



Adult Children of Alcoholics and Dysfunctional Families

## 2013 Book of Motions

January 2013 – December 2013

Karen R.

## January 12, 2013

**Motion 0112201301:** To combine materials for orders in order to create an "Introductory Package."  
**Motion passes unanimously.**

**Motion 0112201302:** To make combinations of Tri-folds. The trifolds are currently sold as individual titles in packets of 20 for \$3.00. **Dropped without vote.**

**Motion 0112201303:** To raise the minimum amount of an order to \$30 from \$10. (Phyllis) A friendly amendment was offered by Larry to decrease the minimum order amount to \$25, down from the suggested \$30. **Tabled until the February 2013 Teleconference.**

**Motion 0112201304:** To approve an expenditure of \$139 to have a Serbian 'ACA is...' trifold and reviewed by Tampa, and \$20 to have it laid out by Robin. **Motion passes unanimously.**

**Motion 0112201305:** To have a discussion on how much we need to charge for UPS shipping and handling charges. Motion tabled until the February teleconference so that more information can be gathered.  
**Tabled.**

**Motion 0112201306:** To authorize a board member to make contact with the law firm that was being used in connection with the copyright application of the words "*Adult Children of Alcoholics*" sought by the 2012 ABC. **Motion amended** to authorize Larry as contact person for fulfillment of this motion. **Motion passed unanimously with Larry abstaining.**

**Motion 0112201307:** To pay the legal fees of \$1,270 associated with the copyright application of the words "Adult Children of Alcoholics" sought by the 2012 ABC. **Motion passes unanimously.**

**Motion 0112201308:** To cancel the AT&T services at the office for the answering machine. **Tabled.**

**Motion 0112201309:** Adding information about minimum order requirement, quantity discounts, and shipping charges to the first page of the website Shopping Cart so customers will be aware of them prior to placing their orders. (Mary Jo). **An amendment was made** to this motion that created a couple of general lines informing of the quantity discounts, minimum order requirements, and shipping charges. **Motion passes unanimously.**

**Motion 01122013010:** To reimburse trustees Larry and Mary Jo for airfare, hotel, car rental, and reasonable food expenses during their visit to the Signal Hill office in February. **Motion passes unanimously with Mary Jo and Larry abstaining.**

**Motion 01122013011:** That the Signal Hill office staff be invited to the office for an informal brunch on Sunday, February 10, 2013, in the late afternoon. **Motion passes unanimously with Mary Jo and Larry abstaining.**

**Motion 01122013012:** That the Signal Hill office staff be made available to meet with Larry and or Mary Jo, if at all possible. **Motion passes unanimously with Mary Jo and Larry abstaining.**

**Motion 01122013013:** That Larry and Mary Jo look into the phone needs in the office. **Motion passes unanimously with Mary Jo and Larry abstaining.**

## February 9, 2013

**Motion 0209201301:** The Board accepted the resignations of George S as Chair of the Board and Jeneanne S as Treasurer of the Board. **Motion passes unanimously.**

**Motion 0209201302:** Board approved to appoint the Interim Chair, Scott, as Chair of the Board and Larry as Vice-Chair. **Motion passes unanimously.**

**Motion 0209201303:** Board approved the presentation of the Public Information (approved by the 2012 ABC for production) booklet to the 2013 ABC. **Motion passes unanimously.**

**Motion 0209201304:** Board approved eliminating the use of paper order forms for ACA materials. (Paper order forms create a lot of 'hands on' work for the staff, thus increasing the cost of office operation.) **Motion passes unanimously.**

**Motion 0209201305:** Board approved accepting Vonnie to serve as a Board member. (Larry, Interim Chair, nominated Vonnie to the Board. She is active in ACA and serves the fellowship in various roles.) **Motion passes unanimously.**

**Motion 0209201306:** Obtaining insurance for unexpected volunteer injuries while at the warehouse working. Tabled until more specifics gained on need for insurance to cover volunteers in the office. **Tabled.**

**Motion 0209201307:** Raise the price of trifolds from .20 to .25. Tabled until after Larry and Mary Jo's trip to the office and further information gained. **Tabled.**

**Motion 0209201308:** Board approved changing the account source for Shopping Cart from *Intuit's Merchant Account* to *PayPal Express*.

