow Workbook. The Czechs and the Slovaks are working jointly on a Yellow Workbook. The February call will deal with events in the European community.

The first large event of the German community, Exploring New Paths Together, will be held in Bad Bergzabern, South Palatinate, Germany on March 29-31, 2019. Majbrit M. will be representing the WSO and talking to those attending about the Service Structure.

The EC Team attended the AA Central European Region Assembly in Bratislava as official observers. This region represents English-speaking meetings in about 50 European countries. They were warmly welcomed and were able to make connections with AA members across Europe. We hope to participate in more of these events representing ACA and attracting members of AA to join us for a deeper level of Emotional Sobriety. Bundles of seven of our key trifolds with contacts to English speaking meetings in Europe were passed out.

The team attended a local Slovak fellowship meeting and had discussions to help them in their translation efforts and service structure development. They also met key members from the Austrian service Structure from Vienna. The two Czech members of the team are hoping to work with them on some joint events and shared recovery goals.

1. **WSO Office:** David McB.

Our Operations Manager, Nick, has been ill, but is recovering well. David went to Signal Hill on a regularly planned visit and is staying on extra days until Nick returns.

Additional pallet racks were installed, which will handle any growth in warehousing for some time. We have maximized the space at our current location.

**Current statistics:** 2,145 registered meetings, 106 registered Intergroups, and 1 registered Region.

1. **DCOC:** Bill D.

The committee reviewed the November end of month inventory levels in the warehouse as well as the three Amazon sales channels.

A report detailing a possible UK IG literature delivery system was sent to the Board and is being discussed.

A consolidated sales report has been created that merges the number of monthly sales by outlet with the inventory removed due to damage or internal use. It also factors in monthly beginning and ending inventory counts.

Import errors between the shopping cart and the accounting program were corrected by upgrading Webgility Unify to the latest release.

The staff was asked to add the approved privacy policy to the shopping cart, as required by regulations passed in several European countries.

The committee reviewed and endorsed the request for additional pallet racks that was approved by the Board.

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

The regional map was approved and sent to the Board that creates 1 Region in Canada and 4 Regions in the US. It presupposes added service layers between the meetings and the WSO, which are still under discussion. The committee took into account the organic development that has occurred in Region 2, and is currently in process in the Midwest and Eastern US in suggesting boundaries. Flexibility at the borders of the designated Regions is expected. Lines do not always make the best definition of working relationships. The Board approved the map, which can be found on the Monthly Telecom menu page of the Repository.

Beginning conversations were held and initial documents started concerning the requirements for Regions to be certified to send a Representative to the Board of Trustees.

# Website/Database Committee: Jim B.

The committee is reviewing the Home Page of adultchildren.org, hoping to make it more user friendly for visitors and for our current membership.

The Daily Meditation email is going to 770 registrants. Any one can register on the main website.

Groups at one location that have more than one meeting time can now register once and list all meeting times. These groups will have one WSO number, one meeting contact, and one WSO contact.

The committee is preparing for online and remote voting for the 2019 ABC. Those interested in participating can contact webservant@adultchildren.org. We will be working with the Delegate Training Subcommittee to create instruction in the process for delegates.

A list of the projects in the technology queue as well as usage stats can be found in the report on the repository.

1. **ABC Committee:** Pat H.

The Delegate Training page in the Repository has a new heading at the top of the page that offers a link to, and description of, the assorted documents of interest to delegates.

Registration of delegates voting online and remotely ends on March 31. But onsite delegate registration will be accepted up to the day of the ABC.

The Traveler has a section with the banner, 2019 ABC/AWC News, that includes information about the 2019 ABC Ballot, choosing a Delegate, and remote voting - and that people can write to the Delegate Training Subcommittee with any questions.

The Committee is recommending that the bid from South East Florida IG #650 be accepted to host the ABC in 2020.

In looking beyond 2020, we are inviting qualified Intergroups to consider hosting beyond 2020. Interest for 2021 and 2022 has already been expressed by other IGs.

Trustee Charlie H. asked if all IGs were aware they could apply for the 2021 and 2022 dates. Mary Jo added that the Committee will be instructed to ensure that all IGs have a fair chance to bid.

**Motion:** Accept SE Florida as host for the 2020 ABC/AWC. (Bill D.)

**Second:** Miles C.

**Discussion:** Per Mary Jo, while this may likely be a bid that is accepted, the Board needs to see the application before making a formal decision.

**Motion withdrawn.**

Weekly direct communications with Fredrik, Chair of the Host Committee have been initiated by Jim. They have spoken twice and have looked primarily at the convention website. A dropdown menu item for delegates has been added.

A checkbox for remote delegates has been added to the ABC registration form. A step-by-step description of this registration process was added to the Delegate Page. The website will continue to be updated.

