

**Adult Children of Alcoholics and Dysfunctional Families**

# **2016 Book of Motions**

**January 2016 – December 2016**

Inez Z.  
December 2016

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## January 9, 2016

### **Motion 2016\_0109\_01: Approve Money to Program X-Cart.**

To approve expenditure of \$260 to program the x-cart to capture shipping bug information.

**Motion passes unanimously.**

### **Motion 2016\_0109\_02: Approve Minimum Orders for the 30% Intergroup Discount.**

Minimum orders as follows:

- Full Boxes of Books The number of books per box will vary according to the title. A box of Fellowship Texts will contain 20 books, a box of 12 Step Workbooks will contain 22 books, a box of Meditation Books hard cover will contain 18 books, a box of Meditations Books soft cover will contain 52 books, and a box of Laundry Lists Workbooks will contain 14 books. Each box will contain only one title and will not be mixed with other titles.
- Complete Rolls of Chips or Medallions  
There are 25 chips/medallions in each roll. Each roll to contain one kind of chip or medallion; i.e., welcome chips, 1 month chips, 1 year medallions, 2 years medallions etc. The coins will not be mixed.
- Sets of 10 of Each Title of Either Tri-fold Sets, the Tri-fold Assortment or Booklets
- Minimum of 2 Meeting Starter Kits
- Minimum of 3 New Meeting Packets
- The minimum overall order is \$630 per order.

All orders will be delivered to only one address. It is the responsibility of the Intergroup to distribute literature locally.

After this program is rolled out, the WSO can reevaluate the minimum amounts to assure accessibility by the Intergroup and affordability by the WSO. **Motion passes unanimously.**

### **Motion 2016\_0109\_03: Purchase ISBN Numbers.**

Approve the purchase of an additional 100 ISBN numbers at a cost of \$575. **Motion passes unanimously.**

## February 13, 2016

### **Motion 2016\_0213\_01: Payment for Attendance at Conference in Riga.**

Approval to pay the expenses of the European Chair to attend an ACA conference in Riga for the purpose of speaking about WSO Service. **Motion passes unanimously.**

**Motion 2016\_0213\_01: 2016 AWC Medallions.**

To approve the expenditure of \$782.50 for AWC medallions. **Motion passes unanimously.**

**Motion 2016\_0213\_02: Programming of Intergroup Shopping Cart.**

To authorize payment of \$258 to have the intergroup shopping cart programmed by x-cart. **Motion passes unanimously.**

**Motion 2016\_0213\_03: Riser for 2016 AWC.**

Authorize the Chair to execute contract with Regency Party Rental & Productions for the installation of a riser for the AWC in the amount of \$807.41, not including tax. **Motion passes unanimously.**

## March 12, 2016

**Motion 2016\_0312\_01: Extension of Centauria Service Contract.**

To approve the extension of the Centauria IT service contract at \$90/hour for up to 22 hours per month. **Motion passes unanimously.**

## April 9, 2016

**Motion 2016\_0409\_01: DCOC Wage Increase.**

That the Board approve a wage increase for the Distribution Center Staff. **Motion passes unanimously.**

**Motion 2016\_0409\_02: MPS Committee Chair Verification.**

Verify the nomination of Bill B. as the chair of the MPS committee. **Motion passes unanimously.**

**Motion 2016\_0409\_03: Postponement of Selection of Printer for Russian BRB.**

To postpone any decision on when, where and with which printer the Russian language version of the Big Red Book will be printed and delivered until a review of all known costs, printing options, logistics, and risks associated with this activity. This assessment will be prepared and submitted in a few months' time by the European Committee and the Russian Intergroup. **Motion passes unanimously.**

**Motion 2016\_0409\_04: Installation of Security Cameras inside the DCOC.**

WSO install security cameras inside of the Signal Hill Distribution Center Offices and Warehouse as soon as possible with recording capability no less than one month using LA Security Cameras at a cost of approximately \$3,250.00, adding \$395 each for two additional exterior cameras. The installation of the camera system, which include integration of the camera reorder into our existing network, will allow for remote monitoring. **Motion passes unanimously.**

**Motion 2016\_0409\_05: European Chair Travel to Holland.**

That the European Committee Chair be authorized to travel to Holland to speak and give an update on the European Committee at their ACA Event on the 9th of April, 2016. **Motion passes unanimously.**