**Discussion:** PayPal Express gave WSO a reduction in cost because of being a non-profit.) **Motion passes unanimously.**

## March 9, 2013

**Motion 0309201301:** To Increase the amount of a minimum order from \$10 to \$30 and include shipping and handling.

**Discussion:** To include shipping and handling costs in this price does not work because the system is not set up to price it this way. **Tabled until more information available.**

**Motion 0309201302:** Obtain insurance for volunteer workers at the warehouse. **Tabled until the information has been studied.**

**Motion 0309201303:** Increase the cost of trifolds from \$0.20 each to \$0.25 each. **Tabled until evaluation on other cost-saving measures, including a different packaging plan, can be made.**

**Motion 0309201304:** That a time limit/frame of five minutes will be allowed per report and motions, and 3 minutes for each guest to comment at the monthly board meeting. **Motion passes unanimously.**

**Motion 0309201305:** That the revised PI letter be posted on the listserve of *Therapeutic Jurisprudence* and signed by either the Outreach or the H&I Committee. The revised letter will not offer any literature but will refer recipients instead to the free *ACA is ...* pamphlet, which is downloadable from our website. **An amendment was made** to remove the Outreach Committee from the motion. **Motion passes unanimously.**

**Motion 0309201306:** To sell Tri-folds in multiples of 10, unfolded, and increase the price break for a discount to 20. (Larry) **Friendly amendment made** by Mary Jo to put in package of 10 @ \$1.80, with no subsequent discount. **Motion passes unanimously with one abstention.**

**Motion 0309201307:** To establish a new item that consists of 1 each of all tri-folds. (Larry) Leanne seconded. **Friendly Amendment:** to sell for \$2.70. **Motion passes unanimously.**

**Motion 0309201308:** That the three (3) phone lines (the two (2) that are currently being used at the distribution center and the unmanned number) be transferred to *Vonage*. (Larry) **Motion passes unanimously.**

## April 13, 2013

**Motion 0413201301:** That ACA WSO purchase a computer (laptop or desktop) for the use of the Outreach Coordinator. (Larry, Phyllis)

**Discussion:** The Outreach coordinator reported that she has received a desk and a monitor but now needs the CPU.

**Friendly Amendment:** Keep the computer as WSO property. Spend no more than \$600 to purchase. A laptop can be purchased and should have a one year maintenance agreement with it. **Amended motion passes unanimously.**

**Motion 0413201302:** To provide guidance on any concerns about anonymity and possible infraction of traditions regarding the publication of a video made of a Sponsorship workshop by a local group. The group would like to put this video, (or audio, whichever is the best to protect anonymity), on YouTube and the ACA WSO website. They would also like to offer it directly to other ACA communities for use in the promotion of sponsorship. (Phyllis)

**Discussion:** There is not enough information to provide certainty about anonymity. **Tabled.**

**Motion 0413201303:** To have a Literature table at the 2013 ABC with trifolds, pamphlets, Fellowship Texts, and Workbooks for sale using the U.S. Dollar. (Phyllis)

**Discussion:** The host city or group should keep the proceeds from such sales. If someone is willing to sit at the table and sell the items, this could be done. **Motion passes unanimously.**

**Motion 0413201304:** To have two sets of materials for display only at the ABC. Each set will consist of one each of the trifolds, one each of the pamphlets, one BRB and one workbook. **Motion passes unanimously.**

**Motion 0413201305:** To establish a selling price for Finnish BRB's in various conditions.

**Discussion:** The books in pristine condition will sell for more than the books that are cosmetically damaged. **Motion passes unanimously.**

