



Adult Children of Alcoholics and Dysfunctional Families

## 2014 Book of Motions

January 2014 – December 2014

Karen

December 2014

## January 11, 2014

**Approval of Minutes:** A motion was made and the minutes of the December 14, 2013 meeting were approved as posted. (Karen)

### MOTIONS

**Motion 01111401: WEBSITE.** To authorize the Chair to sign the contract with the website developer not exceeding \$75,000 over 48 weeks, divided into quarterly payments. **Motion passes by majority 6 ayes, 2 nays, 1 abstain**

**Motion 01111402: PERSONNEL.** To approve merit pay increases for staff members due to their levels of responsibility. **Motion passes unanimously**

**Motion 01111403: MPS COMMITTEE; H&I COMMITTEE.** To change the name of the Outreach Committee to "Member and Public Service Committee (MPS)" with the chair being Vonnie G., and the Hospitals and Institutions Committee (H & I) being a subcommittee of the Member and Public Service Committee with Joan continuing as Chair of the H & I subcommittee; this will include changing "Outreach Committee" to "Member and Public Service Committee on the Repository and adding "Hospitals and Institutions" (H & I) as a subset under MPS (Vonnice) **Motion passes unanimously**

**Motion 01111404: LITERATURE.** To authorize the payment of \$640 for reformatting all of the tri-folds and the **Motion passes unanimously**

**Motion 01111405: LITERATURE.** To order 8,000 Fellowship Texts (approximately \$34,000) to replenish our stock. **Motion passes unanimously**

**Motion 01111406: LITERATURE.** To authorize the purchase (approximately \$6,100) of 15,000 copies of the Newcomer Booklet. **Motion passes unanimously**

## February 8, 2014

**Approval of Minutes:** A motion was made and the minutes of the January 11, 2014 teleconference meeting were approved as posted. (Karen)

### MOTIONS

**Motion 02081401. PERSONNEL.** To give the staff holiday pay for the three major banking holidays of the year: New Year's Day, Thanksgiving, and Christmas. Our employees are all part time and the dollar amount of holiday pay is reflective of that fact. **Motion passes unanimously**

**Motion 02081402: TRUSTEES.** To adopt a temporary reimbursement policy for travel. **(Motion passes unanimously**

**Motion 02081403: INTERNATIONAL.** To approve a literature supply for persons starting the very first ACA meeting in their country. WSO will foot the bill for a "New Meeting Packet," (\$50) plus the cost of shipping and handling. The Meeting Packet contains: the Fellowship text (hardcover), 12-Step Workbook, New Meeting Packet, and "Strengthening My Recovery. This motion is to be retroactive for the first meeting established in new countries in 2013. **Motion passes unanimously**

**Motion 02081404: LITERATURE.** To approve the purchase of 6,000 copies of the spiral 12 Step workbook at a cost of \$16,964. **Motion passes unanimously**

## March 8, 2014

**Approval of Minutes:** A motion was made and the minutes of the February 8, 2014 teleconference meeting were approved as posted. (Karen)

### MOTIONS

**Motion 03081401: DCOC.** To approve the purchase of a counting scale for about \$350.00 and a folding machine for about \$400.00 for the distribution center. **Motion passes unanimously**

## April 12, 2014

**Approval of Minutes:** A motion was made and the minutes of the March 8, 2014 teleconference meeting were approved as posted. (Karen)

### MOTIONS

**Motion 04121401: ABC.** To approve the budget for the 2014 ABC to be held in Deerfield, IL the weekend of April 25th at \$3,700. **Motion passes unanimously**

**Motion 04121402: WEBSITE.** To approve an additional \$7,500-\$10,000 for the website development. **Motion passes unanimously**

**Motion 04121403: INTERNATIONAL LITERATURE.** To approve the expenditure of \$400 to pay WSO's layout consultant to lay out the Finnish 12-Step Workbook. **Motion passes unanimously**

**Motion 04121404: LITERATURE.** To approve the expenditure of \$1,900 for the purchase of Welcome Chips and Recovery Chips to replenish our supplies. **Motion passes unanimously**

**Motion 04121405: LITERATURE.** To approve a reduction in the price of the Tri-fold Assortment from \$2.90 to \$2.70 **Motion passes unanimously**