Greg R. of Texas, USA, has been recommended by the Board to be the ABC Conference Chair.

Currently 310 room-nights have been booked.

A link to a preliminary AWC program is on the website. Links for meal purchases still need to be posted. Those who have already registered will get an email to let them know about meal plans.

There are now 160 registrants. 70 are from Sweden and 35 are from the USA. 20 are delegates who have completed registration and about 20 that are partially registered. Majbrit M. added that some meetings are not registered with WSO. They are informing meetings that Jim B. will register these groups if they apply.

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

The Ballot will be sent to all groups on January 15. They are due back by March 31. If any meeting does not receive a ballot, email bpc@adultchildren.org and we will make sure you get a copy.

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

As can be seen, by the three motions for approval on this agenda the committee has been working on ***Section V. Duties of Officers*** concerning the Secretary and Treasurer; adoption of Norms of Conduct for the Board of Trustees, and ***Section VI. Fiscal Policies***. An updated version of the OPPM containing the revised or new material will soon be posted.

1. **Nominating Committee:** Carole C.

The committee is interviewing two candidates for the Board of Trustees. The full report can be found on the repository.

1. **Addressing Predatory Behavior Working Group**: Karin S.

A special edition of the ComLine highlighting the topic of Predatory Behavior will go out in February.

1. **Special announcement from the Chair of the Board of Trustees**

Board Chair Mary Jo L. will be leaving the Board at the end of the ABC after serving three 2-year terms. The Board has elected Trustee Charlie H. to be the new Board Chair after the 2019 ABC. Other new members of the Executive Committee will be announced as they are elected

1. **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. (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.

**Discussion:** There was a concern that having only 4 Regions in the United States would create too much distance. The Service Structure Committee plans to have smaller structures that can be used between the Intergroups and the Region to fill that gap.

**Vote: Motion passes with one abstention by Bill D.**

* 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. (Finance Committee)

**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 believes another full audit is not necessary, but rather have a much less expensive review done to ensure continuity. It would be good to have an audit or a review each year. Hiring an in-house accountant rather than outsourcing was suggested as a better long-term solution.

**Vote: Motion passes with objection by Pat H.**

**Minority opinion:** We need to move first on changing to a CPA firm, which would eliminate the need to have a review of 2018. This can happen very quickly with no need for a review.

**Vote:** **Marcia J. and Carole C. changed their vote.**

**Discussion:** Further minority opinion is that there is a lot of work 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 for the original motion.

**Second:** David McB

**Vote:** **Motion passes with an objection by Pat H. and an abstention by Majbrit M.**

* 1. **Motion:** To have the finance committee do a feasibility study about hiring a CPA firm or an in-house CPA. (Finance Committee)

**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 to install added pallet racks and electricity for the Signal Hill warehouse. (David McB)

**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.

**Second:** Carole C.

**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. (Mary Jo and Charlie)

**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.

**Second:** Marcia J.

**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.

**Second:** Charlie H.

**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.
2. **Guest Comments:**

**Sharon, Kansas City, MO:** There are currently5600 subscribers to the ***Traveler***. We always need more help, if anyone is interested. If you need to get information out, this is a good way to do it. Guidelines are on the ACAWSO website. The deadline for the February issue is January 24.

**Barbara, Greater East Bay IG 648:** Is there a suggested donation percentage for meetings to support a Region? Bill D. recommended the pamphlet, *“Where does the Money go?*” The suggested donation rate is 60% for the Intergroup, 30% for the Region, and 10% for WSO. Of course meetings that do not have Intergroups or are not part of a Region would adjust percentages.

**Bonnie K-M, TX081:** Can the Traveler carry the monthly statistics?Sharon is happy to include this. Mary Jo asked David to talk to Nick about this.

**Jonathan IG530** **London, England:** The literature problem in England is quite difficult. He encourages us to do what we can to support the agreement being discussed.

**Matt K.** **West Great Lakes IG70:** Has the ABC host for 2020 been determined? The ABC Committee has a recommendation that the Board has not voted on yet. Matt also asked for the ***Traveler*** deadline. Per Sharon F. it is the 24th of each month for publication on the first of the next month.

**Pam, CA IG064:** This is a bottom up organization when we talk about Service Structure. The volume of activity going on with this board is monumental, and you are really doing a great job. I especially want to point out the European community. Majbrit’s work has really opened up Europe. Please give the number of Regions when other statistics are being given.

**John MA IG634:** Can we download a form to order literature by mail? This was discontinued because it is impossible to estimate shipping costs without entering the information into the shopping cart. The office would prefer the person have a friend with a credit card make the purchase for you.

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

**Second:** Carole C.

**Decision: Motion passes unanimously.**

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

**Meeting closed with the ACA Serenity Prayer**