## May 11, 2013

**Motion 0511201301:** To refer the issue brought up and tabled in **Motion 0413201302** to a Social Media Committee for recommendation. **Motion passes unanimously.**

**Motion 0511201302:** To repurpose 7th Tradition donations. **Tabled for discussion and deferred to the Treasury Committee.**

**Motion 0511201303:** To create a workable budget. **Tabled for discussion and deferred to the Treasury Committee.**

**Motion 0511201304:** To create workable logistics for ordering, storage, and expenditures in our book distribution business. **Tabled until more information is available.**

**Motion 0511201305:** To provide a subsidy for drop shipments of books and materials sent to foreign countries. **Tabled.**

**Motion 0511201306:** To establish a new committee under the auspices of the WSO Board entitled European Committee. (Joan) **Motion passes unanimously.**

**Motion 0511201307:** To authorize the Chair of the Literature Committee to sign the affidavit in support of the application to trademark of the term "Adult Children of Alcoholics" on behalf of the ACA. (Larry) **Motion passes unanimously.**

**Motion 0511201308:** To approve the expenditure of up to \$2,960 for the audio version of the BRB. (Larry) **Tabled.**

**Motion 0511201309:** To approve the expenditure of \$260 for preparation of the copyright application and the filing fee for the Danish BRB. (Larry) **Motion passes unanimously.**

## June 8, 2013

**Motion 0608201301:** To approve the expenditure of \$2,960 for the audio version of the BRB. (Larry) **Discussion:** The Company agreed to cap the total cost at \$5,000. **Motion passes unanimously.**

**Motion 0608201302:** To nominate Majbrit M as Chairperson of the European Committee. (Larry) **Motion passes unanimously.**

**Motion 0608201303:** To approve the expenditure of \$4,530 to produce 2,000 each of the "*Cross Talk*" and "*Good Enough*" booklets (5 1/2 x 8"), and to place them for sale at \$4 each. (Larry) **Motion passes unanimously.**

**Motion 0608201304:** To authorize the donation of the van to *Wheels for Wishes*. (Mary Jo) **Motion passes unanimously.**

**Motion 0608201305:** To approve the purchase of a Biometric Scanner for the Distribution Center. (Mary Jo)

**Discussion:** Our accountant has offered to pay \$250 of the cost. Our remaining balance could be approximately \$300 more.

## July 13, 2013

**Motion 0713201301:** To remove from our *ACA Meetings Referral List*, Phone Bridge meeting TEL159 at 712-432-8808, pin: 2233# that meets on Tuesdays and is called "*The Fourth Tradition*" meeting. This meeting was registered in January 2013. (Karen) **Motion passes unanimously.**

**Motion 0713201302:** To authorize the Chair to sign the Affidavit of continuing use for US registration No. 3,460,353 *ACA Logo & Design* and to pay our Trademark attorney \$750 for the preparation of the affidavit. (Larry) **Motion passes unanimously.**

**Motion 0713201303:** To approve the use of the Staples aggressive pricing plan for non-profits. (Larry) **Motion passes unanimously.**

**Motion 0713201304:** To raise the price on the New Meeting Packet from \$9.50 to \$15.00. (Mary Jo) **Motion passes unanimously.**

**Motion 0713201305:** To sell a package assembly called a "*New Meeting Essentials*" for \$35.00 that will include the *New Meeting Packet*, *BRB* and *Workbook*. (Mary Jo) **Amendment:** The new package assembly shall *not* be called "*New Meeting Essentials*" due to existing tri-fold title conflict. It was also decided that this board trust Mary Jo to consider and give the new package assembly an appropriate name. **Motion passes unanimously as amended.**

**Motion 0713201306:** To approve the expenditure of \$59 to shred 21-24 boxes of order forms over 4 years old. (Larry) **Motion passes unanimously.**