**Motion 04121406: LITERATURE.** To approve packaging the individual "12 Concepts of Service" and the "Suggested Commitment to Service" together as a single unit until our current supplies are depleted, since the Board has voted to combine them into one tri-fold. **Motion passes unanimously**

**Motion 04121407: MPS.** To validate on the record the Board's specific concurrence to remove web addresses off of our meetings listings and to not allow meetings to include a web address within the body of their listing for new registrations. **Motion passes unanimously**

## May 10, 2014

**Approval of Minutes:** A motion was made and the minutes of the April 12, 2014 teleconference meeting were approved as posted. (Karen)

### MOTIONS

**Motion 05101401: DCOC; EXECUTIVE COMMITTEE.** To require only Executive Board approval when the Distribution Center needs to reorder literature and coins when the re-order does not exceed 10% more than any

previous order. The Executive Board will be required to report that purchase as part of their monthly report on the following Teleconference call. **Motion passes unanimously**

**Motion 05101402: LITERATURE; PERSONNEL.** To hire a consultant special worker for up to 10 hours/week at \$15/hour for a training period of 2 months as a Literature Committee Production Assistant so that the Literature Chair and the consultant special worker can see the demands of the position and the suitability of the consultant special worker. **Motion passes unanimously**

**Motion 05101403: TRUSTEES; INTERNATIONAL.** To provide a budget of up to \$700 to Martin C., ACA Board Trustee, to attend the European groups' conference in Latvia that will be held September 26-28, 2014. **Motion passes unanimously**

## June 14, 2014

**Approval of Minutes:** A motion was made and the minutes of the May 10, 2014 teleconference meeting were approved as posted. (Karen)

### MOTIONS

**Motion 06141401: INTERNATIONAL.** To provide a specific European e-mail address for Majbrit, WSO Trustee and Chair of the European Committee. **Motion passes unanimously**

**Motion 06141402: TRUSTEES.** To reimburse Larry the sum of \$93.00 for the expense of being sent a box of archival materials from a NY member. **Motion passes unanimously**

**Motion 06141403: DCOC.** To approve a purchase order for 3,000 welcome chips at a cost of \$690.00 **Motion passes unanimously**

## July 14, 2014

**Approval of Minutes:** A motion was made and the minutes of the June 14, 2014 teleconference meeting were approved as posted. (Karen)

### MOTIONS

**Motion 07141401: INTERNATIONAL LITERATURE.** To spend \$259 to have the ACA Conference Approved Literature, titled "ACA Is..." translated into Arabic. **Motion passes unanimously**

**Motion 07141402: LEGAL ACTION.** To authorize the Chair to respond to the letter concerning a law suit against a group's trusted servant. **Motion passes unanimously**

**Motion 07141403: MPS.** To change the wording on the website point of contact confidentiality page to read as follows: *"Note: Contact person information is confidential and is to be used for inquiries about that specific meeting. It is not okay to use email addresses to send flyers or to promote events. See the events page to find out how to post your event and flyer. To access contact person information, click on the 'I agree' button below. Accessing this information implies an agreement to maintain confidentiality and only use contact information for registered ACA related purposes."* **Motion passes unanimously**

**Amendment to Motion 07141403: MPS.** To strike the last paragraph from adopted Motion #3, beginning with, *"Accessing this information implies...--"*The motion now reads *"Note: Contact person information is confidential and is to be used for inquiries about that specific meeting. It is not okay to use email addresses to send flyers or to promote*

events. See the events page to find out how to post your event and flyer. To access contact person information, click on the 'I agree' button below.” **Motion passes unanimously**

**Motion 07141404: LITERATURE; TRUSTEES.** To have the audio-BRB produced on flash drives and sent to the Signal Hill office for the staff to send it to the Board members. **Motion passes unanimously**

**Motion 07141405: DCOC; OFFICE MANAGER.** To hire an Office Manager for the Distribution Center. **Motion passes with one abstention**

**Motion 07141406: WEBSITE.** To spend \$5,000.00 on the new website. **Motion passes unanimously**

## August 9, 2014

**Approval of Minutes:** A motion was made and the minutes of the July 12, 2014 teleconference meeting were approved as posted. (Karen)

