

Annual Reports

The Delegate Binder

ACA World Service Organization, Inc.
2020 Annual Business Conference

The Reports of the Committees of the Board of ACA World Service Organization

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The Minutes of the 2019 ABC



Adult Children of Alcoholic and
Dysfunctional Families
World Service Organization, Inc.

The 2019 ACA WSO Annual Business Conference Minutes

Malmo, Sweden
April 25 – April 26, 2019

Submitted by Jim B, WSO Board Secretary

Chairperson: Greg R. TX 131
Parliamentarian: Miles C. Canada 328
Recording Secretarial Team: Marj F. Canada / Jim R. NY

Recordings of these proceedings, as well as a copy of the Delegate Binder, are available on the acawso.org website. Throughout this document notations are made to direct the reader to both the binder page for reference and specific locations in the recordings where more detail can be heard.

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Links to Recordings and other Information

2019 ABC Recordings

The 2019 ABC was recorded, and the files are available on the acawso.org service website. This is the main page with links to all of the recordings.

<https://acawso.org/2019/05/13/2019-annual-business-conference-recordings/>

The 2019 Annual Business Conference (ABC) was held in Malmo Sweden on April 25 and April 26th, 2019. These are the recorded sessions from the ABC that are being made available for the fellowship.

- [Day 1 Thursday April 25 – Part 1](#) – Delegate Training
- [Day 1 Thursday April 25 – Part 2](#) – Formal Opening, Treasurer's Report, Executive Report, Delegate Training Report, Finance Report
- [Day 1 Thursday April 25 – Part 3](#) – DCOC Report, ABC Report, Ballot Prep Report
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- [Day 2 Friday April 26 – Part 4](#) – Voting Part 2, Ratifications, and floor motion

Delegate Binder

The delegate binder used during the 2019 ABC can be downloaded at the following web page,

<https://acawso.org/wp-content/uploads/2019/04/DB19-1-The-2019-Delegate-Binder.pdf>

2019 ABC Agenda

<https://acawso.org/2019/04/21/2019-abc-agenda/>

Thursday April 25th - Day 1 proposed Agenda**Agenda**

The ACA World Service Organization, 2019 Annual Business Conference

Thursday, April 25th

9:00	Welcome to the ACA Annual Business Conference (Unofficial Opening)
	<p>Jim R., Erin D.</p> <p>The delegation will gather for a morning orientation, learning about standard procedures and terminologies, and the various roles for conference-goers. There will be a focus on accepting reports. We will look at the Delegate Binder, and the OPPM.</p>
10:45	Meet the World Service Organization – The Trustees, Special Workers and Key Service Members
	<p>Jim R.</p> <p>Identify, for the Delegation, The Board of Trustees, the Special Workers in attendance and other non-Board Committee leaders. Note: Each person will be available for questions and comments throughout the ABC/AWC</p>
11:00	Call to Order by the Board Chairperson (Official Opening)
	<p>Mary Jo L.</p> <p>The conference shall begin with an Opening Prayer and readings - the 12 Traditions, the Commitment to Service and the Meditation of the Day. Introduction and confirmation of the Conference Chairperson will take place. The Chair may offer additional comments or instruction surrounding the procedures of the Conference.</p>
11:30	Accepting 2018 ABC Minutes and the Treasurer's Report
	<p>The Board Secretary and the Treasurer</p> <p>The WSO Secretary shall offer the minutes from the 2018 ABC. The WSO Treasurer shall offer a financial statement. Various committees and subcommittees will report on their activities, since the last ABC, while also noting current and future committee projects, and the possible need for volunteers.</p>
12:15	Recess for Lunch
1:15	Committee Reports
	<p>Committee Chairpersons</p> <p>Various committees and subcommittees will report on their activities, since the last ABC, while also noting current and future committee projects, and the possible need for volunteers. <i>(We are not expecting to complete the report process. Committee reports will resume on Friday)</i></p>
3:30	Discussion and Voting on the Proposals
	<p>Conference Chairperson</p> <p>The outcome of the discussion and voting on the two proposals will be a recommendation to the Board – to consider adoption of the proposal, or not. Throughout the proceedings, with adherence to Robert's Rules, the voice of the minority opinion shall be given thoughtful consideration.</p> <p>Proposal 2019 – 7 Proposal 2019 – 9</p>
4:45	Wrap up and Review
	Identify the remaining conference work. Look at Friday's Agenda
5:00	Adjourn for the day