**Motion 0713201307:** That the Board of Trustees adopt a policy of conducting an annual ACA WSO Inventory/Processing Audit for the purpose of orientating the Board to the Literature Distribution Center processes and exercise oversight over the personnel. In order to promote consistency and the rotation of service, the Inventory/Audit shall be conducted by a team of two (2) Board members (whose membership will include one member from the previous year's team and another member of the Board. The team will do this at the Signal Hill, California ACA Literature Distribution Center (The Home Office). (Larry) **Motion passes unanimously.**

**Motion 0713201308:** To send \$100 to Scott and Phyllis for partial reimbursement of personal expenses related to a Signal Hill ACA Home Office visit. Their expenses included taking available staff members out for a meal, as well as time spent by the webmaster investigating and discussing computer issues. (Karen) **Motion passes unanimously with one abstention.**

**Motion 0713201309:** That the Board adopt a policy that allows the Board to decide minor issues by either:

- General consensus with a majority of Board members agreeing in principle with an overall goal without defining the specific method of achieving that goal and leaving the means of achieving that goal to the Board Member who is leading that effort.
- Specific concurrence defined as the majority of the Board agreeing with a specific goal and the Board Member raising the issue specifying the method of achieving that goal. (Larry)

**Discussion:** This board should consider their own behavior changes toward making decisions; "policy" would affect subsequent boards and their methods of making decisions. **A friendly amendment** was made to remove the word "policy" and substitute the word "guideline." This guideline will be included in the **"On Boarding"** Project rather than as an OPPM update. **Motion as amended Carried (4) Ayes (3) Nays (0) Abstain**

**Motion 0713201310:** To authorize the Chair and or, if available, the Spanish Translation and Group Liaison [Ines] to travel to the conference **"Addiction and its Effects on the Family" Conference** in Puerto Rico on September 6 & 7, 2013. (Larry)

**Discussion:** The travel is in order to present and/or distribute literature provided. Each trustee acknowledges that they are only speaking of their own experiences and not on behalf of ACA WSO as a whole. The costs of attending (travel and incidentals) are being paid for by the conference organizers.

**Further discussion:** Who was invited to the Puerto Rican conference? Was the invitation extended to one or two speakers? **A friendly amendment** was created stating that if the conference is primarily English speaking, a different board member (Leanne) should accompany Larry. If this conference is being presented primarily to and by Spanish speaking participants, our Spanish Translation and Group Liaison (Ines) should accompany Larry. **Amended motion passes unanimously.**

## August 10, 2013

**Motion 0810201301:** That the Board approve the expenditure of \$400 to be paid to Robin Remaley, our lay out person, to lay out, revise and finalize the ACA Meditation Book in print ready form. (Larry)

**Motion passes unanimously with one abstention.** (Larry)

**Motion 0810201302:** To validate for record, majority WSO Board concurrence that Larry A as ACA WSO Board Chairman, sign the POA that authorizes Patricia of Wilshire Financial Services, Inc. to represent ACA WSO in the matter of the Drake Unemployment claim and related correspondence. (Karen) **Motion passes unanimously.**

**Motion 0810201303:** That the ACA WSO Board pay for expenses relating to travel and accommodations for an ACA WSO Trustee, to attend the, **"Addiction and its Effects on the Family"** Conference being held September 6-7, 2013 in San Juan, Puerto Rico and to advance our Trustee an initial \$500 of total costs. (Karen) **Motion passes unanimously.**

**Motion 0810201304:** That the ACA WSO Board approve the consignment of ACA Literature e.g., the Spanish translated 12 Step workbook, to be sold at the September 6-7, 2013 *"Addiction and its Effects on the Family"* Conference being held in San Juan, Puerto Rico, and to cover costs of the other ACA materials, or supplies, e.g., a display for the table costing approximately \$75. (Karen) **Motion passes unanimously.**

