

Adult Children of Alcoholics and Dysfunctional Families

2018 Book of Motions

January 2018– December 2018

Marcia J
Board Secretary
2017 - 2019

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January 13, 2018

Motion 2018_0113_01: Transfer of Books from Ware-Pak to Signal Hill.

Request approval to authorize shipment of 3 pallets of books from Ware-Pak to Signal Hill for a cost of \$711.

Background: The office is out of LLWBs and Ware-Pak has more than will be needed for the next 4 months before the contract expires. As part of this, we are also requesting that we ship 2 pallets of other books now instead of in May that are more than will be needed at Ware-Pak.

Motion passes unanimously.

Motion 2018_0113_02: Purchase of Yellow Workbooks for H & I.

Request to purchase 500 perfect bound (glued) Yellow Workbooks to be used for H & I at a cost of \$2,303 plus shipping.

Background: This is a larger quantity than purchased in the past and therefore needs full Board approval. We are able to order this larger quantity that gives us a better price break because we have the storage space. **Motion passes unanimously.**

Motion 2018_0113_03: Purchase of Laundry Lists Workbook.

Request to purchase 5,000 copies of the *Laundry Lists Workbook* for \$17,555.

Background: This order is 20% greater than any previously placed for this item. This is possible because of the increased storage space. **Motion passes unanimously.**

Motion 2018_0113_04: OPPI Revisions 1-3G; 4-5.

To accept the rewritten sections of the OPPI (Sections 1 – 3 G; 4-5) as published and integrate them into the document. Accept the rewrite to sections 1, 2, 3G; 4-5 integration.

Motion passes unanimously.

Motion 2018_0113_05: Identity Papers Booklet.

Request to purchase 5,000 copies of the newly formatted *Identity Papers* booklet at a cost of \$2,827.

Background: This is the first new purchase of this title in recent memory. It has been reformatted to match our other booklets. We suggest ordering this quantity because sales of this item are increasing and we have room to store them. **Motion passes unanimously.**

Motion 2018_0113_06: Reprint of Danish Yellow Workbook.

That the Board approve reprinting 550 copies of the Danish YWB in Europe to be sold to the Danish and Norwegian fellowships. The total cost of the printing is EUR 2,368 (approximately USD 2,788) with delivery charges being separate (EUR 154 or about USD 181) for 500 YWBs to Copenhagen and EUR 100 (about USD 117) for 50 YWBs to Oslo). (Jeffrey F.) 12/14/17

Background: This is the second half of the Danish literature order this year. The first half was for 550 Danish BRBs which was made last month. As with the BRBs, the Danish fellowship will pay for their portion of the printing and shipping costs up front and begin paying the WSO their portion of the margin beginning June 2018. The Norwegian fellowship will pay for the total cost of their much smaller order and shipping up front.

Motion passes with 7 yea votes, 1 nay, and 1 abstention.

Motion 2018_0113_07: Audit Committee Chair.

To appoint Pat H from California as the Audit Committee Chair to interact with the auditors.

Background: Pat H. is serving on the DCOC and Finance Committees. She makes an ideal candidate because she is not on the board and will be in Toronto to give the committee report.

Motion passes unanimously.

Motion 2018_0113_08: Audit Engagement Letter.

To approve signing the Audit Engagement letter to Vasquez & Company LLP.

Background: We had three bids for the audit, and decided to accept the bid from Vasquez, who did our audit last year. This will benefit us since they have the necessary background to do the audit with less work than had to be done last year and are familiar with our organization.

Motion passes unanimously.

Motion 2018_0113_09: Price Reduction for Three Literature Selections.

To approve a \$1 reduction in the selling price for 3 of our literature pieces: the Soft Cover BRB, the *Good Enough* Booklet, and *the Cross Talk* booklet and across all sales channels.

Background: The Finance Committee compared prior purchase cost per item when smaller print quantities were ordered, against the reduced per item cost now that larger print quantities are being ordered. The committee found that the inventory valuations prepared in June 2017 showed a significantly higher cost for each of these 3 items compared to what WSO is able to buy them for in the larger quantities now that we have a larger warehouse and can store more of each item. **Motion passes unanimously.**

February 10, 2018

Motion 2018_0210_01: Bids to Hire Accounting Firm.

To seek and engage an accounting firm to perform the tasks listed below. A cost not to exceed \$9,000 is requested in order to invest the time in vetting the firms and soliciting proposals for board for approval.

1. Planning and implementing a changeover from cash based accounting to accrual method
2. Advising on policy and procedures regarding 3rd party connections into Quickbooks Enterprise Platinum for direct download of data from revenue channels such as Amazon (we already have our Shopify Shopping Cart connected via Webgility)
3. Analysis of and improving our accounting procedures for sales, inventory, purchasing, and COGS.
4. Develop procedures and policies for managing inventory effectively in Quickbooks Enterprise Platinum hosted on the Cloud - Reviewing inventory management and warehousing procedures (bar code scanner, reconciliations, etc.)

Background: We already have the consultant who can make the software changes needed. The dilemma is an overall lack of cohesive accounting policies and procedures and implementation to achieve the desired end results. We want to have a scalable accounting system that can handle increased sales and inventory currently happening plus those that will

happen when our contract ends with Ware Pak. We need this expert help to get our accounting systems set up properly and none of the volunteers on the finance committee have the time nor expertise to do all of this as efficiently as an accounting firm. We have also withdrawn the previously approved tax compliance review by an accounting firm and believe WSO will benefit more by spending those funds in this area. **Motion passes unanimously.**

Motion 2018_0210_02: Tool Bag and ACA is... trifold purchase.