### MOTIONS

**Motion 08091401: PERSONNEL.** To increase the pay for a special worker as discussed providing compensation for up to 15 hours a week. **Motion passes unanimously**

**Motion 08091402: EXECUTIVE COMMITTEE; DCOC.** To approve the expenditure of \$2,500.00 for two members of the Executive Board to travel to the ACA Distribution Center in Signal Hill California, tentatively scheduled for August 17-20, 2014. **Motion passes unanimously**

**Motion 08091403: DCOC.** To approve the expenditure of approximately \$500.00 for plumbing repairs at the Distribution Center. **Motion passes unanimously**

**Motion 08091404: LEGAL.** To authorize the chair of the Board of Trustees (Larry A.) to send a cease and desist letter to a member who was announcing on a phone line that they would send the digital ACA Fellowship Text (e-BRB) to anyone who requested it. **Motion passes unanimously**

## September 13, 2014

**Approval of Minutes:** A motion was made and the minutes of the August 9, 2014 teleconference meeting were approved as posted. (Karen)

### MOTIONS

**Motion 09131401 was made and passed unanimously:** that the Board validate for the record the Board's specific concurrence to offer the audio version of the Fellowship Text (Audio Big Red Book) via Amazon/iTunes/Audible. **Motion passes unanimously**

**Motion 09131401: LITERATURE.** To continue offering tri-folds in multiples of 10, and begin offering them individually for 20 cents each when the new website goes live. **Motion failed due to a lack for a 2nd.**

**Motion 09131402: MPS; INTERGROUP SUBCOMMITTEE.** To form a sub-committee under MPS to coordinate communications between established Intergroups in order to provide support for one another, enable Intergroups to provide support more directly with understanding and participating in the support of the World Service Organization structure, and to explore how leadership and support from the WSO Board might better serve the fellowship via Intergroup activity. **Motion passes with 7 ayes, 1 abstention.**

**Motion 09131403: DCOC; EXECUTIVE COMMITTEE.** To approve additional expenditures of approximately \$530.00 for the August Trustee visit to the WSO Distribution Center **Motion passes unanimously**

**Motion 09131404: ABC; BALLOT PROPOSALS.** To send notice of the change of timeline for ABC Proposals to the groups and Intergroups as soon as possible; get the call for proposals out by September 15; state deadlines for Proposal submissions to be November 15; to have WSO Analysis and Proposal Translations completed by January 15<sup>th</sup>, and send the proposed items to the groups/Intergroups by January 15. This schedule gives the groups 2 months to discuss, review, and send in their votes by March 15<sup>th</sup>. **Friendly amendment:** Since September 15 is only 2 days away, reword the September 15 deadline as, *"the call for proposals shall be out by September 15, or as soon thereafter as is practical..."* Note: the reason for the proposal timeline change is to allow ample time for translations of the proposals and translations of the WSO analysis of proposals. **Motion passes unanimously**

## October 11, 2014

**Approval of Minutes:** A motion was made and the minutes of the September 13, 2014 teleconference meeting were approved as posted.

### MOTIONS

**Motion 10111401: TRADITIONS.**

To approve the following proposal:

1. The ACA Board accept the Social Media Working Party's proposal that Tradition 11 be amended so as to read as follows: "Our Public relations policy is based on attraction rather than promotion; we maintain personal anonymity at the level of press, radio, T.V., films AND OTHER PUBLIC MEDIA OF COMMUNICATION."
2. If accepted, the Board will seek to establish the collective conscience of the whole fellowship by asking all constituent meetings and Intergroups to consider this motion in their own group conscience discussions, and advise the ABC in 2015 whether they accept or reject this amendment of Tradition 11.
3. That the result of the above consultation be placed before the ABC in 2015.
4. Based on the advice received from the worldwide fellowship's conscience, the ABC in 2015 be asked whether to accept or reject the proposed amendment.

