**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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1. **Call to Order: Mary Jo L. began the meeting with the Traditional Serenity Prayer**

1. **Roll Call of Board Members**

**Present:** Bill D., Carole C., Charlie H., David McB., Jim B., Majbrit M., Marcia J., Mary Jo L., Miles C., Pat H.

1. **Quorum established**
2. **Guest Introductions**

|  |  |  |  |
| --- | --- | --- | --- |
| * Barbara Pleasantville, CA
 | * Greg R. TX Lonestar IG Chair Nom Com, Lit. Cmte.
 | * Kristian Brooklyn, NY GNY Int., Intergroup Comm.
 | **•** Pam CA IG 64 |
| * Belinda, Pueblo CO

Group Treasurer | * Jeanne T. Jupiter, FL
 | * Mardi M. MT026 Great Falls, ComLine Editor
 | * Rich R. Albuquerque, NM APB Cmte., Sponsor. Cmte.
 |
| * Dahlia, Israel
 | * Jim R. Brooklyn, NY109, ABC Chair, OPPM
 | * Matt K., WI, West Great Lakes IG, SVC, MPS Region Chair
 | * **Sharon F.** Kansas City, *Traveler* Editor, Member Outreach Chair,

MSC and Website Committees  |
| * Erin PA076 Chair DTSC, APB Working Group
 | * Jody O. Dallas-Ft. W, TX Nom Com

DTSC, Intergroup | Nicklaus, Malmö, Sweden, Reawakening the inner child. | * Terry, AK
 |
| * Fredrik, Sweden 2019 ABC/AWC Host Comm. Chair
 | * Karin S. Chicago APB Working Group
 |  |  |

1. **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.
2. **Minutes:** Motion to approve the February 9, 2019 Teleconference Minutes (Marcia)

**Second:** Carole C.

**Discussion:** None

**Decision: Motion passes unanimously.**

1. **Chair Report:** Mary Jo L.
2. The Board has approved both candidates for the Board of Trustees: Erin D., Pennsylvania, and Rich R., New Mexico. They will be starting their duties at the end of the ABC.
3. Pat H., Treasurer-elect, has withdrawn as Vice Chair of the ABC Committee. The Board has approved Erin D. to fill this role.
4. **Treasurer’s Report (Bill D.)**

[**Click on this link**](https://acawso.org/2019/04/12/treasurers-report-february-2019/) **to find the report.**

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

[**Click on this link**](https://acawso.org/category/executive-committee/) **to find the report.**

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

No report.

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

[**Click on this link**](https://acawso.org/2019/03/10/finance-committee-report-february-2019/) **to find the report.**

1. **Literature Committee:** Charlie H.

[**Click on this link**](https://acawso.org/2019/03/13/literature-committee-meeting-for-march-2019/) **to find the report.**

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

[**Click on this link**](https://acawso.org/2019/03/09/msc-psc-combined-minutes-march-2019/) **to find the report.**

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

[**Click on this link**](https://acawso.org/2019/03/09/msc-psc-combined-minutes-march-2019/) **to find the report.**

**Question:** Do we have literature for the professional community? It is in the works. All we have currently is the Newcomer Booklet. We are also sending BRBs to therapists. Contact David to work on the pamphlet being created.

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

There is currently a lack of manpower in the committee, as the Chair and the Secretary are occupied with urgent personal matters. The Germans have sent their first ever translated literature, the Yellow Workbook, to the printers last week. They are having their first convention as well, and 60 participants are signed up already. People are attending from all over Europe.

There is quite a bit of new literature coming out this year. The Russians are selling

1/3 of their literature to professionals, who want to have their own meetings, not open to the public, so they don’t meet their patients. Meetings of this type can be held and not registered, but getting word out would be difficult. They can’t register them and them closed because that means closed to non-ACAs. They could possibly send notices of these meetings out through their professional associations.

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

There is a great demand for the Newcomer Booklets. The office is working to clear up issues with selling on Amazon in Germany, which is complicated. We are working with a company called Solex in Montreal to see if we can use their services for out of country publishing, as well as publishing in Canada.

Nick and Gloria will both be at the ABC/AWC in Malmo.

Current Statistics:

* 2229 Meetings
* 107 Intergroups
* 1 Region

Many meetings are not listed. We know that at least 300 European meetings are not registered.

There are now 3 new meetings from Spain who have registered.

1. **DCOC:** Bill D.

[**Click on this link**](https://acawso.org/2019/03/10/january-february-2019-distribution-center-oversight-committee/) **to find the report.**

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

[**Click on this link**](https://acawso.org/2019/03/09/service-structure-committee-report-for-9-march-2019/) **to find the report.**

# Website/Database Committee: Jim B.

[**Click on this link**](https://acawso.org/2019/03/09/february-2019-website-and-db-committee-activity/) **to find the report.**

1. **ABC Committee:** Jim R.