Request approval for the purchase of 5,000 each of the **Tool Bag** and **ACA is...** trifolds at a total cost of \$731 including delivery.

Background: Due to increased demand for our trifolds we are ordering larger quantities of these two titles than previous orders. **Motion passes unanimously.**

Motion 2018_0210_03: 2018 Budget Approval.

To approve the 2018 budget.

Background: The budget has been approved by the Finance Committee after obtaining input from all committees and having budget meetings. **Motion passes unanimously.**

Motion 2018_0210_04: Final Editing of PSAs.

To approve the two PSAs and move to final editing and preparation for release to the fellowship.

Background: The MPS Committee has approved the audio reading of the PSAs and recommends their approval to the board. Work on the beginning, background music, and endings will occur once the content and voice are approved. **Motion passes unanimously.**

Motion 2018_0210_05: Salary Range for MPS Special Worker.

Permission from ACA WSO Board of Trustees to offer the MPS Committee the ability to negotiate a salary in the range of \$18.00 to \$23.00 per hour for a 30 hour work week when hiring the MPS Special Worker.

Background: This is a demanding position with specific skills and requirements. We have applicants who meet all of our qualifications. We need to pay them according to the skill and qualifications required. **Motion passes unanimously**

Motion 2018_0210_06: Purchase Increased Numbers of Crosstalk Booklets.

To approve the purchase of 5,000 **Crosstalk** booklets from Bang Printing at an approximate cost of \$2,074 which includes printing and estimated freight to Signal Hill.

Background: The DCOC has evaluated the sales trends of this booklet and recommends a purchase of 5,000 from an offset printer to obtain better quality and lower cost. This will be the largest order of **Crosstalk** booklets ever placed, therefore it requires board approval.

The attached quote from Bang says *Identity Papers*, however the cost is the same for all similar size booklets according to Bang. **Motion passes unanimously**

Motion 2018_0210_07: Purchase of Increased Quantity of Meditation Books.

To purchase 3,500 copies of the hard cover **Strengthening Our Recovery** meditation books from Bang Printing at a cost of approximately \$9,204 including shipping.

Background: The DCOC has evaluated the sales and costs of this book and recommends this quantity be purchased to last until years' end. It is the largest quantity of hardcover meditation books WSO has ever ordered so it requires board approval. **Motion passed unanimously**

Motion 2018_0210_08: Payment for HR Audit.

To authorize payment to California Employers Association (CEA) for the HR Audit that was completed in January.

Background: The GM Liaison committee reviewed the three quotes obtained by the GM and thought this was the best choice. It was inadvertently approved without sending it to the board for approval, so that is being corrected with this motion. **Motion passes unanimously**

Motion 2018_0210_09: Approval of Malmo, Sweden as Host of the 2019 ABC.

To gratefully accept the offer of the Swedish Intergroup in Malmo to host the 2019 ABC.

Background: The application process for Europe was done both with help from the WSO ABC Committee and the European Committee. There is an enthusiastic committee of Swedes at work, and we look forward to working with them. **Motion passes unanimously**

Motion 2018_0210_10: Payment for HR Audit.

To authorize payment for the HR Audit that was completed in January.

Background: Jeffrey, Bill, and Mary Jo looked at all quotes and chose the one they thought was most appropriate and cost effective. The motion was not presented to the Board in a timely manner and that is being corrected now. **Motion passes unanimously**

Motion 2018_0210_11: Approval to hire MPS Special Worker.

Request to for approval to proceed with hiring Eleni M. for the MPS Special Worker position.

Background: WSO has been without an MPS Special Worker for over seven months. After a lengthy search, the selection team has chosen someone who we feel will represent ACA WSO very professionally and who has the needed skillsets to fulfill the enhanced responsibilities planned for this position. **Motion passes unanimously.**

Motion 2018_0210_12: Travel Expenses for 2018 ABC.

To pay travel and lodging expenses for Tammie G, Gloria D., and Jim R. Also, to pay travel and lodging expenses for the new MPS worker and one member of the Delegate Training Committee.

Background: There are several employees and volunteers who are integral to running the ABC. Our office staff and the MPS Special Worker will be able to keep track of the administrative issues and volunteers to WSO. Jim R. is the chairman of the ABC Committee and has participated in all of the organizational work. He should be present to see the Conference and Convention to completion and to offer help in that matter as needed. One member of the Delegate Training Sub-Committee is needed to oversee those portions of the ABC. This is not considered as a reward for hard work: many committee participants would qualify on those lines. To be fiscally responsible we need to limit the expense to those vital to the event.

Motion passes unanimously

Motion 2018_0210_13: Retire the old Repository.

To retire the old repository on February 1, 2018.

Background: There has been little negative feedback about the new repository other than the reports seem to come up in random order when the Reports link is used. There is also a

suggestion that the menu currently on the bottom of the page be moved to the left-hand side for easier access. The old repository will be given a different URL so material it contains can still be accessed by Trustees. **Motion passes unanimously**

March 10, 2018

Motion 2018_0310_01: Approval to print Finnish Yellow Workbook.