Friday April 26th - Day 2 proposed Agenda**Agenda**

The ACA World Service Organization, 2019 Annual Business Conference

Friday, April 26thother

9:00	Welcome Back to the Conference
	Erin D. The delegates will reconvene, participating in an orientation refresher. We will review of the 12 Concepts of ACA World Service, along with any other relevant materials
9:45	Call to Order
	Conference Chairperson We begin with an Opening Prayer and the reading of the ACA 12 Traditions, the Commitment to Service and the Meditation of the Day. Any important procedural stipulations will be noted.
10:15	Committee Reports, Continued
	Committee Chairpersons Various committees and subcommittees will report on their activities, since the last ABC, while also noting current and future committee projects, and the possible need for volunteers.
12:15	Recess for Lunch
1:15	New Literature
	Charlie H The delegation will be introduced to the workings of the Literature Committee and the materials that have been produced.
2:15	Special Presentation: The Service Structure Committee
	Charlie H The arrangement of Regions and the means by which they are established.
3:15	Conclusion of Tabled Reports and/or Proposal Discussions, <i>as needed</i>
	If there are any unfinished discussions, related to proposals or reports, and possible motions, they may be revisited at this time.
4:30	Ratification of the WSO Board of Trustees
	Confirm continuing Trustees and those, if any, who have been nominated, since the last ABC.
4:50	Invitation to the 2020 ABC
	Jim R. Thank the Delegation for their participation in the 2019 ABC. Invite everyone to join us in Boca Raton, Florida in 2020. Briefly explain the Host search process we are doing to support looking for host committees going out in the future a number of years.
5:00	Adjourn the Conference

Afterward: Board of Trustees Meeting

After the conference, the Board will conduct a meeting, to which all are invited. The time and place will be announced. At this meeting they affirm the officers and committee chairpersons, and they review the motions from the conference, for possible action. The meeting closes with the Serenity Prayer.

Day 1 – Thursday April 25th Tape 1

00:00 Unofficial Opening by Jim R.

Welcome to the delegates and for the first time, Remote Delegates.
General announcements and some logistics were announced.

06:00 Erin D – Delegate Training Subcommittee

1. Invited first time delegates to connect with experienced delegates as a buddy
2. Reviewed Commitment to Service from pg. 601 of the red book
3. 12 traditions and meditations from pg. 9 Binder
4. 12 Concepts
5. Review of Roberts Rules of order Pg 17 from the binder – Used as a Guide – our primary guides are the 12 Steps, Traditions, and Concepts
6. Suggested that Delegates have a 2 Year Term and have an alternate to rotate the position to
7. Review of WSO Committees, Sub Committees, Ad-hoc Committees, Reports and notifications
8. Role of delegates
9. Parliamentary procedures and the Ballot proposal and Motion Process, Minority Opinion
10. Board ratification on Day 2
11. Delegate Reports – A sample delegate report was shown
12. A fake motion was done as an exercise to see an example of the motion process – it was not real!!!
 - a. Calling the question – does it need a vote?
 - b. What is the count of delegates when doing the percentage for and against? It is the people in the room or online as remote delegates. It does not likely matter as people not in the room would be considered abstentions. Only votes for and against are counted.
 - c. Abstentions do not count as for or against
13. There is a survey to help delegates provide feedback
14. Prayers, Meditations, Slogans, and Affirmations for delegates on delegate Binder pg. 29
15. Demonstration of using the microphone – keep it close to the mouth and just speak naturally

Day 1 – Thursday April 25th Tape 2

00:00 Jim R – Review of the 2019 ABC binder – after the delegate training section

1. The Board of Trustees
2. The Hierarchical Structure of ACA
3. The WSO Committees
4. The Annual Reports
5. The Ballot Proposals
6. New Literature and Special Presentations
7. Foundational Documents – OPPM – Operating Procedures and Policy Manual
8. Minutes of 2018 ABC
9. The Treasurers Report

09:00 Opening of the 2019 ABC by WSO Chair Mary Jo L

1. Welcome to all

2. Moment of Silence followed by the traditional Serenity Prayer
3. Reading of the 12 Traditions
4. Reading of the Commitment to Service
5. Reading of the April 25th Daily Meditation
6. Mary Jo L expressed her gratitude to the fellowship
7. Greg R from Texas ratified as Conference chair