**Motion 2016\_0409\_06: Funding for Committee Chairs to Attend the 2016 ABC/AWC.**

That the Board approve payment of reasonable expenses for the Chair of the *Hospitals and Institutes Subcommittee*, Joan B, and the *Chair of the Intergroup Liaison Subcommittee*, Bonnie KM, to attend the 2016 ABC/AWC. **Motion passes unanimously.**

**Motion 2016\_0409\_07: Approval of Image for Cake at 2016 AWC.**

The Board approve the use of ACA/AWC and or the BRB image to be printed on a cake to celebrate the 10th anniversary of the publication of the Big Red Book and expend \$100 on the cake. **Motion passes unanimously.**

**April 22-23, 2016 Annual Business Conference**

*The 2016 ABC minutes which include these motions will be approved and/or amended at the 2017 Annual Business Conference.*

**Motion 2016\_ABC\_0422\_01: Approval of 2015 ABC Minutes.**

To approve the minutes of the 2015 ABC as amended. **Motion passes by majority vote.**

**Motion 2016\_ABC\_0422\_02: Approval of 2015 Treasurer's Report**

To approve the Finance/Treasurer's Report. **Motion passes unanimously.**

**Motion 2016\_ABC\_0422\_03: Approval of Committee Reports.**

**Motion passes unanimously.**

**Motion 2016\_ABC\_0423\_01: Creation of Delegate Handbook.**

To create a handbook for delegates. **Motion passes unanimously.**

**Motion 2016\_ABC\_0423\_02: Creation of Delegate World Service Training Sub-committee.**

To create a subcommittee for Delegate World Service Training. **Motion passes unanimously.**

**Motion 2016\_ABC\_0423\_03: Revitalization of Ballot Review and Group Conscience Survey Committee.**

To revitalize the Ballot Review and Group Conscious Survey Committee. **Motion passes unanimously.**

**May 14, 2016****Motion 2016\_0514\_01: 2016 ABC Attendee Distribution List.**

This motion was put forward at the 2016 Annual Business Conference. All individuals who attended the 2016 ABC should be added to the distribution list to receive the ABC Request for Proposals notification. (2016 ABC)

**Motion 2016\_0514\_02: Creation of Delegate World Service Training Sub-committee.**

Create an ad hoc committee called Delegate World Service Training. (2016 ABC)



**Motion 2016\_0514\_03: Payment of Duncan Conference Center in Delray Beach.**

That the Board pay the Duncan Conference Center invoice of \$9,711.50.

**Motion 2016\_0514\_04: European Budget for 2016.**

To approve the plan and budget for the rest of 2016, that was submitted by the European Committee.

**Motion 2016\_0514\_05: Sydney Intergroup for ACA Literature.**

To approve the purchase agreement made with the Sydney Intergroup for ACA literature.

**Motion 2016\_0514\_06: Purchase of Meeting Chips.**

To purchase 1,000 - 6 consecutive meetings chips at a cost of \$416 plus shipping.

**Motion 2016\_0514\_07: Hiring of Temporary Worker.**

To hire a temporary worker to alleviate staff shortages.

**Motion 2016\_0514\_08: Upgrade to Frontier Fiber Solutions for Business.**

That the WSO upgrade its Verizon (now Frontier) DSL internet service to Frontier's Fiber Solutions for Business. The cost will decrease from approximately \$168.00 per month to approximately \$145.00 per month for much higher internet speeds and will also give us unlimited long distance calling with in the U.S.

**Motion 2016\_0514\_09: Hiring of Edipro in Finland.**

To hire Edipro in Finland to spot check proof read the Finnish translated edition of the Yellow Work Book. The agreed fee payable to Edipro will be EUR 140 (about USD \$160) and in return the WSO will receive 4 hours of their time to review the Finnish translation.

**Motion 2016\_0514\_10: Creation of Ad hoc Service Structure Committee.**

That a subcommittee be created (under the MPS committee) to research the service structures of other global fellowships in order to recommend how ACA should best organize its service structure to serve its growing fellowship nationally and globally.

**Motion 2016\_0514\_11: Dance Floor Rental.**

To rent a dance floor for the AWC and have it installed by a professional and insured vendor for \$662.26 or less.

**Motion 2016\_0514\_12: Upgrade to Dropbox Pro.**

To upgrade the Literature Committee's Dropbox to a Dropbox Pro with 1 TB of storage at a cost of \$99/year.