To approve reprinting 600 copies of the Finnish Yellow Workbook in Estonia at an approximate cost in USD of \$3,180 whereby 500 will immediately be sold and shipped to the fellowship in Finland and 100 will be made available to sell on Amazon UK.

Background: The Literature Executive and Finance Committees made a detailed analysis of printing and shipping options from Estonia and the US, and concluded doing a print run of this size in Estonia, was the most economical approach in terms of time and money.

Motion passes unanimously.

Motion 2018_0310_02: Renewal of ACA trademark design.

To approve the payment of \$950 to the Head, Johnson et al law firm of Tulsa, OK, for renewal of the ACA trademark design.

Background: This is a routine renewal of the trademark. **Motion passes unanimously.**

Motion 2018_0310_03: Hiring of BIC Group LLC Accounting Services.

To hire BIC Group LLC to provide accounting services approved at the last meeting, paying a deposit of \$2,000 at signing to be used against any late or final invoices, as well as agreeing to the leveled per hour cost table in the contract.

Background: A number of CPA firms were contacted. Two bids were received, one for \$145.00/hr. (BIC) and the other for \$250.00/hr. Most firms either do not do the work as a regular part of their business or are not familiar with nonprofits. **Motion passes unanimously.**

Motion 2018_0310_04: Travel expenses for 2018 ABC.

To pay for travel and expenses for the following individuals to attend the Toronto ABC/AWC: Pat H. (Audit Committee Chair, Finance Committee), and a member of the Nominating Committee.

Background: WSO has paid for travel costs of committee members necessary to the functioning of the ABC and who need to present pertinent information. **Motion passes unanimously.**

Motion 2018_0310_05: 40th Anniversary Commemorative Medallions.

To approve the design and purchase of 700 40th Anniversary Commemorative Medallions at a cost not to exceed \$1200.

Background: These medallions will celebrate both the 40th Anniversary of ACA as well as the 2018 ABC/AWC in Toronto. A new vendor was found who is able to produce them at a much lower cost than previously used for this type of item. We have to move forward on this to make sure they are finished on time. **Motion passes unanimously.**

Motion 2018_0310_06: Changes for Sections VI Fiscal Policy of the OPPM.

To accept the changes for Sections VI Fiscal Policy of the OPPM and the accompanying Reimbursement Policy.

Background: The OPPM Committee and the Finance Committee have made changes to this section to bring everything in line with current Board and WSO practices. With the approval of this motion, these changes will be integrated into the OPPM with the appropriate notation.

Motion passes unanimously.

Motion 2018_0310_09: Changes for Sections IX and X of the OPPM.

To accept the changes for Section IX Executive Committee and Section X Committees of the OPPM. (OPPM Committee)

Background: The OPPM Committee has made changes to these section to bring everything in line with current Board and WSO practices. With the approval of this motion, these changes will be integrated into the OPPM with the appropriate notation. **Motion passes unanimously.**

Motion 2018_0310_10: Annual Cost of Living Raise.

To approve an annual cost of living raise per ssa.gov for WSO hourly staff.

Background: This is the continuation of a practice the Board initiated two years ago. It was amended to make this an annual procedure not needing a motion of the board every year, extended to all hourly staff and tied to ssa.gov for a guiding amount.

Motion passes unanimously.

Motion 2018_0310_11: Approval of amended Budget.

To approve the amended budget.

Background: While reviewing the budget approved at the Jan 25th working session, the following errors and omissions were found: a budget for 3 months of *Centauria* and *Rackspace* for the time before the new website is launched and tested; \$1,600 for the Executive and Finance Committee budgets not captured in the total expense line. **Motion passes unanimously.**

Motion 2018_0310_12: Shipping costs for books sent to Toronto.

To pay 50% of shipping costs for books sent to the Toronto host committee for sale at the ABC/AWC.

Background: Because of cost to ship materials to Canada, and because of the time and effort the Host Committee has put into our annual event, the Board feels it is appropriate to subsidize shipping costs of books the local service group will sell at the event. This is especially important for WSO events held outside of the US. **Motion passes unanimously.**

Motion 2018_0310_13: Archives Committee.

To transition the archives subcommittee which has been part of the literature committee, to a standing committee. The Archives Committee will continue its mission to seek, preserve, and catalog historical artifacts from *Adult Children of Alcoholics and Dysfunctional Families*. The Secretary of the Board of Trustees will be the Board Liaison to the committee.

Background: Within the last year an effort to find, preserve, and put order to historical documents and artifacts has been undertaken with approval by the Board of Trustees, as a subcommittee of the Literature Committee. Other organizations have archival committees that stand alone, and this seems to be a better arrangement for the work to be undertaken.

Motion passes unanimously

Motion 2018_0310_14: Changes to Section XI of the OPPM.

That the Board accept the changes presented to them for Section XI – WSO Office of the OPPM.

Background: The DCOC and OPPM Committees have made changes to this section to bring it up-to-date with current Board and WSO practices. With the approval of this motion, these changes will be integrated into the OPPM with the appropriate notation about what section was revised as of the date of approval of this motion. **Motion passes unanimously**

April 14, 2018**Motion 2018_0414_01: Approval to purchase 10,000 BRB.**

Request board approval to authorize purchase of 10,000 Hardcover Big Red Books, SKU 100-01 at an approximate cost of \$46,273. In addition Bang will charge \$2,000 to print and apply a barcode sticker and an estimated 2,803 for shipping. The total estimated cost will be \$51,076 which we will likely draw out of our inventory purchase reserve.

