



**MONTHLY TELECONFERENCE MINUTES  
July 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**

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**A. Call to Order:** Charlie H.

**B. Roll Call of Board Members**

**Present:** Bill D., Carole C., David McB, Erin D., Jim B., Majbrit M., Miles C., Charlie H., Rich R.

**Absent:** Pat H.

**C. Quorum established**

**D. Guest Introductions:**

Arian NET Webmaster for Netherlands, Belgium	Josh DC IG 66 OPPM Committee	Kathy T. CA Pred Beh, Delegate WSO	Mardi M. MT026 ComLine Ed
Barbara Alameda CA Int. 647	John MA	Karin S. Chicago Chair APB WkGrp	Mikkel DEN Rep for Country and INT Rep Temp. Planning Board European. Comm.
Gloria CA Brentwood Rep	Josh DC IG 66 OPPM Committee	Kay R. CA 1227	Bonnie K-M Texas
Greg R. TX Lonestar IG Chair Nom Com Lit Comm	Justine F. NJ139/IG599 Lit Com., Intgr. Com, APB WkGrp Sponsorship WkGrp	Marc G. Amsterdam Dutch Int.	Tamara P.

**E. Tradition Seven:** Jim B. read the tradition. Every ACA group ought to be fully self-supporting, declining outside contributions.

**F. Minutes:** The Teleconference Minutes for May 11 and June 8 are almost ready. Presentation must be tabled at this time.

**Decision:** The minutes will be presented at the August Teleconference.

**G. Chair Report:** Charlie H.

There are a number of newcomers on the call today, so Charlie wants to give an idea of how the teleconference works.

**Committee Reports:** A part of the meeting in which those present can learn the types of work the WSO and committees do. We have made a point in the last several years to acknowledge our need and reliance upon volunteers. For the first part of the meeting you will be spectators.

**Open Forum:** Anyone on the call can make comments and suggestions. It is not necessary to wait for an ABC to be heard.

**Slack Channel:** This is our platform for participation in committees and a source of information. If you are not on Slack and would like to be, mention this in the open forum so you can be added.

**It is a challenge for us, as ACAs to do organized service.** A priority in all meetings is to consciously use the traditions to guide our actions. Especially the second tradition in which we keep in mind that we are trusted servants, but do not govern; the first tradition in which we acknowledge that we truly depend on each other and so treat each other with respect; the twelfth tradition in which we put our egos aside and place principles above personalities.

**H. Treasurer's Report:** Pat H.

Our Treasurer is not present. Her recommendation is to postpone the report until next month.

**I. WSO Office:** David McB

There was no evidence of damage from the Southern CA earthquake.

The single SKU project is nearing completion. This has been a joint project of the Office Webmaster DCOC Treasurer Accountants Technology Letter going out to IG different way for the discounts to be done. Jim has been conducting tests, and we should be starting on August 1. In the next two weeks all Intergroups using the discount will be contacted by the office to help them get set up to use the new system. SKU stands for "Stock Keeping Unit."

The June inventory is the first full one done by location rather than the use of SKUs. This is the next evolution of our warehouse process and should bring about more accuracy and ease with certification.

Bang orders:

- BRB 15,000 copies (in July)
- Newcomer Booklet 10,000 copies (in July)
- **YWB** 15,000 copies (three month turnaround)
- **Laundry List** quotes are out for quantities of 5,000 and 10,000 copies.

Sales have leveled out. They seem to be upticking on Amazon. An added shipment was made to Amazon so as not to run out of materials. We are working with a new company to ship materials to Sweden, but have been having difficulties dealing with the company. The Treasurer has been most helpful in dealing with these problems.

**J. Committee Reports:** All reports can be found on the business website <http://acawso.org>

**1. Executive Committee:** David McB.

The following actions were taken:

- Orders for 10,000 Newcomer Booklets from Bang at \$2671.00 as well as one year medallions were approved.
- We completed the hotel contract for the 2020 ABC with the help of our Treasurer, Pat H.
- We are updating the format of the board working session agendas
- We are working with Erin to explore ways to plan for cost and budget for the ABC/AWC
- The annual Board retreat will be held this year on October 25-27 in Long Beach, CA. This will allow all trustees to see the main office in Signal Hill as well as save airfare, because three participants live in California. The DCOC is also forgoing its annual visit to Signal Hill and will do their usual oversight as part of the October travel.
- This is the beginning of the second year of employment for our Operations Manager, Nick C. David McB will continue to be the liaison from the board for another year.