**Motion 2016\_0514\_13: Registration for Slack Account.**

To register a WSO account for setting up and utilizing the team collaboration software known as Slack.com and allow committees and subcommittees to have access.

**Motion 2016\_0514\_14: DC Oversight Committee Budget for 2016.**

That the DC Oversight Committee be given a budget of \$5,000 for the remainder of 2016 to cover at least one trip to the Distribution Center.

**Motion 2016\_0514\_15: Printing Approval for *Newcomer* and *Good Enough* Booklets.**

That the Board approve the printing of 10,000 *Newcomers* Booklets (\$4,090) and 5,000 *Good Enough* Booklets (\$697.)

**Motion 2016\_0514\_16: Authorization of Vision Audio CDs.**

The Board authorizes the AWC taping vendor, Vision Audio CDs to prepare single and album sets of CDs of the AWC speakers and workshops and sell them at the same price and share percentage as was agreed upon by the Board prior, upon request by ACA members to alleviate an immediate backlog of requests.

**Motion 2016\_0514\_17: Approval of Chair for the ABC/AWC Committee.**

That Bill D., be the Chair of the ABC/AWC Committee.

## June 11, 2016

**Motion 2016\_0611\_01: Sale of AWC Audio Files.**

To place the AWC audio files for electronic sale directly through our shopping cart at \$3 per talk and \$18 for a set of 6 talks.

**Motion 2016\_0611\_02: Purchase of Laundry List Workbooks.**

To order 4,000 Laundry List Workbooks at a cost of \$13,569 including freight.

**Motion 2016\_0611\_03: Formation of Audit Committee.**

That the board form a financial audit committee for the purpose of researching, interviewing and recommending an outside auditor to the board. Such an audit should be initiated before the end of the third quarter this year so that the output could be implemented before the end of this fiscal year.

## July 9, 2016

**Motion 2016\_0709\_01: Purchase of Quick Books Platinum Edition.**

To authorize the treasurer to purchase a license for Quick Books Platinum Editions for 2 users at a cost \$2,200. **Motion tabled.**

**Motion 2016\_0709\_02: Purchase Order for Sydney, AUS.**

That the Board approve another purchase order with the Sydney IG, in a similar amount and conditions as the April order (ca USD 1,400), in order to fuel their explosive growth and ensure this literature is delivered in time for sale at their first annual all day event on 17 July.

**Motion 2016\_0709\_03: Sale of Limited Edition AWC Medallions.**

To sell the limited special edition inaugural AWC Medallions at \$5 and limit one per customer.

**Motion 2016\_0709\_04: Hiring of General Manager for the Distribution Center.**

The Board ratify the motion to hire a General Manager to manage the Distribution Center.

**Motion 2016\_0709\_05: Friendly Amendment for Motion 2016\_0709\_04.**

A friendly amendment was offered to change the wording of this motion to replace “distribution center” with “World Service Organization”.

**Motion 2016\_0709\_06: Hiring of General Manager for the WSO.**

The Board ratify the motion to hire a General Manager to manage the World Service Organization.

## August 13, 2016

**Motion 2016\_0813\_01: Purchase of Quick Books Platinum Edition.**

To authorize the treasurer to purchase a license for Quick Books Platinum Editions for 2 users at a cost \$2,200. **Motion tabled.**

**Motion 2016\_0813\_02: Hiring of General Manager.**

To proceed with hiring a general manager in accordance with the job description as prepared and put forward by the finance committee.

**Motion 2016\_0813\_03: Hiring of Ware Pak.**

To hire Ware Pak as a third party fulfilment service and authorize the Chair to execute a contract for said services, respectively.

**Motion 2016\_0813\_04: Amended Job Description for GM.**

That the board approve the amended GM job description as revised by the full board.

**Motion 2016\_0813\_05: Authorization of BRB Purchase.**

To authorize the purchase of 5,000 H/C BRBs at a cost of \$25,469 including shipping.

**Motion 2016\_0813\_06: Authorization of Yellow Workbook Purchase.**

To authorize the purchase of 6,500 Yellow Workbooks at a cost of \$16,455 and 2,500 Soft Cover Meditation Books at a cost of \$4,719. This includes shipping.