Background: The inventory is down to about 2 months of supply in all outlets. We have the space to store a larger order now and this will decrease our cost by .15 per book or \$1,500 overall to order this quantity. It would be the largest order ever placed for BRB. The prior largest order was 7,500. The DCOC unanimously recommends this purchase. **Motion passes unanimously**

Motion 2018_0414_02: Publish daily meditation on website.

To add the daily meditation to the website. Users to the website will be able to see a graphics image of the daily ACA meditation from *Strengthening My Recovery*. The image will prevent people from copying the text. At most 7 day's meditations will be available, with only the current days being available initially. A budget of \$ 1,000 will be provided for this project. The website committee will get 3 quotes for this project before proceeding.

Background: Having the ACA daily meditation available on the website will be a great resource for ACA members, particularly when traveling. It will drive traffic to our website and increase our search engine ranking. This will increase awareness of the book and we will provide links to our shopping cart for those interested in having the hard copy. We will monitor the number of users viewing the page and also see if sales of the actual book are affected and consider other display or pricing models if needed. **Motion passes unanimously.**

Motion 2018_0414_03: Purchase of Noblelift Mast Moving Reach Truck.

To approve the purchase of a Noblelift Mast Moving Reach Truck for use in the Distribution Center Warehouse. The cost is \$12,485 plus tax and delivery for a total of \$13,884.60. (DCOC March 27)

Background: In May of 2017, WSO moved to larger facilities and had pallet racks installed that allows vertical storage of inventory. Since moving we have borrowed the services of a neighboring business when pallet racks had to be moved around. This can be a liability issue for WSO and not recommended as a continuing practice. We researched other options, including buying used and leasing. With used equipment, the disadvantages seemed to outweigh the advantages because of potential maintenance issues. The associated costs with leasing could be over \$1,100, which does not seem to be a prudent use of fellowship funds. Therefore, the DCOC recommends this purchase as the best, most cost effective way to be self-sustaining.

Motion passes unanimously.

Motion 2018_0414_04: Price decrease for BRB Commemorative Edition.

To decrease the price of the Commemorative edition of the Fellowship Text (BRB) from \$17 to \$15.

Background: WSO still has a substantial quantity of this book on hand and all numbered copies were sold during the first few months it was available. The DCOC feels it's prudent to start selling them at the same price as the regular BRB to get them into the hands of the Fellowship.

Motion passes unanimously.

Motion 2018_0414_05: Purchase of 1500 Spanish Language YWB from Bang.

To approve the purchase of 1500 International Spanish language Yellow Workbooks from Bang Printing at an approximate cost of \$4,784 including shipping.

Background: The DCOC has evaluated the sales trends and inventory storage capacity and recommends this purchase. This is the largest quantity of these books ever placed so it requires board approval. **Motion passes unanimously.**

Motion 2018_0414_06: Purchase of 39 and 40 Year Coins from Wendell's

To approve the purchase of 100 each 39 Year Coin and 100 40 Year Coin from Wendell's. Total amount is \$332 plus shipping.

Background: This will be our first order for these two coins so full board approval is being sought.

Motion passes unanimously.

Motion 2018_0414_07: Amendment for Motion 2018_0113_04

To amend **Motion 2018_0113_04** to say OPPM Revisions Sections I - IIIG instead of Sections I - IIIG.

Background: There was a typographical error in the document. **Motion passes unanimously.**

Motion 2018_0414_08: Changes in OPPM Section III-I through end of section.

That the Board accept the changes presented to them for Section III I through the end of that section of the OPPM.

Background: The OPPM Committee has made changes to this section to bring everything up-to-date with current Board and WSO practices. With the approval of this motion, these changes will be integrated into the OPPM with the appropriate notation about what sections were revised as of the date of approval of this motion. **Motion passes unanimously.**

Motion 2018_0414_09: Changes in OPPM Section XVI - ACA WSO ComLine.

That the Board accept the changes presented to them for Section XVI - ACA WSO ComLine.

Background: The OPPM Committee has made changes to this section to bring everything up-to-date with current Board and WSO practices. With the approval of this motion, these changes will be integrated into the OPPM with the appropriate notation about what sections were revised as of the date of approval of this motion. **Motion passes unanimously.**

Motion 2018_0414_10: Changes in OPPM Section XII - Literature Policy.

That the Board accept the changes presented to them for Section XII - Literature Policy.

Background: The OPPM Committee has made changes to this section to bring everything up-to-date with current Board and WSO practices. With the approval of this motion, these changes

will be integrated into the OPPM with the appropriate notation about what sections were revised as of the date of approval of this motion. **Motion passes with 8 votes and 1 abstention.**

Motion 2018_0414_11: Changes in OPPM Sections XIX - Annual Business Conference and XX - Ballot/Group Conscience Survey Preparation Committee

That the Board accept the changes presented to them for Sections XIX - Annual Business Conference and XX - Ballot/Group Conscience Survey Preparation Committee

Background: The OPPM Committee has made changes to these sections to bring everything up-to-date with current Board and WSO practices. With the approval of this motion, these changes will be integrated into the OPPM with the appropriate notation about what sections were revised as of the date of approval of this motion. **Motion passes unanimously.**

Motion 2018_0414_12: Purchase of two retractable banner systems.

To approve the MPS Committee's purchase of two retractable banner systems with the graphic images of the *Laundry List* and the *Promises* on them for \$225 each.

