**MONTHLY TELECONFERENCE AGENDA**

**March 9, 2019**

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.

**Zoom Webinar ID:** 228-809-511

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| **Webinar:** | **Mobile one-tap** | Dial |
| [**https://zoom.us/j/228809511**](https://zoom.us/j/228809511)  **Link for International Numbers:** | **US:** +1-669-90-06833 (San Jose)  **PIN:** 228809511#  **US:** 1-929-205-6099 (New York)  **PIN:** 228809511#  **https://zoom.us/u/adSv3hv19d** | [**Zoom International Dial-in Numbers**](https://zoom.us/zoomconference?u=isAgIiAG0375uJSFFbiGn-EMIUfRAwMFh3npv3uUKnI)   * **DEN:** +45 89 88 37 88 * **SWE:** +46 8 4468 2488  +46 8 4468 6646 |

1. **Call to Order:**

1. **Roll Call of Board Members**

**Present:**

**Absent:**

1. **Establish Quorum:**
2. **Guest Introductions**
3. **Tradition Three:** The only requirement for membership in ACA is a desire to recover from the effects of growing up in an alcoholic or otherwise dysfunctional family.
4. **Minutes:** Motion to approve the February 9, 2019 Teleconference Minutes (Marcia)

**Second:**

**Discussion:**

**Decision:**

1. **Chair Report:** Mary Jo L.
2. **Treasurer’s Report (Bill D.)**
3. **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.
4. **Finance** **Committee:** Bill D
5. **Literature Committee:** Charlie H.
6. **Member Services Committee:** Carole C.
7. **Public Services Committee:** David McB.
8. **European Committee:** Majbrit M.
9. **WSO Office:** Nick C.
10. **DCOC:** Bill D.
11. **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 February 14, 2019**
7. **Motion:** That WSO make an upfront payment to the European printer of 2,106 Euros (approximately $2,380) for printing and delivery of 500 German Yellow Workbooks to the German ACA Service Committee, and that it authorize a repayment plan, in which the Germans will pay WSO a total of 3,482 Euros (about $3,934) in four quarterly payments between June 2019 through March 2020. This will take into account the traditional gift by WSO of 300 books at cost to the countries who have translated and are publishing their first run of books. The remaining 200 books will be dealt with under an agreement with the German ACA Service Committee.

**Background:** The German-Austrian-Swiss ACA Intergroup has scheduled its first national recovery day March 29-31 and wishes to order 500 Yellow Workbooks, which will greatly enhance ACA's presence with adult children in Germany. The proposed agreement will enable the committee to make the purchase and repay WSO, using sales revenue under a structured agreement. The Intergroup has been informed as part of this agreement that no further books will be printed until the first order is fully repaid.

**Second:** Majbrit M.

**Vote: Motion passes unanimously.**

**NOTE:** A second motion was passed during the Board Working Session on 2-28-19 (see below) that increased the quantity from 500 to 600 books.

1. **Motion:** That WSO authorize an agreement to sell 1,500 Swedish-language Yellow Workbooks to the Swedish national intergroup for EUR 11,623 with the following payment schedule: Slightly more than half of the total cost of the sale, which includes printing, delivery and WSO’s margin (EUR 6,000/USD 6777), is due; approximately one-half of the remaining balance (EUR 2,823) is due within 90 days of taking delivery of the books; and the remaining balance (EUR 2,800) is due within 180 days of taking delivery of the books.

**Background:** The Swedish national intergroup wants to have its newly translated YWB available at the ABC/AWC in April 2019. Completing this agreement now will enable the books to arrive on time while avoiding any potential complications that may arise from Brexit. Under the payment plan, all costs of printing and delivery plus an additional amount to cover part of the WSO’s margin will be paid up front by the Swedes. Two additional payments will cover the WSO’s remaining margin balance of this sale.

**Second:** Marcia J.

**Vote: Motion passes unanimously.**

1. **Motion:** To approve changes to OPPM Section IV. ACA WSO BOARD OFFICERS. (OPPM Committee)

**Background:** These are changes to overall information about Board Officers and does not include specific officer responsibilities. The Board has been given specific documentation with the changes.

**Second:** David McB

**Decision: Motion passes unanimously.**

1. **Motions passed at the board working meeting on February 28, 2019**
2. **Motion:** To approve changes to OPPM Section XXI. ACA WSO Website. (Website Committee). **Background:** The Website section of the OPPM has not been updated in six or more years. The information in this document reflects current practice.