**Motion 2016\_0813\_07: Hiring Agency to Proofread Russian BRB.**

That the WSO approve hiring an agency and an individual at a cost of approximately USD 550 to proof read approximately 32,000 words of the Russian version of the BRB prior to printing.

**Motion 2016\_0813\_08: Conversion of Meditation Book to Electronic Format.**

To authorize the expenditure of \$640 to convert the meditation book into electronic formats in e-pub and Mobi formats.

**Motion 2016\_0813\_09: Proposal to Obtain Bids for PSA.**

To publish a Request for Proposal to obtain bids for a Public Service Announcement for ACA.

**Motion 2016\_0813\_10: Publication of ACA Logo Usage Guidelines.**

That the Board publish the ACA logo usage guidelines.

**September 10, 2016****Motion 2016\_0910\_01: Purchase of Quick Books Platinum Edition.**

To authorize the treasurer to purchase a license for Quick books Platinum Edition for 2 users at a cost of \$1,760.00.

**Motion 2016\_0910\_02: Begin Work on 2018 ABC/AWC.**

That the ABC committee start work on the 2018 ABC/AWC to be held outside the US.

**Motion 2016\_0910\_03: Approval of ABC Committee 2017 Action Items and Budget.**

To approve the ABC Committee's action items and proposed budget for the 2017 ABC.

**Motion 2016\_0910\_04: Purchase of Newcomer Booklets.**

To purchase of 4,000 Newcomers Booklets at a cost of \$2,400.

**Motion 2016\_0910\_05: Pricing Policy for Foreign Produced Literature.**

That the WSO approve a general pricing policy for its foreign produced literature whereby:

- The Suggested Local Purchase Price (SLPP), which would be agreed by the WSO and the Local Fellowship (LF), minus the Total Cost (TC) to print and deliver the literature (which would be paid by the LF), equals the Total Margin (TM), which would then be split 70/30 whereby the WSO retains 70% and the Local Fellowship, usually represented by an Intergroup, retains 30%. The equation would look like this:  $SLPP - TC/LF = TM \ 70\%WSO/30\%LF$ .
- The Local Fellowship, usually represented by an Intergroup, receives a number of books “at cost” when produced as a token of appreciation for having translated that book into their local language. “At cost” is defined as all costs associated with printing, delivery, taxes and duties where applicable. The number of books to be given at cost depends on the title translated as follows:
  - *Big Red Book (BRB)* – 500 copies at cost
  - *Daily Meditation Book* – 300 copies at cost
  - *Yellow Work Book* – 300 copies at cost (if translated before the BRB)
  - *Yellow Work Book* – 200 copies at cost (if translated after the BRB)
  - *Laundry List Work Book* – 200 copies at cost

## October 8, 2016

### **Motion 2016\_1008\_01: Commemorative Coin for Russian BRB Publication.**

To have Wendell's produce a coin to commemorate the publishing of the Big Red Book in Russian. This coin would be given as a free gift to participants of the 3rd annual ACA European Meeting in Moscow on 23-25 September.

### **Motion 2016\_1008\_02: Hiring of Leonard Bade for Strategic Planning Session.**

To engage consultant Leonard Bade to facilitate the Board's upcoming strategic planning session in accordance with his proposal dated August 21, 2016 in the amount of \$17,500 plus customary travel expenses, to be held in South Florida the weekend of November 10-12. It authorizes the Board Chair to execute the attached proposal.

### **Motion 2016\_1008\_03: Price for E-edition of *Strengthening My Recovery*.**

To set the price point of the electronic Strengthening My Recovery (e-Med) at \$9.99.

### **Motion 2016\_1008\_04: Purchase of Commemorative Edition Fellowship Texts.**

To approve the purchase 3,000 Commemorative Edition Fellowship Texts.

### **Motion 2016\_1008\_05: Money for Commemorative Coin for Russian BRB.**

To approve an additional budget of USD 1,000 for the European Committee so they can have Wendell's produce a coin to commemorate the publishing of the Big Red Book in Russian. This coin would be given as a surprise free gift to participants of the 3rd annual ACA European Meeting in Moscow on 23-25 September 2016.