**2. Archive Committee:** Charlie H.

Marcia J. who was our previous secretary, has agreed to chair the Archive Committee. She is a Librarian by training which is wonderful for our purposes. Thanks to Laura L. who really has kept this committee going for the past several years. Marcia, Laura, and Charlie are going to do a handoff call soon. Charlie will be the Vice Chair for now and is the Board Liaison.

**3. Finance Committee:** Charlie H.

The report for this committee will be given at the August Teleconference.

#### 4. Literature Committee: Charlie H.

- **Quarterly call:** The biggest focus was getting a sense of what committee priorities are. The main topics concerned catching up on unfinished business from the ABC in Sweden.

**A Motion** relating to the enactment of a mission statement for the fellowship. A study group will be created to work on a statement, or perhaps consider creating a preamble as some other 12-Step groups have done. A preamble is a statement about core values and how the fellowship works.

**Support for an APB motion** in Sweden to create a safety statement, but there is a desire for more study on the writing.

**Desire for more guidance** about using the Traditions and Concepts in service settings. This may not be a literature committee project because the Service Network Committee is working on a Handbook, which might use this topic. It may be possible to work with the many variations of group inventory to make a version that is pertinent to ACA as part of this.

**Questions** about whether to consider greater use of alternatives to the term “God” in reference to “Higher Power.” There is excessive reliance on that term in our literature. This may turn away newcomers who are sensitive to this issue. No immediate action is being taken, but there is interest in a study group to look at the implications.

**If you are interested** in having a voice and working on any of these topics, please come to the next quarterly meeting in October. There is also an open discussion channel for literature on Slack. If you would like to be put on that channel, send an email to [litchair@acawso.org](mailto:litchair@acawso.org)

- **Development projects:**

**Getting Started**, which is a beginners book and the **Loving Parent Guidebook** are in their last stages of writing and should be able to be presented at the 2020 ABC.

Format kinks are being worked out for **Ready, Set, Go** having to do with one day and longer term presentations.

- **ComLine:**

July ComLine is up on [adultchildren.com/comline](http://adultchildren.com/comline). Jim B. has been busy uploading about 15 past issues as well. The deadline for the next ComLine is August 31.

Pictures and articles about the ABC are needed so a summary of that event can go out. Articles are needed from ABC reps and from the Chair of AWC. This issue cannot go out until these materials come in. Send to [litstaff@adultchildren.org](mailto:litstaff@adultchildren.org) Charlie will work with Mardi offline to make sure she has the stuff

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

Carole gave an explanation of the breakup of the former MPS. Committee. The committees will report during this section of the meeting.

**Global Members** is the newest committee. Sue V. is the chair. The committee deals with members worldwide other than North America (Canada south to Panama) and Europe. Right now she is working with India and Bangladesh to get some meetings going and has a lot of people involved.

**Intergroup:** Tamara. The current project is to establish connection with Intergroups to find out their needs. A letter has been sent to say “hi” and verify contact information. 137 letters have been sent out and responses are coming back. A needs assessment is being created. If anyone has experience with focus groups and would like to help develop questions, please let us know. Work is being done with Jim B. on the committee webpage.

**Members:** Sharon F. The committee is receiving feedback from other committees for inclusion in the membership survey. If your committee would like to add questions, please have them to us by August 15. They are also working with the webmaster to create content for newcomers to put on the website. Anyone interested in doing content for the website geared towards members and meetings, please contact us. Contact information can be found on the Member Outreach page of the website. There is currently no Slack channel for the membership survey. Message Sharon or post on members subcommittee or by email to [mpseditor@adultchildren.org](mailto:mpseditor@adultchildren.org)

**Meeting Safety working group:** The chair of that group is unclear and there was no one to report.

**Regions:** Matt K. is the chair, but was not present. Matt has been traveling in the east to get intergroups to think about forming a Regions. The Midwest is working to get all their business worked out before getting their Region formalized.

**Teen and Young Adult:** A chair is needed. Laura is holding the place. The committee has been receiving emails and information on Slack. No official meeting has yet been held.

**The Traveler:** Sharon F. We have someone interested in being co-editor. All are encouraged to submit articles. The deadline for the August Traveler is July 24.

**6. Public Services Committee:** David McB. Working with Miles on doctors, therapists, and doctors. We are looking to have them link to our website, and are cultivating that

relationship. We are rebuilding the public service structure. If you are interested you can contact David at [vicechair@adulthoodchildren.org](mailto:vicechair@adulthoodchildren.org).

**7. H & I:** Miles C. This committee is busy up in Canada.

There are three members in Quebec working to translate the YWB into French.

**August:** An invitation to the Kahnawake Reserve in Montreal for their health days.

**November** invitation to an AA function in Rockwell.

Miles has an appointment with the Ontario Mental Health Association and social services to give them information about our program.