Background: These graphics were created to be visible on a 47" wide by 81" tall retractable banner that is freestanding from the floor. The stand and the production of the banner total cost would be approximately \$225 per stand. **Motion passes unanimously**

Motion 2018_0414_13: Study of Social Media Presence for ACA.

To establish a social media presence for ACA that conforms totally to the Traditions and will serve as a way for people to see ACA.

Background: This has come up from two different sources, and we can commission a study by several board members so we can get started. **Motion passes unanimously**

Motion 2018_0414_14: License to reprint, sell, and distribute Russian BRB.

That the Board approve granting the Russian fellowship, represented by the Moscow Intergroup (MIG), a license to reprint, sell and distribute 1,000 copies of their Russian BRB. The Local Sales Price of 1,000 copies of the Russian BRB = RUB 650,000 – RUB 279,000 (cost to print) = RUB 371,000 total profit margin to be split. 60% of this margin (RUB 222,600 - or approximately USD 3,870) would be paid to the WSO within 30 days signing the license agreement.

Background: The Russian fellowship was granted a license to print 1,500 copies of the Russian BRB in 2017 so this will basically be like an extension of that but with some simplified terms. The first print run of their BRB was delivered in mid-September 2017 and they are out of stock. This license has been discussed and checked for several weeks by the Literature Executive Committee who approved presenting it to the Board. **Motion passes unanimously**

Motion 2018_0414_15: Authorization of date for 2019 AWC

To authorize the 2019 AWC to be held on one of the following weekends: July 20, 27 or August 3, 2019. **Motion passes unanimously**

Motion 2018_0414_16: Adoption of literature placement procedures.

To adopt the procedures for literature placement presented by the MPS Committee.

Background: This policy is listed on the MPS page of the website and has been in progress. There had been no formal policy. **Motion passes unanimously**

Motion 2018_0414_17: Bidding process for expenditures over \$1,000.00.

Any expenditure in excess of \$1,000 for the purchase of a single item or service should have bids from three (3) suppliers if possible. These bids will be reviewed and specifically approved in advance by the Board of Trustees. Long term contracts such as those for recurring printing orders, office rent, etc. are excluded from this requirement.

Background: This was discussed at the finance committee. This is a policy recommended by the auditors. **Motion passes unanimously.**

Motion 2018_0414_18: Tax preparation contract for 2017.

That the Federal 990 tax return preparation for 2017 be performed by Patricia Wilshire at a cost of \$1,100.

Background: Two other prices were obtained and this was the lowest price. The 2nd was for \$2,500 by Vasquez & Company and the 3rd was from HCVT at a little more than \$2,500.

Motion passes unanimously.

Motion 2018_0414_19: Changes in OPPM Sections VII-VIII

That the Board accept the changes presented to them for Section VII - *Placing Issues before the Board* and Section VIII - *Board Meetings*.

Background: The OPPM Committee has made changes to these sections to bring everything up-to-date with current Board and WSO practices. With the approval of this motion, these changes will be integrated into the OPPM with the appropriate notation about what sections were revised as of the date of approval of this motion.

Motion passes unanimously

Motion 2018_0414_20: Stipulated changes in OPPM Section VII-VIII

That the Board accept the changes presented to them for Section VII - *Placing Issues before the Board* and Section VIII - *Board Meetings* with the following stipulations to make sure the Bylaws and the OPPM agree and to have one policy for passing a motion.

- Change the language in VII A. to “contacting any board member” rather than “a member of the Executive Committee.”
- Delete the phrase “a consensus must be reached” from section VIII.D.
- Discussions on how simple majority, consensus, and substantial unanimity will be held in the near future.

Background: The OPPM Committee has made changes to these sections to bring everything up-to-date with current Board and WSO practices. With the approval of this motion, these changes will be integrated into the OPPM with the appropriate notation about what sections were revised as of the date of approval of this motion. **Motion passes unanimously**

Motion 2018_0414_21: Footnote to Section XII concerning trademark language.

To footnote language in Section XII WSO Office, sub-section B regarding trademark language as follows: “Clarification of Trademark and Logo guidelines is under revision for legal conformity.”

Background: Because the specified paragraph refers to language that will be clarified at another time, including in Section XVII – Logo, it was agreed that this footnote should be added to make it clear what the current status is of this language. **Motion passes unanimously.**

2018 ABC April 27, 2018

Motion abc_2018_01: Web links to WSO website directory.

We propose that WSO look into adding intergroup and meeting group web links into the WSO website directory listings on www.adultchildren.org.

This motion passed and was referred to the Website/DB Committee.

Motion abc_2018_02: Utilization of remote technology for the ABC.

We propose that the WSO utilize online conferencing and voting technologies to provide remote access to the Annual Business Conference, for those not chairing in the WSO. This is so that phone and cyber meeting groups, geographically distant members, those with limited time availability or childcare obligations, or other restrictions, may attend as delegates or otherwise vote on matters of concern to ACA as a whole.

This motion passed and was referred to the Website/DB Committee.

Motion abc_2018_03: Approval of Ready, Set, Go as Conference Approved Literature

To make *Ready, Set, Go* Conference-approved literature. **Motion passed.**

Motion abc_2018_04: Approval of *Emotional Sobriety* tri-fold as Conference Approved Literature

Motion to make the *Emotional Sobriety* tri-fold Conference-approved literature.

Motion passed.