### **Motion 2016\_1008\_06: Policy for Trifold Literature.**

To approve a general policy for its trifold literature whereby:

- The production of trifolds at the California Distribution Center (DC) for sale/distribution from Ware-Pak will be halted and phased out. This does not preclude the DC from producing/distributing trifolds for other purposes as determined by the Board, such as intergroup sales, H&I, etc.
- Trifolds for sale/distribution from Ware-Pak will be completely outsourced to a local vendor such as Staples in Bourbonnais, Illinois, if their total cost of production and delivery allows the trifolds to be sold/distributed from Ware-Pak at a profit acceptable to the Board.
- Outsourced trifold production in Illinois will start with only the top 10 best-selling trifolds which will be bundled/sold in quantities of 20 per bundle instead of 10 per bundle.
- At the same time, trifolds in every language and format will be made available to download for free in pdf format on the WSO web site. US format trifolds in English will be made available within 30 days of this motion being approved. A4 format trifolds in English will be

made available within 60 days of this motion being approved. And other foreign language versions will be made available within 30 days of the translation for said trifold being approved and/or verified by the WSO.5) On the WSO web site page where trifolds will be downloaded in electronic format for free (see point 4) announcements/buttons/links clearly displayed and/or repeated on the page, will suggest that any group downloading such free information is requested to make a one-time voluntary 7th tradition contribution of \$10.00 or more as a token of appreciation for this service.

**Motion 2016\_1008\_07: Approval of Venue for 2017 ABC/AWC.**

To approve the Handlery Hotel in San Diego as the site of 2017 ABC-AWC and authorize the Board Chair to execute the contract for the 2017 ABC-AWC with the Handlery Hotel in San Diego.

**Motion 2016\_1008\_08: Affirmation of WSO Office Location in Signal Hill, CA.**

To approve adding the following sentence to the General Manager job description: The ACA WSO office in Signal Hill is the location the prospective GM will be required to work until such time as the board changes this requirement.

**Motion 2016\_1008\_09: Travel Expenses for ABC Committee Chair.**

Bill is seeking approval for airfare, hotel and per diem in the approximate amount of \$300 to travel from Chicago to San Diego to meet with the Host Committee for the 2017 ABC.

## **November 12, 2016**

**Motion 2016\_1112\_01: Approval of New Board Member.**

The Board voted Charlie H. from Virginia as a Board member of WSO.

**Motion 2016\_1112\_02: Price for Commemorative Edition of the BRB.**

That the price point of the Commemorative Edition of the Fellowship Text be \$20.00.

**Motion 2016\_1112\_03: Sale of Misprinted Materials.**

To approve the sale of misprinted hard cover meditation books for \$10.

**Motion tabled.**

**Motion 2016\_1112\_04: New Covers for Damaged BRBs.**

To have Bang put on new covers on approximately 300 damaged soft cover BRBs. This will be at their cost and the books must be trimmed down slightly on each side to ensure a seamless fix.

**Motion 2016\_1112\_05: Authorize Board Chair to Execute Lease for Signal Hill Office.**

To extend the lease at our Signal Hill office for 16 months beginning November 1, 2016, at a rate of \$1.10 sq. ft./month contingent on acceptance of the terms by the owner. This authorizes the Board Chair to execute the lease.

**Motion 2016\_1112\_06: Larger Office Space in Signal Hill, CA.**

Consideration of larger office space in same office park. **Motion withdrawn.**

**Motion 2016\_1112\_07: Interim General Manager Position.**

To hire an interim general manager.

**Motion 2016\_1112\_08: Adoption of Conflict of Interest Policy.**

To adopt a Conflict of Interest Policy to bring ACA WSO into alignment with existing non-profit best practices and IRS form 990.

**December 10, 2016****Motion 2016\_1210\_01: Hiring of Chris Downs as Interim Manager.**

To engage Chris Downs as a consultant for up to six months to implement an effective supply chain system, manage the DC staff, streamline or create other processes that will help the DC run more efficiently, and help the Board create a plan for future management.

**Motion 2016\_1210\_02: Review of Applicants for GM.**

To authorize Mary Jo and Jeffrey F. to review the prospective applicants for GM position.

**Motion 2016\_1210\_03: Creation of the International Literature Committee.**

To create the International Literature Committee with Jeffrey as its chair.

**Motion 2016\_1210\_04: Approval of Chair for the Audit.**

To select Bill D. as Chair of the Audit Committee.

**Motion 2016\_1210\_05: Additional Funding for European Committee.**

To approve \$2,000 additional funding for the European Committee through the end of the year subject to legal due diligence.

**Motion 2016\_1210\_06: Amazon USA.**

To launch Amazon US.