Adult Children of Alcoholic and Dysfunctional Families
World Service Organization
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MONTHLY TELECONFERENCE AGENDA
April 13, 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

Webinar:	Mobile one-tap	Dial
https://zoom.us/j/228809511	**US:** +1-669-90-06833 (San Jose) **PIN:** 228809511# **US:** 1-929-205-6099 (New York) **PIN:** 228809511#	Zoom International Dial-in Numbers • **DEN:** +45 89 88 37 88 • **SWE:** +46 8 4468 2488 +46 8 4468 6646
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A. Call to Order:

B. Roll Call of Board Members
Present:
Absent:

C. Establish Quorum:

D. Guest Introductions

E. Tradition Four: Each group is autonomous except in matters affecting other groups or ACA as a whole. We cooperate with all other Twelve-Step programs.

F. Minutes: Motion to approve the March 9, 2019 Teleconference Minutes (Marcia)
Second:
Discussion:
Decision:

G. Chair Report: Mary Jo L.

H. Treasurer's Report: Bill D.

I. Committee Reports: *All reports can be found on the business website: 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:** Nick C.
9. **DCOC:** Bill D.
10. **Service Structure Committee:** Marcia J.
11. **Website/Database Committee:** Jim B.
12. **ABC Committee:** Jim R.
13. **Ballot Prep Committee:** Mary Jo L.
14. **OPPM Committee:** Mary Jo L.
15. **Nominating Committee:** Greg R.
16. **Predatory Behavior Work Group/Committee**: Karin S.

J. Specific Concurrences passed

1. **Motion:** To approve the Florida Host Committee's selection of The Renaissance Boca Raton Hotel for the 2020 ABC/AWC. (Mary Jo)
   Background: Our Florida Board members believe the prices negotiated are reasonable, given the costs in southeast Florida. The Florida Host Committee needs to move forward on this so they can negotiate the final contract as soon as possible.
   Second: David McB
   Decision: Motion passes with nine votes. Majbrit M. did not vote.

2. **Motion:** To approve the appointment of Chris W. from Pennsylvania as the Delegate Training Sub-Committee Vice Chair. She will step into the role of Chair after the upcoming ABC. (Mary Jo)
   Background: Approval of this appointment is in line with the guidelines in the OPPM, Section X.
   Second: Marcia J.
   Decision: Motion passed unanimously

3. **Motion:** To approve a Bank of America Debit and Domestic Credit card for Nick Calandrino, the WSO Operations Manager, with a credit card limit of $2,500 and the normal bank daily limit on the debit card. Adherence to spending guidelines as spelled out in the OPPM, which include the requirement for pre-travel authorization for all travel and the $750 limit on budgeted expenses within his area of the budget are required for use of the card. (Bill D.)

Background: The Operations Manager needs these cards to conduct routine WSO business. There is currently only a debit card in the name of one of the other employees in the office for paying authorized office expenses.
Second: David McB
Decision: Motion passed unanimously

4. **Motion:** To approve seeking a tax consultant to assist WSO in setting up the proper tax registrations, collections, and remittances for its online sales channels as well as assist with international tax related issues. (Bill D.)
   Background: As this work could possibly exceed the $2,000 threshold and require competitive bids, it is likely we should have an RFP. This would allow WSO to obtain apples to apples competitive bids. The RFP could define the scope of services and allow the prospective bidders to bid on the same service. The responsibility for this task will reside in a committee of the board rather than the office.
   Second: Marcia J.
   Decision: Motion passed unanimously

5. **Motion:** That WSO authorize an agreement to sell 1,000 Danish-language Strengthening My Recovery meditation book to the Danish national intergroup for EUR 6,900 with the following payment schedule: EUR 4,000, which includes printing, delivery and a portion of WSO's margin, is due before printing; approximately one-half of the remaining balance (EUR 1,450) is due within 90 days of delivery of the books to the Danish Intergroup; and the remaining balance (EUR 1,450) is due within 180 days of delivery.
   Background: The Danish national intergroup recently translated its Strengthening My Recovery meditation book and has reached an agreement with WSO to publish and purchase 1,000 copies. Completing this agreement now will avoid 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 Danes. Two additional payments will cover the WSO's remaining margin balance of this sale. Financial details are described in an attachment, "Danish Meditation Book (SMR) Sales Proposal."
   Second: David McB
   Decision: Motion passed unanimously

K. Motions passed at the board working meeting on March 14, 2019

1. **Motion:** That the Board of Trustees accept the recommendation of the Service Structure Committee for requirements to certify Regions with recommendations made and allow them to send a Regional Representative to the Board of Trustees. (Service Structure Committee)
   Background: The suggested requirements have been formed to give guidance to those working to form Regions as well as those who are available to assist them upon their request.
   Second: Mary Jo
   Discussion: Some minor changes were made to the wording to clarify the requirements. There is an opinion that if the region selects a member that meets the eligibility requirements they should be seated without approval by the nomination committee. However, the Nomination Committee was created to ensure that viable candidates are chosen and to work through issues concerning their acceptance. All Trustees go through this process per current OPPM policy, which was designed to provide us with qualified trustees and protect us from board involvement in choosing trustees. If the Board objects to a candidate, it will be handled through an objective committee set up for that purpose.
   Vote: Nay—Bill/Yea: Motion passes with 9 votes.