**Motion 0810201305:** To authorize shipment of 100 Spanish ACA workbooks plus 10 BRBs to Leanne as the point person for literature and related supplies in regards to the *"Addiction and its Effects on the Family"* Conference in San Juan, Puerto Rico, September 6-7, 2013. (Mary Jo) **Motion passes unanimously.**

## September 14, 2013

Motion #1 made by Karen, 2nd by Joan: That the Board validate for record, the sending of a cease and desist letter to persons who have sent advertisements and/or solicitations for the purpose of selling outside literature to our public points of contact. **Motion passes unanimously.**

Motion #2 made by Larry, 2nd by Karen: That the Board validate for record. the Board's specific concurrence to lower the price of the "Cross Talk" and "Good Enough" booklets from \$4 to \$3.50. **Motion passes unanimously.**

Motion #3 made by Larry, 2nd by Vonnie: That the Board validate for record, the Board's specific concurrence to include the "Cross Talk" and "Good Enough" booklets in the Literature Set and raise the price of the Literature Set from \$6 to \$12, and to add them to the New Meeting packet and raise the price from \$15 to \$21. **Motion passes unanimously.**

Motion #4 made by Larry, 2nd by Vonnie: That the Board validate for record the Board's specific concurrence to change the price of the Meeting Starter Kit from \$35 to \$41. **Motion passes unanimously.**

Motion #5 made by Leanne, 2nd by Karen: That the Board validate for record the Board's specific concurrence for an adjusted increase to cover the costs for the two banners we {needed} for the "Addiction and Its Effects on the Family" conference held in San Juan, September 5th and 6th, 2013. **Motion passes unanimously.**

Motion #6 made by Joan, 2nd by Karen: That the Board approve changing the date for sending out the Ballot Request form, the cover letter explaining the balloting process, and the 2014 ABC meeting registration form by October 21, 2013 **Motion passes unanimously.**

Motion #7 was tabled until October's teleconference

Motion #8 The Board validates the specific concurrence to assign the additional responsibilities of staffing the ABC, the Web, Outreach and conducting research projects as assigned with additional time being between 6-8 hours a week depending if there is a research project to the Staff person who updates the meeting list and receives correspondence and deposits 7th Tradition donations. (Larry)



**Motion received friendly amendments to read:**

The Board validates for record our decision by specific concurrence to have one of our paid staff member's duties expanded to assisting on specific Board tasks, such as ABC assignments, Website assistance, Outreach or H & I projects, etc.; This re-assignment of tasks and hours are proposed to add between 6-8 hours on the current schedule and wages for this staff person and are to be funded through the Administrative Cost center. (Mary Jo, Joan) **Amended motion passes unanimously.**

**October 12, 2013**

**2. Motion** made by Mary Jo, 2nd by Vonnie: ~~To authorize engagement of a California attorney who works with non-profits to help us ensure that our proposed Employee Manual and other documents are appropriately written. The cost is not to exceed \$1200 without a further motion.~~ After discussion and friendly amendment, the motion reads: To authorize engagement of a California attorney who works with non-profits to help us ensure that our proposed Employee Manual and other documents are appropriately written. The cost is not to exceed \$600 without a further motion.

Amended Motion Carried (unanimous)

**D. New Business**

**Motion #1** made by Larry, 2nd by Joan: That the Board approve the expenditure of approximately between \$13,818 (B&W) and \$15,109 (Color) to print 10,000 copies of the ACA Meditation Book, and that they be sold for \$10 with a 10% bulk discount for orders of 20 or more meditation books. The Meditation Book is to be added to the Meeting Starter Kit to include new Meeting Packet, The Fellowship Text, 12 Step Workbook, and Meditation Book, and increase the price from \$41 to \$50. [\$56 if bought separately] (Larry)

Motion Carried (unanimous)

**Motion #2** made by Larry, 2nd by Leanne: That the Board validate for the record, concurrence to reimburse the WSO Staff Member for her trip to Prescott, and pay for her actual time in being trained for management of the ACA website. (Larry)

Motion Carried (unanimous)

**Motion #3** made by Mary Jo, 2nd by Leanne : That the Board validate for the record, concurrence to give pay increases to three of the staff members of our WSO Distribution Office Staff, based on recommendations from the Treasury Committee.