Motion abc_2018_05: Approval to hold both the ABC and AWC in Malmo, Sweden in 2019

We propose that both the ABC and AWC be held in Sweden next year if the Swedes agree to the extra work of the AWC. **Motion passed.**

Motion abc_2018_06: Diversity Statement

Motion on behalf of the Greater NY Intergroup to have a more diverse pool of Board applicants, globally. **No action taken.**

Motion abc_2018_07: “Dysfunctional families” in ACA OPPM and ACA Literature

That the term “dysfunctional families” in ACA OPPM and ACA Literature be incorporated more in the website, literature, books, etc. **Motion was postponed**

May 14, 2018

No Motions

June 9, 2018

Motion 2018_0609_01: Purchase and installation of pallet rack.

The DCOC committee recommends the purchase and installation of a 3rd pallet rack in the Signal Hill warehouse from Big Joe as per the attached quote for \$959 plus tax for an approximate total cost \$1,047 as shown on the recent Warehouse Capacity Plan.

Background: The warehouse has room for an additional pallet rack to accommodate the increased inventory that our growing sales volume requires. We are ending Ware Pak storage and bringing that inventory back in house and will no longer have that space for inventory storage after June 1st. An original plan proposed by Tammie placed the rack in the middle of the warehouse floor where the packing area is located. Upon performing measurements of the warehouse configuration and existing racks, plus factoring in safety requirements to safely operate the lift, it has been determined by the DCOC, a pallet rack expert, and our warehouse employee, that this was not a viable place for the rack to be installed. An alternative location has been proposed that creates 9 new pallet storage positions with room for pallets in front of the rack for a total of 12 new positions. This plan was reviewed by Jose, our warehouse employee, and with Steve from Big Joe Sales who installed the first racks. Both endorse the new location and Steve even called having the rack in the middle of the warehouse next to the packing table "dangerous". **Motion passes unanimously.**

Motion 2018_0609_02: Job description change from "General Manager" to "Operations Manager"

That the board approve hiring an Operations Manager for the Distribution business of ACA WSO.

Background: In reviewing the job description created, Board members present during a phone call on 5-15-18 decided that the job description seems more aptly to be about searching for an Operations Manager than a General Manager. **Motion passes with nine in favor and one against.**

Motion 2018_06109_03: Purchase of 10,000 YWB from Bang

That the board approve the purchase of 10,000 Yellow Workbooks from *Bang Printing* for approximately \$25,196 including shipping per the attached quote.

Background: The DCOC has evaluated current sales trends and factored in lead times and recommends ordering the YWB at this time. This information was provided to the board in a separate email earlier. By shipping approximately 2,000 directly to Amazon we can accommodate the rest of them in the warehouse per the capacity plan recently completed. **Motion passes unanimously.**

July 14, 2018

Motion 2018_0714_01: Hiring Operations Manager

To approve hiring Samuel Nickolas (Nick) Calandrino as the Operations Manager for ACA WSO.

Background: The Hiring Committee (David, Mary Jo and Pat) narrowed down the list of candidates to three people. After all interviews were conducted, the recommendation was made to hire Nick Calandrino. **Motion passes unanimously.**

Motion 2018_0714_02: Traveling Expenses for Interim Management at Signal Hill

To approve the expenditures necessary for Board members to travel to Signal Hill to provide onsite management during the interim period between Managers. The costs of this travel would partially be offset by the temporary decrease in salaries to be paid to Special Workers by WSO.

Background: With the resignation of the General Manager, effective May 8th, and because the daytime staff was fairly new, the Board determined it would be most appropriate to have some weeks when Trustees would be on site in Signal Hill while the search for a new manager was

conducted. This was also done so that some procedures, maintenance and upgrades could be performed to get things in order. **Motion passes unanimously.**

Motion 2018_0714_03: Cost Overruns for 2018 ABC/AWC

To approve cost overruns for printing, A/V, and other routine expenses for the 2018 ABC/AWC that resulted from not initially taking into account the differences in costs of local vendors in a non-U.S. country, as well as having a venue with space and A/V equipment for four concurrent recorded workshops.

Background: The budget that was created for this event was based on costs associated with previously holding the ABC/AWC in the U.S. where, among other things, a national print vendor provided a 30% discount, and where costs in general were less substantial than they ended up being in Toronto. The committee set-up used was not adequate as too many decisions were made late in the game with little or no alternatives to the increasing costs. Even when Mary Jo joined David as a co-liaison we found it difficult to keep up with the late decision and increases. This situation should be remedied by the addition of a specific Finance liaison to the Committee in the future. **Motion passes unanimously.**

August 11, 2018

Motion 2018_0811_01: Hiring Accounting Vendor for Chart of Accounts

To hire Patricia Wilshire, our Accounting Vendor, at an estimated cost of \$1,200 to create the new chart of accounts in our Quickbooks Company file.

Background: The estimate for this work is based on 16 hours of work at \$75 per hour. This work will include finalizing the conversion of the Chart of Accounts, sales tax conversion and class tracking creation. **Motion passes unanimously.**

Motion 2018_0811_02: Pay Increase for Part-time Bookkeeper

To approve a pay increase for our part-time on staff bookkeeper due to increased responsibilities.

Background: The increased responsibilities will include performing more of the bookkeeping responsibilities that are currently done by our outside vendor at a higher hourly rate.

Motion passes unanimously.