21:40 Greg R opens the conference

1. Greg R welcomes local and remote delegates (for the first time)
2. Mentions Service Opportunity table – find out about service – See Jody O
3. Discussed reconsideration - minority report /opinion – and general reconsideration of item that was already decided.
4. Floor motions – proposals from the floor – submit them via the website so we can have it writing and show it to everyone and note why it is time sensitive. Floor motions not seen as time sensitive will be sent to the board for consideration.
5. We will be using a timer with a 30 second warning
6. Jim R and Marj will be acting as recording secretary for the ABC

2018 ABC Minutes — presented by David McB (*standing in for Marcia J*) – page 41 from the binder

The Secretary will not read the minutes as they are printed in the binder and on the website

Move to vote to accept the minutes. *Bill D. FL 140*

Seconded. *Carol C. Region 2*

Question: Can we look them over as they have not been read?

Answer: Recommend voting now, there is a possibility to table this and revisit later.

Call the question. *Jody O. TX 0199*

Seconded. *Laura L. CA 1040*

Vote on ending discussion:

Yes	38 + 7 (remote)	= 45	
No	4 + 0 (remote)	= 4	
Abstain	5 + 0 (remote)	= 5	motion carries.

Motion to approve the minutes as printed in the binder and on the website:

Yes	40/41 + 8 (remote)	= 48 / 49	
No	0 + 0 (remote)	= 0	
Abstain	10 + 0 (remote)	= 10	motion carries.

7. **Treasurers Report** — Bill D

<https://acawso.org/wp-content/uploads/2019/04/Treasurer's-Report-2019-ABC-FINAL.pdf>

7th tradition has grown over the years explanation of our needs is being heard. Happy for European support. Flyer downloadable titled how money can be allocated.

https://adultchildren.org/wp-content/uploads/Literature/Where_does_the_money_go_flyer_color.pdf

Q: Are we fully funding The Prudent Reserve?

A: Self-supporting is 25%; we are now at 11%. Prudent Reserve is generally 3 to 6 months. Our expenses are \$80,000 a month – our current Reserve is at \$100,000.

Q: What is the suggested breakdown for contributions?

A: See *Where does the money go?* on the website – link above – 60/40 is a typical split for splitting between Intergroup and WSO.

Q: What is owner's Equity?

A: It is a US Accounting term – Cash in the bank

Q: Why is there in a difference in 7th Tradition figures

A: We have 2 sources – one is done on the website electronically and the other comes into the office via postal mail

Q: What is the prudent preserve?

A: We should aim for 6 months expenses – with monthly expenses of 80K, that would be 480K. We are not close to that right now – we have about 100K that is in reserve.

8. **European Committee Report** — Majbrit M

The executive committee approves large purchases. These are detailed in the Binder on Page 42.

9. **Finance Committee Report** — Bill D

<https://acawso.org/wp-content/uploads/2019/04/2019-ABC-Finance-Committee-Report-FINAL.pdf>

Highlights:

- Migrated our Quickbooks accounting software to the cloud
- Connected Quickbooks via 3rd party software to our shopping cart and Amazon sales channels
- Prepared a 2019 Budget and sent it to the board for approval
- Developed a Travel Policy for WSO board and committees and sent it to the board for approval
- Recommended lowering the price for the Soft Cover BRB, and the Cross Talk and Good Enough Group Booklets and sent it to the board for approval

Comment: The work of the committee is being moved to a cloud to create multiple access.

Q: What are the challenges ahead?

A: Systems to keep up with growth. Maintain and grow.

Q: May we designate donations?

A: Yes, please use the form... for example H & I.

Q: Can contributions be made on the shopping cart? May we just go and contribute?

A: Yes.

NOTE: Put in group number and any special instructions.

Q: Can groups request money go to the Literature Committee?

A: Yes, indicate in "special instructions".

NOTE: If there is no group number it is listed as 'anonymous'.

Comment: 'Anonymous' indicates an individual, or no group number.

10. Delegate Training Subcommittee – Erin D – Subcommittee of the ABC Committee – please fill out survey

C: ABC participation helps groups perform their business meetings.

C: WSO workshop on traditions coming up in the AWC.

C: Minority voice helpful for meetings.

Q: Will the tradition workshop be taped?

A: Yes. <https://shop.adultchildren.org/collections/audio/products/2019-awc-why-traditions-matter-spiritual-principles-and-the-laundry-list-erin-d-jody-o>

Q: business meeting training throughout the year?

A: Yes.