**Second: Bill D.**

**Discussion:** Approve after changes to first section. Change “Best Practices” to “Privacy.

**Vote: Motion passes unanimously.**

1. **Motion:** To approve the design and production of 800 commemorative coins for the 2019 ABC/AWC in Malmo, Sweden, at a cost not to exceed $1,500. (Bill D. and Majbrit M.)

**Background:** Last year for the Toronto ABC/AWC and 40th ACA Anniversary we ordered 700 coins at a cost of approximately $1,100. Besides those that were given away to attendees, some were also sold to attendees, sold to the Toronto Intergroup, and approximately 180 have been sold on our shopping cart at $3.00 each. About 1/2 of the original cost was recouped as a result of those sales.

**Second: David**

**Friendly Amendment to Motion:** To amend production to 900 commemorative coins not to exceed $1,700 (David McB)

**Second:** Jim B.

**Friendly amendment accepted**

**Decision: Motion passes unanimously.**

1. **Motion:** To revise the license agreement with the Moscow Intergroup (MIG), in accordance with a formula negotiated between the MIG and the Literature Committee. This allows the MIG to receive closer to 50 percent of profit from Big Red Book and Yellow Workbook sales after costs. (Literature Committee)

**Background:** The MIG operates a sophisticated distribution operation that serves multiple Russian fellowships and uses wholesale channels to get ACA literature to health professionals. Despite a workload that exceeds that of most intergroups, the current revenue sharing agreement gives the MIG less than a quarter of the profit after major costs are accounted for. The new formula more equitably reflects their contributions.

**Second:** Bill D.

**Vote: Motion passes unanimously.**

1. **Motion:** To approve the printing of 600 total German language Yellow Workbooks, with 500 to be sent to the German fellowship and 100 to remain at the printer for a later use to be determined by WSO, following study by the Publishing Study Group. (Charlie H.)

**Background:** At the request of the intergroup, WSO will not sell through Amazon Germany for at least three to six months, until after the Intergroup has sold most or all of its first shipment. WSO also will explore pricing strategies that do not inappropriately compete with IG sales.

**Second:** David McB

**Decision: Motion passes unanimously.**

1. **New Business:**
   1. **Motion:** That the Board Secretary prepare and sign the appropriate documentation to show that Pat H., the incoming WSO Treasurer, and Charlie H., the incoming WSO Board Chairperson, are to be added to the WSO bank accounts as signatories and to receive appropriate debit and credit cards. And for the record, after the ABC, Bill D., current Treasurer, and Mary Jo L., current Board Chairperson, will be removed as signatories from all accounts. (Executive Committee)

**Background:** This is a routine motion meant to ensure that the Treasurer Elect and the Board Chair Elect are added to all WSO bank accounts with the appropriate level of account management authority.

**Second:**

**Discussion:**

**Decision:**

* 1. **Motion:** That the Board of Trustees accept the recommendation of the Service Structure Committee for requirements to certify Regions and allow them to send a Regional Representative to the Board of Trustees. (Service Structure Committee)

**Background:** The suggested requirements have been created to give guidance to those working to form Regions as well as those who are available to assist them upon their request.

**Second:**

**Discussion:**

**Decision:**

* 1. **Motion:** To authorize the creation of a fraud "Hotline" to receive information about knowledge or suspicions of fraud. It could also be used by employees to report incidents of harassment, unsafe working conditions, violence or violations of laws or regulations. This will allow WSO to address such situations in a timely manner to avoid adverse consequences for all parties involved. (Finance Committee)

**Background:** This was a 2016 recommendation from the Auditors, which the Finance Committee agreed to implement.

**Second:**

**Discussion:**

**Decision:**

1. **Motion:** Approve travel funds of no more than $1,500 for two members of the Public Services Committee, Miles C. and David McB., to travel to NYC to visit AA GSO. The intent is to secure a presence for ACA at the 2020 AA international Convention in Detroit. There is expected to be between 50,000 and 60,000 AA members at the convention, which will give our organization good exposure. 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. (Public Information Committee)

**Background:** Since the 2019 budget has not yet been approved and this is an important project, advance funds from the budget are requested. The rest of the yearly budget for this committee will reflect the use of this money up front.

**Second:**

**Discussion:**

**Decision:**

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 April 13, 2019 at 2 PM EST

Meeting ended with the ACA Serenity Prayer