Literature was sent to a prison in the Ft. Lauderdale, FL area.

**8. European Committee:** Majbrit M.

Planning to have a complete turnover of the committee. There is lots of involvement and a planning group committee that meets weekly. There will be a meeting in Minsk at the end of July. We have many open positions and we need to find people and vet them, which takes time. Everything is done by group conscience.

The planning committee has doubled in size within the last week. A call to service has been written and sent to the European fellowship. We hope that awareness is raised and that people who have served before will recirculate.

People are needed with knowledge of their local service structures. The letter is posted on the European website. It is exciting and exhausting, but Majbrit is reassured that there will be a firm foundation to stand on.

Members that were engaged at the ABC/AWC are participating. A year from now, the European Committee will be broader than it has ever been. Thanks for Majbrit for bringing this committee to the point where this can happen.

**9. DCOC:** Bill D.

This is the WSO oversight committee for the distribution center.

We are close to having a licensing agreement with the UK. Information is needed from Jeffrey F. so this can proceed.

7<sup>th</sup> Tradition checkout in the shopping chart has a place to list your meeting and intergroup information so that you can be credited with your donation.

DCOC will skip their annual trip to Signal Hill as the strategic planning meeting will be held there in October.

**10. Service Network Committee: Jim B.**

Meets biweekly in two meetings: Monday at 8 PM Eastern and Tuesday at 2 PM Eastern. This is an effort to make committee membership and participation available to people across the globe.

The goal for this year is to build the service manual. Building table of contents to list what we want included in the manual and looking at other manuals.

The committee is keeping informed of some planning involving a new format for business meetings and the Slack channel on which the ACA concepts are being discussed. We hope to participate in ways that concern our own committee.

Majbrit brought up the Service section in the BRB. Many things have changed since that was written, and she would like to see those changes reflected there as well.

**11. Website/Database Committee: Jim B.**

Jim shared the service website at <https://acawso.org> especially for people who are new. Pictures can be shared, the Monthly Teleconference Section contains information about connections, agendas, and minutes. All committees have pages with information about their activities and reports. Statistics are also available.

Jim shared the regular site, we have a whole new drop-down menu for the newcomer. A new section for members is in the works.

The Convention website was also shown. It includes pages concerning previous ABCs and Conventions. In 2019 section there are workshop recordings and slides that are free, as well as pictures.

**12. ABC AWC Committee: Erin D.**

A meeting is scheduled for August 18 at 3PM in which will roles and troubleshooting suggestions. The time may change to evening Eastern Time if there is no International participation, so please stay tuned.

A bid is being pursued for 2021. We would like to have more than one to choose from. If your committee is interested next year or any time in the future, please plant the seed. You will have help.

Survey reports from ABC have been put in slide form. We would like to make this more widely available.

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

No report.

**14. OPKM Committee:** Josh W.

Service positions are; Laura L. Vice-Chair and Erin D. Board Liaison

New mission statement is with the board for approval and there may be some revisions. This will be on the next board call for review.

There are some suggested revisions to the OPKM concerning right to petition.

**15. Nominating Committee:** Greg R.

The committee recommends 2 candidates for the board of Trustees each year and starts the process after the ABC. Applications are due in November at which time the committee begins the process of interviewing and vetting to identify and recommend 2 candidates around the middle of February. If you know of someone who would be a good Trustee, ask them to apply. This is a big service commitment. Qualifications are on our web page, which is on the <https://acawso.org> website. Even if the person does not meet the qualifications at this time, please mentor so they can meet them in the future.

There are two positions on the Nominating Committee that have not yet been filled. Information on the qualifications is also on the website. Looking for someone outside North America, especially.

There are still no applicants for Trustee or Committee positions. We would like to have trustee applicants from Europe, since Majbrit will be leaving the board in April. Other international candidates are also being sought.

Chris S. is a volunteer outside the committee to assist with administration duties.

We are interested in onboarding to assure continuity. We are actively working on this now.

Charlie mentioned that this committee has professionalized the choice of Trustees, taking it out of the hands of the board. Qualifications can be seen by all, so there is no ambiguity. The goal is to make the board open to anyone with time and experience in ACA.

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

Development of a self-check inventory questionnaire for people who have doubts about why they are reaching out to newcomers. We are also finalizing the tradition workshop for mid-October. The literature committee will be working on a process for feedback.



**K. Motions passed at the board working meetings on July 11, 2019**

1. **Motion:** That WSO provide free access to named AWC Host Committee members for MP3 talks from that convention year. (Jim B.)