2. **Motion**: To pay room costs for Jody O. and Sharon F. from April 22-29. (David McB.)
   Second: Miles C.
   Discussion: Included ideas on how to draw the line with help offered to those doing service at the ABC/AWC.

   Friendly amendment: To pay room costs for those who are working for WSO for significant hours at the Board's collective discretion.
   Second: Miles C.
   Decision: **Motion passes unanimously.**

L. Motions passed at the board working meeting on March 28, 2019

1. **Motion:** That the Board approve proposed changes to OPPM Section XIX - ABC and AWC. (OPPM Committee)
   Background: Changes have been made to further clarify and document current practices for the ABC Section of the OPPM in advance of the ABC. Also included is an introduction to the AWC.
   Second: Carole C**.**

   Discussion: Clarify that payment for delegates who can't afford travel will come from their groups, not WSO. The motion isn't available for holding the ABC outside North America is not available. Minutes and recordings of that 2017 board working session are not available. Marcia and Mary Jo will verify if there is a record of an official motion for holding the ABC or the ABC/AWC outside of North America.
   Vote:
   Nay: David, Miles
   Abstain: Bill D., Jim B.
   Yea: Mary Jo, Marcia, Majbrit, Carole, Pat H., Charlie H.

   Minority opinion: Per Bill, we should look at the finances of holding the ABC/AWC outside of North America before making any future decisions.

   Motion: To table this motion (David McB)
   Second: Miles C.

   Discussion: A decision needs to be made by Saturday so that an updated version of this section of the OPPM can be included in the Delegate binder. Is this a way to stop the International meeting outside the United States? It is not essential to find out if the ABC/AWC should be held internationally.
   Vote:
   Yea: David McB, Miles C.
   Nay: Mary Jo L, Charlie H., Bill D., Pat H., Marcia J., Majbrit M., Carole C., Jim B.
   Motion to table failed with 8 votes against

   Friendly Amendment: Leave the Introduction as it was previously written (Bill D.)

   Motion: That the Board approve proposed changes to OPPM Section XIX - ABC and AWC except for not changing the Brief History and Purpose in the ABC section and with the clarification that subsidies for delegate travel have to come from their own group. (Bill D.)

Second: David McB
Vote:
Abstain—Majbrit
Motion passes with 9 votes

2. **Motion:** That the Board approve proposed changes to OPPM Section X - Committees. Changes suggested by Board members as listed below are accepted as corrections to the final draft of Section X. (OPPM Committee)
Background: Changes have been made to further clarify and document current practices for WSO Committees and their leadership. All committees are called Committees of the Board. All subcommittees, workgroups, etc. are listed under the committee. Committee Chairs and Vice-Chairs serve for 2 years at which time they can be reappointed. Chairs are approved by the board. They are encouraged to have a communication channel. Committee Chairs and Vice-Chairs serve for 2 years at which time they can be reappointed. Chairs are approved by the board.

   Second: Marcia J.
   Discussion:
   *Suggested Changes***:**
   The sentence that uses the term "non-members" should be changed to "ACA non-members."
   Committee chairs are expected to be a part of any subcommittee and work group work.
   "Co-chairs" changed to "Vice-chairs."
   Committees are required to submit reports or minutes at the monthly TC and at the ABC.
   David made a motion to accept the friendly amendments to the original motion.

   Vote: Motion passes unanimously.

3. **Motion:** That the Board approve price increases for items sold on Amazon US as follows: Hard Cover BRB - from $18 to $20, Soft Cover BRB - from $18 to $19.50, Yellow Workbook - from $14.50 to $16, Soft Cover Med Book - from $12 to $13.25, Hard Cover Med Book - from $12 to $15, Laundry Lists Workbook - from $18.50 to $19.50 and Newcomer's Booklet - from $3.00 to $4.00. (Finance Committee)
Background: The profit margin on Amazon sales is considerably less than books sold through the WSO Shopping Cart. We want to encourage purchases through the Shopping Cart to better help WSO financially. Most price increases are in the 10% range with the exception of the following: a slight difference between the cost of the hard cover and soft cover BRB; raise the hard cover med book price higher because it was the same as our shopping cart; keep the Laundry Lists Workbook under the price of the BRB; increase the Newcomer's Booklet price to break even.
Second: Carole C.
Friendly amendment: Give the DCOC and OM the flexibility to work with this within the parameters.
Second: Carole C.
Discussion: We need a true sample of how things affect sales. Some stability in pricing is necessary to give us good analytics. Let this run for a month and have a report back on how it is working.
Carole called the vote
Vote: Amended Motion passes unanimously.

