

Section	Title	Sub-title	Intention	Partner Cmte	Priority	Status
N/A			Ensure latest approved changes are reflected in posted version		High	Updated version posted 2019-12-12
Appendix III	OPPM Development	N/A	Document process for approving changes and then adding to the official version of the OPPM		High	1-9-20 - MJ added sentence about new Change Log added at end of OPPM.
XII.E	Literature	Literature Approval Process	Clarify the process	Lit	High	
XVII	Logo/ Trademark		Collate information in Svc Website and OPPM to ensure consistency. Note: Cmte recommended in Dec2019 the creation of a Intellectual Property Cmte. Board suggests this be an ad hoc cmte and wonders who will be on that Cmte. Laura is interested in participating	Lit	High	Feb 2020 - Literature cmte has prepared a new draft that collates OPPM and Service Website
Appendix IX	Travel		Clarify what WSO will pay/reimburse for meals, transportation, incidentals, etc. Add: Travel Approval Form to OPPM	Finance	High	12-22-19 - MJ incorporated further changes and sent the final 3 column draft to Bill D.
XI.D	WSO Office	Document Retention	Clarify the process of retention of legal, financial, operational documents, and other essential correspondence related to business of ACA WSO		High	
NEW	NEW	NEW	Create new section regarding maintaining and locating Archives that members of the Fellowship may have.		High	

Appendix XI	Records Retention		NEW section to account for record-keeping for Tax and Legal purposes	Finance	High	
Appendix XI	Records Retention		Clarify policy around retention of recording of calls/Zoom mtgs, etc	Web/ IT and Archives	High	
TBD	TBD	TBD	For purposes of accounting: Create guidelines/information re how WSO distributes free literature to various places through various cmtess.	Finance (perhaps: MS / PS / H&I)	High	
TBD	TBD	TBD	Adapt the OPPM to handle "working group" definition, if it is determined to be a category that will continue to be used beyond the APB group	TBD	TBD	
TBD	TBD	TBD	Update section on Regions to flesh out process/definitions	TBD	TBD	
TBD	TBD	TBD	Clarify what the official date of passage should be for motions passed at Board working sessions	TBD	TBD	
Appendix X	Elections		NEW There is no current Appendix X. There is a draft, which needs full review	Executive Cmte	Medium to High	

III.TBD	WSO Board	Tentative: Norms of Board Conduct	Continued development and implementation of Norms of Board Conduct Additionally, per the last paragraph in the Norms document: "The Board recognizes that many norms include some subjective terms, which will be applied in widely varied situations. They will, therefore, regularly review implementation of the Norms of Board Conduct and make changes as needed. The Board also will develop OPPM language to define potential consequences for any Trustee found by the Board to repeatedly violate the norms"	Board (Erin)	Medium to High	
III.M	WSO Board	Impeachment/ Removal, Resignation, Vacancy	Review for ambiguous/unclear language	Board	Medium to High	
NEW	Information Technology (New)	TBD	Develop: Guidelines on electronic communications, electronic media, and data storage	IT	Medium to High	Not yet started
Appendix IV	NomCom			NomCom	Medium to High	
III.D	WSO Board	ACA WSO Property	Ensure policy covers continuing Board members as well as those leaving the Board	Finance	Medium to High	(10/24) edit accepted within cmtes, MJ to pass to Charlie and Erin
VI.C	Fiscal Policies	Expenditure Approvals	Finishing work that was started in 2018 (never went to Board?)	Finance, DCOC	Medium to High	ON HOLD: Changes sent to Bill D.

VI.H	Fiscal Policies	Travel Policy	related/reference to Appendix IX	Finance	Medium to High	ON HOLD: Changes sent to Bill D.
VI.D	Fiscal Policies	Reimbursement	payment of ABC expenses for incoming board members		Medium to High	ON HOLD: Changes sent to Bill D.
VIII.F	Board Meetings	Board motions	ensuring that those voting nay and abstaining are identified		Medium to High	
X.A,B,C	Committees				Medium to High	With the Board
XIX.B	ABC/AWC - Events	AWC			Medium to High	
VIII.B	Board Meetings	Types of Board Meetings and Schedule	Finish work that was started Jan2019	Board	Medium	
VIII.D...H	Board Meetings	Board Mtg Protocol, etc	- Clarify / Reconcile "consensus" subsections D through H - What is consensus? unanimity?	Board	Medium	
X.G	Committees	Proposals/Motions	to resolve: in conflict with earlier -- 5 vs 7 days	Board	Medium	
XI.B	WSO Office	Group Registrations	finish work started in 2018	DCOC, Website	Medium	
XII.B	Literature	Literature Development		Lit	Medium	
Appendix III	OPPM Development		Put OPPM Cmte Mission Statement here?		Medium	
	Communications w/Board		Find ways to improve committee communication and turn-around times with the Board	Board (Chair)	Low	MJ talked to Charlie: all will try harder.
Intro			Create an Introduction		Low	
V.C	Duties of Officers	Secretary	Determine who should actually be required to sign the conflict of interest statement	Board	Low	

VIII.C	Board Meetings	Monthly Teleconference Agenda	- who should own posting monthly announcement to Slack?	Board	Low	
X.D	Committees	Committee Membership	add regular cmte members, and define what that means	Board	Low	
X.F	Committees	Reports and Notifications	where cmte minutes to be stored?	Website	Low	
X.H	Committees	Correspondence	- Need to qualify what type of correspondence - cleaning up language	Archives	Low	
X.TBD	Committees	TBD	Develop policy around term limits for Cmte liaisons to the Board.		Low	
XI.D	WSO Office	Doc Retention	replace current content to say something like: "Corporate Office is responsible for organizing and maintaining legal and financial documents as described in Appendix XI"		Low	
XIII, XIV, XV	Articles, ByLaws, OPPM				Low	
XVI	ComLine				Low	
Appendix V	History		Suggest to the Board that this be DELETED (very sparse, would need alot of work...and more appropriate for Archives Cmte)		Low	
III.K	WSO Board	Qualifications	- Ensure that Board Members have appropriate qualifications (Sponsor, Service Sponsor) - clarify what "working knowledge" means as applied to Steps, Traditions, and Concepts	and itself(NomCom	Low (given that NomCom already following practice)	

Next Step	Logical Theme	Issue/Item
	Official OPPM Updates	
	OPPM Process Improvement	
Wait for update from Charlie		
<p>Recommendations:</p> <ul style="list-style-type: none"> <li>• Only store in one place, and that one place should be OPPM (Information housekeeping principle)</li> </ul>		
Determine if this should be moved under a new section: "Records Retention and Archives"		

Send current information in Appendix to Finance Cmte for review	Record / Document Retention	
<p>(1) Internally formulate our questions -&gt; set up conf call with Marcia (Josh)</p> <p>(2) Once policy is created, move under new section: "Records Retention and Archives"</p>		
Figure out what section this should go under	Tracking of Literature Donations from WSO	
	WSO Sub-Group definitions	
	Regions	
	Board motions	
MJ to put together info based on Board election cycle in 2018/19		

Awaiting language formulation	Accountability of the Board	
MJ to discuss this with IT Cmte		
create motion to send to Charlie & Erin to present to Board		
MJ to pass revised language to Charlie and Erin		
MJ to ping Bill D		Approval Process