Day 1 – Thursday April 25th Tape 3

00:00 Resumption of committee reports after lunch

1. Welcome from Fredrik Host Committee Chair
2. Logistics update on the Thursday night activity – Bus leaves at 5:30 for the event
3. Noted that Miles from Canada is the ABC Parliamentarian
4. Robert's Rules of Order overview – Set of procedures developed in the 1800's called parliamentary procedures. They have been revised a number of times. Robert's Rules gives a set of guidelines on how to conduct business meetings for motions and voting.

5. **Distribution Center Oversight Committee Report:** — Bill D.

<https://acawso.org/wp-content/uploads/2019/04/DCOC-Report-2019-ABC-FINAL.pdf>

Highlights

- Combined Office and Warehouse space of 2,720 Square Feet
- Located in Signal Hill, California USA
- 3 Full time and 1 part time employee at the Signal Hill office
- 2 part time remote workers doing fellowship services and literature design
- Literature sales through shop.adultchildren.com and Amazon
- Combined book and product sales of \$914,756 in 2018
- English language book sales in 2018 - 56,867 units
- Foreign Language book sales in 2018 – 4,040 units
- Amazon US book sales – 19,637 units, up from 11,394 in 2017
- Amazon UK book sales – 1,408 units, up from 354 in 2017
- Total Sales increased 22% for 2018 over 2017

C: Amazon can charge over 50% in fees.

Q: Look into search engine online volunteers?

A: No one responded to a call for that specialty. Call for volunteers from Charlie H.

NOTE: Alexia instrumental with our translations

Q: How are our ebook sales?

A: Unsure of numbers.

C: As shipping costs are going up, ebooks become more and more affordable.

6. Mention of the Service Desk in the room down the hall – supported by Jody O and others

39:00 ABC Committee Report

7. **ABC Committee Report** — Jim R

- <https://acawso.org/category/abc-2019/>
- Noted download link for the Binder, <https://acawso.org/wp-content/uploads/2019/04/DB19-1-The-2019-Delegate-Binder.pdf>
- Committee Reports - <https://acawso.org/category/abc-committee/>
- Noted need for future ABC – AWC Hosts – trying to get Intergroups to plan a few years out to see if they can host an ABC AWC
- Jim is rotating out and Erin D will be the incoming ABC committee Chair
- Q: Do you have support hosting an ABC-AWC? Is there help

- A: Yes – We are learning from doing the event
- Q: How many people do you need to put the event on?
- A: it varies – There is lots of support. You need a few core volunteers. 2018 team had 15 different sub-groups and close to 80 volunteers ranging from a few hours to lots more 😊 It really helps an area see the value of service and helped ACA grow in the area. You learn as you go too.

50:20 Ballot Preparation Committee Report

8. BPC Report — Mary Jo L

- Report is in binder page 62
- Members - Mary Jo L., and co-chair Bonnie M-K. And Member Jim R

Q: Why is it 2/3rd for a proposal to make the ABC agenda and only a simple majority for a motion to pass at the ABC

A: This is how it was done in the past as far back as we have records.

Q: What happens to the proposals that don't make it? A: They simply fall away. There is no current minority opinion process for proposals that do not pass.

C: There are other ways to have a voice. You can join the monthly WSO teleconference. We have a monthly agenda item for guest comments. And we also support floor motions at the ABC if they are time sensitive.

Q: Explain the "needs X numbers to pass".

A: Proposals need 2/3rds Yes votes to make it to the agenda

Q: How does the floor motion process work?

A: Submit motions by noon on Friday to we will look at the order of submission delegation decides on which items are time-sensitive. We have a page on the acawso.org website for submitting floor motions. Or you can see the Secretary.

C: There was a proposal this year that did not make the ballot that did not like floor motions since it seemed to bypass the proposal process.

C: Instead of doing a proposal you can also take it the WSO committee in that area to get support for it sooner.

Day 1 – Thursday April 25th Tape 4

00:00 Committee Reports continued

1. European Committee Report — Majbrit M

- Please see the report in the binder on Page 63
- A committee of 3 people
- Guiding light for those whose inner child does not speak English
- Translations are very important
- C: Volunteers wanted – literature focus. Join in the workshop with European focus.
- <https://shop.adultchildren.org/collections/audio/products/2019-awc-aca-european-network-majbrit-m-denmark>
- Q: Can we use services like Google Translate?
- A: Sorry, no easy fix, it's painstaking. To many cultural translation issues and needs vetting
- Q: Where can someone from the Middle East go for assistance in translations?
- A: Join the European committee – 24 countries are represented. You can also talk directly to the literature committee about translations
- Q: How to handle where people do not read?