September 8, 2018

Motion 2018_0908_01: Duncan Center Contract for Strategic Planning Meeting

To authorize the treasurer to sign the contract received from the Duncan Center in Delray Beach, FL and make the required down payment of \$3,520.00.

Background: This is the location for the 2018 Strategic Planning Meeting for the Board of Trustees to be held in October. **Motion passes unanimously**

Motion 2018_0908_02: European Budget Travel Expenditures

To approve use of the EC Budget to fund travel for Majbrit M., Jeffrey F., and Tanya M. to the AA Convention in Belarus, to which ACA has been invited.

Background: This is provided for by a line item on the European Committee budget. Those going are on the main service team of the European Committee: Majbrit M., is Committee Chair, Jeffrey

F. is the Committee Treasurer, and Tanya M. is the Committee Secretary. They will be making contacts and doing outreach for ACA at this convention. **Motion passes unanimously.**

October 13, 2018

Motion 2018_1013_01: Contract with Alexia Passias *(This motion has been superseded by Motion 2018_1110_02)*

Authorize a contract with Alexia Passias, at an estimated expenditure of \$1,207.50 US, at a rate of \$30 an hour for 40.25 hours, to design a Greek-language YWB that can be distributed electronically, and also to create a production A4 design template that will standardize future Yellow Workbook translations, both for print and electronic distribution.

Background: The Greek fellowship urgently needs publication of its Yellow Work Book for its fellowship to grow. We have devised a method of electronic release (interactive PDF available via the EC website, with e-publication as a possible backup) appropriate to the Greek fellowship's small size. In addition, a growing number of Yellow Work Books will be ready for publication in the next 3-6 months. In preparation, a portion of the Greek YWB contract will pay to create a standardized coding template that will reduce design costs for future YWB translations. Alexia is a professional publication designer and is chair of the German ACA Translation Committee. Details of her estimate for this contract are attached. **Motion passes unanimously.**

Motion 2018_1013_02: Order of 10,000 Soft Cover Meditation books

To approve ordering 10,000 Soft Cover Meditation books at a total cost of \$15,504 plus shipping per the attached quote.

Background: This is larger than any previous order of soft cover meditation books and will save us approximately \$3,000 by ordering them in this quantity versus two orders of 5,000 spaced several months apart. We have the funds in book reserve to pay for the purchase and the storage space in the warehouse. **Motion passes with one abstention.**

Motion 2018_1013_03: Vasquez & Company LLP Invoice Payment

To pay the invoice of \$2,500.00 sent by Vasquez & Company LLP for the audit.

Background: This invoice was negotiated down from \$4,800 to \$2,500.

Motion passes unanimously.

Motion 2018_1013_04: Registration of Groups with Multiple Meetings

Motion: To allow registration of meetings with multiple meeting dates and times with a single WSO number. These meetings would be required to have one shared business meeting and one group of shared officers. Listing of the multiple meeting dates and times on the ACA website would be allowed.

Background: These meetings have asked to be treated as one entity, with the same contact information. They have one business meeting and want a single WSO Number. It will allow groups that have more than one meeting to more easily maintain the information with WSO. And it will give the group a single vote at the ABC since they only have one business meeting. This is an option that the group will have. If they decide that they are actually separate meetings they can continue to register each meeting on its own and get their own WSO Number. This will not affect how meetings are displayed when searching for meetings. **Motion passes unanimously.**

November 10, 2018

Motion 2018_1110_01: Book Discount for Regions

Regions certified with the WSO receives the same discount on books as Intergroups.

Background: A Region may be in a position of providing services to meetings that are not served by an Intergroup. **Motion passes unanimously.**

Motion 2018_1110_02: Contract for Alexia Passias *(Supersedes Motion 2018_1013_01.)*

To authorize a contract to hire Alexia Passias to design a Greek language Yellow Workbook interactive PDF at an estimated expenditure of \$1,897.50 US, at a rate of \$30 an hour for 40.25 hours.

Background: The interactive PDF will be usable in all future YWB publications internationally. Translations can be added to the interactive PDF which will do all the formatting and will change wording on pictures to match the language of the publication. This will cut down considerably our time and cost for bringing translations to print. This supersedes **Motion 2018_1011_01**. **Motion passes unanimously.**

Motion 2018_1110_03: Laptop Computer Purchase for ACAWSO Secretary.

To purchase a laptop computer at no more than \$1,500.00 for the Secretary of the Board to be used for Board business only.

Background: The trustee in the secretarial position will have all necessary documents and files on a computer that can be given to the next person to take the position, facilitating the transfer of information. **Motion passes unanimously.**

Motion 2018_1110_04: Laptop Computer Purchase for ACAWSO European Committee Chair

To purchase a laptop computer at no more than \$1,500.00 for the Chair of the European Committee to be used for Board business only.

Background: The Trustee who is chair of the European Committee will have all necessary documents and files on a computer that will be given to the next trustee to take the position, facilitating the transfer of information. **Motion passes unanimously.**

Motion 2018_1110_05: Travel Expenses to be paid by ACAWSO for 2019 ABC/AWC

That WSO pay for the following individuals to attend the 2019 ABC/AWC in Sweden: Jim R., ABC Chair; Erin D., Delegate Training Sub-Cmte Chair; Greg R., Nominating Cmte Chair; Nick Calandrino, WSO Operations Manager; and Gloria Delgado, WSO Bookkeeper. In the case of the Committee Chairs, if they are unable to attend, the Vice Chairs of their committees are eligible to take their place.