Motion Carried (unanimous)

**Motion #4** made by Mary Jo, 2nd by Vonnie: To give a copy of the Meditation Book to the 60 people who contributed to and supported the completion of this book project.

Motion Carried (unanimous)

**Motion #5** made by Leanne, 2nd by Allen: That the Board validate for the record, concurrence in approval for the standardization of all our ACA WSO Conference Approved tri-folds.

Motion Carried (unanimous)

**Motion #6** made by Leanne, 2nd by Vonnie: That the Board adopt the "Graphics and Style Guide" as proposed to serve as a guideline and standardization of all print, web and electronic communications and publications from the ACA WSO.

Motion Carried (unanimous)

**Motion #7** made by Karen, read by Joan in Karen's absence, 2nd by Leanne As per the OPPM pg 7, I move to open the floor for nominations for the positions as trustees to the ACA WSO Board.

Motion Carried (unanimous)

## November 9, 2013

1. To create a budget and also establish an annual budget review process for when year-end numbers become available. *(Original issue from May 2013)* Mary Jo reports that the budget draft was submitted and there are amendments to be made. The budget should be ready for approval next month. Mary Jo expresses much appreciation to the others on the Treasurer Committee Allen C, OK and Martin C, England, for their diligence and attention to detail as this is the first budget the ACA WSO has ever had.

2. The floor was opened for nomination for the position of ACA WSO Trustee. None were brought forward. We acknowledged two nominees thus far, 1) Majbrit M., from Denmark who has service experience on the European Committee, has attended at least 7 WSO teleconferences, and who was of great assistance and support for the ACA's first International ABC; and 2) Ines Z., from New York who has service experience as a liaison and translator for Spanish speaking groups, has assisted in the Spanish translations of the Workbook as well as the BRB and with various items via the Outreach Committee. Both Majbrit and Ines accepted nominations.

### D. New Business

**Motion #1** Made by Larry, 2nd by Karen: To validate on the record the Board's specific concurrence that authorized the Chair to sign an agreement between ACA WSO, Inc, NAWS, Inc and Centauria that will allow Centauria to use NAWS (Narcotics Anonymous World Service) custom programming to create the new ACA website.

Motion Carried (unanimous)

**Motion #2** Made by Vonnie, 2nd by Karen: To install a conference line that will be made available to telephone meetings to use that will provide the same vital opportunity for anonymity for a phone caller as for someone who attends a meeting in person.

Motion Tabled.

**Motion #3** made by Larry, 2nd by Leanne: That the Board authorize the purchase of additional metal shelving at a cost of about \$520 for the warehouse in Signal Hill, CA.

Motion Carried (unanimous)

**Motion #4** made by Leanne, 2nd by Mary Jo: To approve the expenditure of approximately \$8,500 for travel and expenses for all ACA WSO Board members to attend a face-to-face meeting in January 2014 to conduct a strategic planning session.

## December 14, 2013

1. A motion was made by Mary Jo and 2nd to approve the submitted budget for 2014.

Motion Carried (unanimous)

2. The floor was opened for nomination for the position of ACA WSO Trustee. There were no further nominations brought forward. Nominees Majbrit M., from Denmark and Ines Z., from New York were both elected unanimously to the ACA WSO Board of Trustees.

### D. New Business

**Motion #1** made by Larry and 2nd, that the Board pay expenses estimated to be \$1,890 of the trip by the WSO Chair and Treasurer to go to the ACA WSO Distribution Center.

Motion Carried (unanimous)

**Motion #2** made by Larry and 2nd that the WSO authorize the expenditure of \$260 for legal fees and costs to copyright the Meditation Book, Strengthening My Recovery.

Motion Carried (unanimous)