**2019 ABC/AWC**

* **Registrations/Trippus**

There are currently 65 delegates registered for the ABC and 281 people registered for the AWC. 100 have booked reservations at the hotel. An email will be sent to all who have signed up reminding them to check their accounts in order to make sure to update what events they plan to attend and the meals they wish to order. Please look for this email. It will be sent from the Trippus system, with the name “No-reply at Trippus.com.” If you don’t find an email, check your spam or junk mail accounts. You must use the link in the email to check your account.

* **Onsite Meeting information**

A copyof the room set-up used in San Diego has been sent to Sweden as a template for setting up the meeting room. There has been trouble finding a professional parliamentarian in Europe who understands Roberts Rules of Order. The chair will have an assistant who is capable, but not a professional.

* **Delegate Information**

Erin D. and Jim B. are updating the delegate training page on the Repository. A delegate survey is being developed for the binder, which among other things,will ask delegates about their interest in ongoing training throughout the year rather than doing this at the time of the ABC. We are hoping to free up time at ABC while providing guidance to delegates.

We are hoping to announce online training dates for the ABC Delegates by mid-March.

* **Remote Voting**

Currently 10 delegates have signed up for remote voting. We will publicize this one more time before the deadline, either by Mail Chimp or in the ***Traveler.***

Voting on motions will done later in the day to accommodate time zone differences.

* **Program**

Some past programs have been sent to Sweden as templates for their planning. Jim B. would like screen shots of programs from previous years. Anyone else who has pictures from past ABCs please sent to Jim B. for the archives.

* **Binder**

A copy of last year’s binder was sent to Sweden. Some changes are being made to the layout. Jim R. would like feedback from the Board, but is ready to go ahead if no one objects. A page for new literature is planned, as well as adding handouts and materials for presentations during the ABC itself. Pictures will probably show up all right.

Trustee statements of purpose are due March 20. Only one committee report has been submitted. Please send these in quickly.

* **Tables**

One large table is being planned for the Nomination Committee as well as other Board committees and WSO. This will allow for coverage of the entire table if one area does not have a person to be there at a given time.

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

[**Click on this link**](https://acawso.org/2019/03/10/february-2019-bpc-report/) **to find the report.**

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

The committee hopes to have the document in shape for the ABC. A few more sections will be sent to the Board for approval soon.

1. **Nominating Committee:** Greg R.

[**Click on this link**](https://acawso.org/2019/03/09/nominating-committee-report-for-february-activity/) **to find the report.**

1. **Predatory Behavior Work Group/Committee**: Karin S.

The big accomplishment is the finalization of the Special Edition of the ***Comline*** on Predatory Behavior. A huge thank you to Robin and Mardi as well as Sharon and Jim B. for their work on this.

Over the course of reading peoples’ shares and seeing how the laundry list traits play out in these situations, we have come to understand more about the behaviors as well as how the traditions can be used to deal with them. We have more clarity about why predatory behavior is such an issue. If a hotline for reporting is developed, we would like our work to interface with it.

Many shared their experience, strength and hope in dealing with these behaviors. Printing this edition can provide a resource to your group. A link to this issue will be published in our minutes.

The first impetus for this came from the fellowship in the National Capital Area. They noticed that there was a lack of information for dealing with predatory behavior available from the WSO. This is a good example of one group taking a global problem and doing something about it for the entire fellowship.

The annual report is being assembled and submitted by tomorrow for the ABC Delegate Binder.

1. **Motions passed at the board working meeting on February 14, 2019**
2. **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: David McB.**

**Discussion:** Sign and get to Bill at earliest convenience Bill can get this done.

**Decision: Motion passes**

* 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: Motion postponed.**

* 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 Board agreed to implement.

**Second: Carole C.**

**Discussion:** Change Finance Committee to Board (Done)

**Decision: Motion passes unanimously.**

1. **Motion:** Approve travel funds of approximately $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 Services 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: Bill D.**

**Second: Miles C.**

**Discussion:**

**Decision: 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:**
3. **Sharon F. KCMO:** Remind people about the Traveler. 6,000 subscribers, so if you need committee members, use it. On the Traveler page of the Repository, the types of information posted are listed. She does not post new events - only what is already published in the Repository.
4. **Mardi:** Would like to add a section to the Comline to advertise service positions and spread word about joy of service. In the past, the special issue of the ABC has used just one page of the following ***Comline***.
5. **Kristian, Brooklyn. The** NE Region has begun its formation. At the last meeting, the vote to create this region was unanimous. As a next step, people will reach out to the Region Committee and Matt K., who will be speaking at the next meeting of this group.
6. **Motion to close the meeting:** Miles C.

**Second:** Jim B.

**Decision: Motion passes unanimously.**

1. **ANNOUNCEMENTS**
* **Next Meeting:** Saturday April 13, 2019 at 2 PM EDT

Meeting ended with the ACA Serenity Prayer