**Background:** Host committees are often very busy during the AWC weekend and miss many of the recovery workshops that are held. It would be nice to recognize their service by providing free access to the MP3 talks held from the year that they are supporting the AWC. This is prompted by a request from the 2019 AWC host committee. The Host Committee Chair will present a list of volunteers to receive the free downloads, and the request must be reviewed and approved by the WSO Board's Host Committee Liaison.

**Second:** Carole C.

**Discussion:** A question was asked about whether or not a limit should be placed on these downloads. Others have also expressed this concern about this matter. This should focus on people who really can't get to most of the talks. It was decided to add the word "named" to the term AWC Host Committee.

**Decision:** Motion approved unanimously.

**L. Motions passed at the board working session of June 20, 2019**

1. **Motion:** To provide appropriate information to all banks doing business with the Adult Children of Alcoholics World Service Organization (WSO) to authorize WSO current Treasurer, Patricia Hubbard, as the owner and authorized contact for all WSO accounts, and by extension, a full signatory, and to ensure that the current WSO Board Chair, Charles Hall, is a co-owner and an authorized contact and full signatory WSO accounts. WSO authorizes that any other owners be removed from the account. (Pat H.)

**Background:** A similar motion approved in March of this year may not have been explicit enough for all banking institutions, and there continues to be some roadblocks to reassigning primary access to all WSO accounts.

**Second** Bill D.

**Decision:** Motion passed unanimously.

2. **Motion:** To approve one paid leave day that any eligible WSO employees may choose to take at their discretion during the calendar year. This paid leave day does not carry over to the following year nor is it able to be cashed out. (Finance Committee)

**Background:** Our employees work extremely hard and the LOM and the OM have suggested giving July 5th off this year as a paid holiday. A concern is that this will lead to the employees requesting the day after Thanksgiving off, Christmas Eve day off and/or New Year's Eve Day off. Rather than start down a slippery slope, offering a floating holiday that each employee controls empowers each employee to make their own decision. It is a

"use it or lose it" basis. The cost of this floating holiday is around \$650 in salaries and employer taxes.

**Second:** **No second.**

**Discussion:** There will probably some split on use of the day, which means the office will probably not be shut down.

**Decision:** Motion passed unanimously.

3. **Motion:** To approve holding October's Strategic Planning Meeting on October 24 - 28, 2019 in Long Beach, CA at the Cove Hotel. (David McB)

**Background:** The Cove Hotel has been used by both Bill D and David McB. During business in Signal Hill. David McB reached out to The Cove and has obtained a quote from them for the conference rooms and the lodging rooms. The rooms quoted are for 2 Queens or 1 King bed. I have worked out a budget for rooms, food and conference rooms. The amount for the above comes to \$7200. Dinners and airfare are not included in this budget.

**Second:** Pat H.

**Discussion:** Clarification on the dates for arrival and the retreat itself.

**Decision:** Motion approved unanimously.

#### M. Specific Concurrences

1. **Motion:** That the Distribution Center adopt a single SKU# (Stock Keeping Unit #) system on literature and chips. (DCOC Committee)

**Background:** The Distribution Center currently has two different SKUs for all literature and chips. This causes confusion, and it has been determined that a single SKU system can serve the needs of intergroups and other members.

**Second:** David McB.

**Decision:** Motion passed unanimously.

2. **Motion:** To approve the attached contract of the Renaissance Hotel in Boca Raton, FL for the 2020 ABC/AWC. The rate will be \$142.00 per guestroom. WSO agrees to pay the balance of food and beverage purchase requirements that are not met.

**Background:** The Florida ABC/AWC Committee identified this hotel has the one that best met qualifications as a venue for our annual event. Negotiations were done to make the food and beverage agreement more transparent.

**Second:**

**Decision:** Motion passed unanimously.

**N. Guest Comments**

**Carole C.** Chair of Greater Western Region 2: The bank will no longer cash checks that are not made out to the Region without using the whole name, Greater Western USA Region. Checks not made out that way will have to be sent back and redone.

**Bonnie K-M:** Does the 30% order apply to all orders? Yes, as long as you meet the \$100.00 minimum.

**Justine:** There appears to be an issue with purchasing audio downloads. She is being stopped because she is missing a shipping cost. Jim B. directed her to send him her list so the mpg3 with the posting problem can be identified.

**Gloria CA:** Thank you to everyone on the call who is of service.

**Josh W.:** Why are recordings of the calls not posted? Charlie will take this up with the board, since it is a public meeting.

**O. ANNOUNCEMENTS:** Next Meeting: August 10

**P. Motion to close the meeting:** David McB

**Second:** Carole C.

**Decision:** Motion passed unanimously.