**Motion passes unanimously**

**Motion 10111402: TRUSTEES.** To use the ACA debit card to make flight arrangements for Board members who request it for the November Strategic Planning meeting. **Motion passes unanimously**

**Motion 10111403: ABC; BALLOT PROPOSALS.** To change the due dates for the 2015 ABC proposals. **Motion passes unanimously**

**Motion 10111404: FINANCE; UNCLEAR.** To authorize the payment of up to \$45,000.00 (inclusive of the current outstanding bill of \$37,000) so that we need not revisit this item in the next month for the payment of the additional work which is estimated to be about \$8,000. **Motion passes unanimously**

**Motion 10111405: MPS; H&I.** To increase the H & I budget for September to meet the need for requested materials **Motion passes unanimously**

**Motion 10111406: INTERNATIONAL LITERATURE.** To donate the materials (a BRB, Workbook, Meditation Book and set of pamphlets and tri-folds) that were sent to the Riga conference to the Riga meeting. **Motion passes unanimously**

## November 8, 2014

**Approval of Minutes:** A motion was made and the minutes of the October 11, 2014 teleconference meeting were approved as posted.

**MOTIONS**

**Motion 11081401: INTERNATIONAL; TRUSTEES.** To approve an additional \$150.00 expenditure for Martin's trip to the Riga, Latvia ACA conference. **Motion passes unanimously**

**Motion 11081402: PERSONNEL.** To subscribe to a service called "The California Employers Association" as a more cost efficient advisory service for matters dealing with HR issues. **Motion passes unanimously**

**Motion 11081403: DCOC.** To approve the purchase of a fireproof file cabinet for the Distribution Center at a cost of approximately \$760. **Motion passes unanimously**

**Motion 11081404: DCOC.** To purchase of additional shelving in the warehouse. **Motion passes unanimously**

**Motion 11081405: LITERATURE.** To have the BBI allotment for October be 47 books. **Motion passes unanimously**

**Motion 11081406: DCOC.** To authorize \$1,550.00 for electrical work to be completed at the Distribution Center **Motion passes unanimously**

**Motion 11081407: LITERATURE.** To order 2,000 re-sized Meditation books at a cost of \$6,982. **Motion passes unanimously**

**Motion 11081408: PERSONNEL.** To move the new Distribution Center Office Manager, Sam B., from a probationary employee to regular employee status. **Motion passes unanimously**

**Motion 11081409: TRUSTEES.** To hold a Strategic Planning Meeting for the Board of Trustees in November. **Motion passes unanimously**

**Motion 11081410: PERSONNEL.** To have the Distribution Center Office Manager (Sam) and the Literature Assistant (Robin) attend one day of the WSO Board's Strategic Planning meeting that will be held in Nashville, Tn., and November 13-16, 2014. **Motion passes unanimously**

**Motion 11081411: LITERATURE.** To rescind the requirement that the audio Fellowship Text be listed non-exclusively with the vendors **Motion passes unanimously**

**December 13, 2014**

**Approval of Minutes:** A motion was made and the minutes of the November 8, 2014 teleconference meeting were approved as posted. (Karen)

**MOTIONS**

**Motion 12131401: DCOC; TRUSTEES; LITERATURE.** To purchase two (2) laptops and warranties for \$2,456.83. **Motion passes unanimously**

**Motion 12131402: PERSONNEL; LITERATURE.** To engage a special worker supporting the Literature Committee as an employee and to increase the responsibilities beyond those currently contracted out. The employee will assist the Board, supply well laid out and relevant literature content, support translations, deal with literature quality issues and help with new challenges as they arise. If approved, the Literature Committee Chair and Treasurer will jointly negotiate the employment to include the appropriate (1) job description, (2) hours, (3) terms, (4) conditions, (5) remuneration and benefits and (6) tax status. The employment should commence on or after January 1, 2015.

**Motion passes unanimously**

**Motion 12131403: TRUSTEES.** To pay for group expenses, such as meals and transportation, incurred by the Board of Trustees at "in-person meetings" with the ACA debit card. **Motion passes unanimously**

**Motion 12131404: FINANCES.** To purchase a total of five (5) Store Manager Licenses at \$90.00 each, total cost of up to \$450.00, to allow greater capability in working with the *X-cart*, and getting financial data transferred into *Intuit* software used by the WSO accountant. **Motion passes unanimously**

**Motion 12131405: FINANCES; INTERNATIONAL.** To create a "Lights On" line item in the financials to include costs of shipping literature to first meetings in a new country. **Motion passes unanimously**