Background: It is standard practice for WSO to pay for certain essential Committee Chairs and personnel to attend the ABC each year, and by default, the AWC as well. The number of people included in this motion is also determined by overall costs. **Motion passes unanimously.**

Motion 2018_1110_06: Application for International Credit Card

That the Board approve the application for an international credit card with Bank of America

Background: This can be used both by our European Trustee as well as for expenses related to the 2019 ABC/AWC in Malmo, Sweden, and other European expenses. This will eliminate foreign transaction fees and currency conversion costs. **Motion passes unanimously.**

Motion 2018_1110_07: Bank of America CD

That the Board approve moving \$100,000 of WSO's prudent reserves into a 13 month Certificate of Deposit (CD) with Bank of America.

Background: This was discussed some time ago as a means of gaining additional interest on WSO's prudent reserves. This CD will earn approximately \$1,350 during the 13 months rather than the less than \$30 earned on a regular savings account. **Motion passes unanimously.**

Motion 2018_1110_08: Approval of purchase of Chips and Medallions

That the Board approve the expenditure of \$14,361.50 for wide variety of chips and medallions. This order is more than 10% greater than any previous combined order of these products.

Background: The Distribution Center is beginning to see much larger than average sales of chips and medallions. **Motion passes unanimously.**

December 8, 2018

Motion 2018_1208_01: Approval to print 1,000 Russian Big Red Books

That the Board allows the Moscow Intergroup (MIG) to reprint 1,000 BRBs under the same financial terms as the previous license agreement, with royalty payments due to the WSO. The board further authorizes the International Literature Subcommittee to negotiate a new BRB revenue sharing formula between MIG and WSO, with the understanding that any new terms approved by WSO will be applied to this transaction. (International Literature Sub-Committee)

Background: MIG has printed and sold 2,500 BRBs within 14 months. It has paid all printing and shipping costs upfront, with no cost to WSO, and has regularly met its royalty payments to WSO. **Motion passed unanimously.**

Motion 2018_1208_02: Approval to post privacy policy on the ACA website

To post the following privacy policy on the adultchildren.org website:

***"Privacy Policy:** AdultChildren.org serves the worldwide fellowship of Adult Children of Alcoholics. Except where otherwise noted in our Meeting Directory, personal contact data is not shared with anyone outside the ACA World Service Organization.*

The Meeting Directory requires that every registered ACA meeting contain a public contact, and that person's phone and/or email information is available to all site visitors. Primary and Secondary WSO contact information is used only for internal WSO use and enables WSO to send information to registered meetings and to ensure only the authorized users can make changes to meeting information. Public and private meeting information can be changed by the primary or secondary contact person at any time. If you encounter trouble, please contact Meetings@acawso.com.

Newsletter signups are voluntary and enable you to receive ACA newsletters via Mail Chimp. This contact information is not shared outside ACA WSO for any purpose.

To better serve visitors, www.AdultChildren.org uses Google analytics. To learn more, see Google Analytics' terms of service. (Link: <https://www.google.com/analytics/terms/us.html>).

Cookies: We use cookies to ensure that we give you the best experience on our website. If you continue to use this site we will assume that you are happy with it. You can decline our use of cookies and most functions on the website will continue to operate. You can use the Contact Us Form to notify us of any issues.

Contact Us: You can send us any questions regarding our privacy policy via the contact us form on the site.”(Technology Committee)

Background: It is good practice and a requirement of the new GDPR (General Data Protection Regulation) for websites to have a privacy policy that it posts and adheres to. This is our initial privacy policy and it will be updated as needed going forward. **Motion passes unanimously.**

Motion 2018_1208_03: Division of the MPS Committee into two separate committees

That the Board approve separating the Member and Public Services (MPS) Committee into two distinct committees of the Board: 1) Member Services, which will include the Member Outreach, Intergroup, Region, and Virtual Meetings sub-committees, and The Traveler newsletter; and 2) Public Services, which will include Public Outreach, Hospitals, Institutions, the therapeutic community, other 12 Step Fellowships, and Global Outreach efforts in areas where there are currently no meetings. (MPS Committee)

Background: MPS has grown significantly over the past couple of years as the fellowship continues to grow. The outreach portion to therapists, institutions, and other fellowships has begun to increase greatly. It has essentially become too many aspects to continue to be managed under one Committee. **Motion passes unanimously.**

Motion 2018_1208_04: Definition of the term of service for Board Trustees

Motion: That the Board approve a more specifically defined term of service for a Board member in Section III of the OPPM. (OPPM Committee)

Background: The Board reads the intent of a two-year term for a Board member to mean only two years, and not two years and additional months. Depending on when the Board member is installed, a longer term often results. The suggested new wording for this section states that a term starts the actual date the Board member is installed, whether it's mid-year or at the ABC. And that it ends two years from that date of installation. **Motion passes unanimously.**

“Starting January 1, 2019, all new Trustees will commence their terms of service on the day they are installed on the Board, whether that is at the ABC or sometime mid-year. For example, if a Trustee is installed on February 1, 2019, their two-year term will end on January 31, 2021. If they remain on the Board for their full three terms, their service as a Trustee will end on January 31, 2025. However, if a Trustee’s term of service starts at the ABC, their official start time will be the end of Day 2, thus making the end of their term two years at the end of Day 2 of the ABC two years hence.”