4. **Motion:** To pay for Special Worker Eleni M. to go to the ABC/AWC. (Carole)
Background: Eleni, as a special worker for the Members Service Committee, has been working with the committees and will be able to help at the table being set up to talk to those interested in working on WSO Committees.

Second: David B.

Discussion: Eleni will be putting in about 2 hours per day more than her usual hourly wages. Airfare, food and room will be paid.
Jim called the question/Miles seconded
Vote:
Nay: Majbrit, Pat
Abstain: Marcia and Mary Jo.
Vote: **Motion passes with five votes.**
Minority opinion: We need to also see if the Swedes are able to provide people to help with the work of the WSO. We need international members on our committees as well.
Vote remained unchanged.

5. **Motion:** To send Tanya as the European representative to Malmo if she is available. (Marcia)
   Background: Tanya, as secretary of the European Committee, will be able to interact with the Europeans present at the ABC/AWC. The cost of her travel will be minimal because she lives in Europe.
   Second: Majbrit

   Discussion: She had planned to attend but has been traveling for a family emergency. Therefore, the travel expense to Malmo may be difficult for her. We were all reminded that In the future, committees should plan ahead better for who needs to attend our events.
   Carole called Vote: Motion passes unanimously.
   Update: Tanya will be unable to attend.

M. Motions passed at the board working meeting on April 11, 2019

1. **Motion:** To extend the 30% Intergroup discount on all products in the WSO Shopping Cart to ABC/AWC Host Committees, and to subsidize half the destination shipping charges. Regular quantity restrictions are waived. (Finance Committee)
   Background: This motion recognizes the hard work and dedication of the ABC/AWC Host Committees, and it institutionalizes something that has already been put into practice for Malmo.
   Second: Pat H.

   Discussion: None
   Vote: Motion passes unanimously.

2. **Motion:** To approve Jim B. as Chair for the Service Structure Committee. (Service Structure Committee)
   Background: Marcia J. will be leaving the Service Structure Committee after chairing for 2 years. Jim B. has been attending the meetings since November 2018, and has an interest in spearheading the creation of a Service Handbook, which is one of the goals for the committee in 2019-2020.
   Second: Charlie H.

   Discussion: None.
   Vote: Motion passes unanimously.

3. **Motion:** To take H & I from its current subcommittee level of the MSC and PSC Committees in order to make it a standing committee. (MSC and PSC Committees)
   Background: There is rapid growth in the fellowship. The current location of H & I subcommittees in two standing committees is inefficient to its mission to get information about our program to Mental

Health Workers, Counselors, Health Workers and Penal Systems both domestically and globally.
Second: Carole C.

Discussion: H & I will interact with both committees by referrals made by both MSC and PSC committees. The previous H&I subcommittees under MSC and PSC will be dissolved.
Vote: Motion passes unanimously.

4. **Motion:** To approve Miles C. as Chair for the H & I Committee. (Service Structure Committee)
   Background: Miles C. has been Chair of both the MSC and PSC subcommittees of H & I. He will be able to continue his work in the new H & I Committee.
   Second: David McB

   Discussion: None.
   Vote: Motion passes unanimously.

5. **Motion:** To approve that the Service Network of ACA be made up of Meetings, Intergroups, and Regions and recognize that other entities may arise in the future at which time they will be defined and incorporated into the ACA Service Network. (Service Structure Committee) **Background:** The Service Structure Committee was tasked to study our organization and others to identify needs and get ideas to address them. One need was to breach distance between WSO and the Meetings, which affects communication, donation, and service on the part of the fellowship. Upon study and debate, the Service Network Committee recommends the entities named.
   Second: Miles C.

   Discussion: Alterations were made to the document and to the pyramid before the vote.
   Vote: Motion passes unanimously.

6. **Motion:** To rename the Service Structure Committee to the Service Network Committee. (Marcia J)
   Background: There has been much discussion and general agreement that the above name change would reflect the work of this committee in a better way than the current name.
   Second: David McB

   Discussion: Over the last year or year and a half of our work, we find the sense of a top down organization is mentioned frequently. This needs to be changed in our literature and documentation. There was some sense that there was too much time spent editing this document just to get the for semantic purposes.
   Vote: Abstain—Jim B.
   Motion passes with 9 votes.

N. New Business:

O. 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.

L. Guest Comments:

M. Motion to close the meeting:
Second:
Decision:

N. ANNOUNCEMENTS

- **Next Meeting:** Saturday May 11, 2019 at 2 PM EST

Meeting ended with the ACA Serenity Prayer