- A: Audio books is a great idea – we need translations first
- 24 Countries represented at the 2019 ABC

2. **Member and Public Service Committee** — David McB

- See the binder on pg. 68 for the full report
- <https://acawso.org/wp-content/uploads/2019/04/MEMBER-SERVICES-COMMITTEE-1.pdf>
- NOTE: The Members and Public Services Committee is now two separate committees.
- The Public Service Committee has a primary focus of hospitals and institutions, and reaching out to the public, in general. They have made overtures to AA.
- The Traveler Monthly newsletter has over 6100 subscribers
- Miles gave some highlights for H&I
- Growing and can use help
- Carole C covered highlights for the Member Services and sub committees
- Sue V for Global Members sub committee
- Email from Bangladesh - bridging the distances and making connections.
- Lights on is a program where the first meeting in a country gets a free Starter Kit
- Bonnie K-M on intergroups
- Sharon F on Members Subcommittee
- 2019 Membership Survey being conducted
- Regions Subcommittee chaired by Matt – Was not able to attend
- Supports new and forming regions
- Sharon F for the Traveler
- Reminded that anyone in the fellowship can submit an article for our monthly WSO newsletter. Submit articles to thetraveler@adultchildren.org, post events at acawso.org
- The traveler is being translated to German and Russian Monthly – thank you!
- Young Adults and Teens subcommittee presented by Laura L
- Newly forming subcommittee – many areas are asking how to start teen and young adult meetings
- C: To bring literature to prisons, the prison must request on behalf of the prisoner, which is difficult to do. There are also special regulations as to what can be sent into a prison. We do have special yellow workbooks without spiral bindings that are ok for institutions.
- H&I email address for HIChair@adultchildren.org
- Q: How many books can we request?
- A: The requests need to come from the individuals
- Q: Are we in schools?
- A: Yes, we have some invitations and It may be possible to get in front of more school boards.
- Q: How do we update our meetings information – clicking the update button on your meetings listing will send an email to the listed primary WSO Private contact. <https://adultchildren.org/meeting/meeting-changes/>
- NOTE: If you are having a problem updating your meeting directly on adultchildren.org, send a message to meetings@acawso.com.

3. **OPPM Committee Report** — Mary Jo L.

- See page 78 for the Report in the Binder and you can also find the actual OPPM in the foundational documents on pg. 109
- The Operating Policy and Procedure Manual (OPPM) is the guiding document the WSO Board of Trustees uses for conducting the business of ACA World Services Organization (WSO).

Day 1 – Thursday April 25th Tape 5

00:00 First session on the 2019 Proposals

1. **Proposal 2019 – 7.** We propose that... The following mission statement be accepted for the fellowship: “ACA creates a safe, welcoming Fellowship for those who suffer from childhood trauma, giving them the tools to heal.”
 - Motion made by Carole C - I propose that the following mission statement be accepted for the fellowship: “ACA creates a safe, welcoming Fellowship for those who suffer from childhood trauma, giving them the tools to heal.”
 - Seconded by Josh
 - Friendly Amendment #1. Change “ACA creates” to read “ACA strives to create.”

Moved. Alexandra Sweden 0113.

Seconded. Mary Jo Illinois 712

- C: “Strive” is unacceptable to the originator of The Proposal.
- C: Once a motion is made it belongs to the group and the originator does not have control. See jurassicparliament.com.
- We have 2nd on a friendly amendment - I propose that the following mission statement be accepted for the fellowship: “ACA strives to create a safe, welcoming Fellowship for those who suffer from childhood trauma, giving them the tools to heal.”
- Q: Is this a replacement or additional mission statement?
- A: Replacement.
- Point of information – we used to have a discussion on a proposal before making a motion to work out some of these issues.
- Point of Order: The body owns the motion.
- May we hear the mission statement? It was read and displayed on the sc
- Thankful for safety statements in the program. Cross talk happens before and after a meeting and I do not feel safe. I support this amendment.
- Can we show the original motion? It is not a point of comparison – we are looking at the amended motion
- Point of order – do we have a second – Yes we had a second already
- There is confusion as to the difference between a statement of purpose and a mission statement. We have a number of statements on the website and other places. None of them is a formal mission statement.
- ACA does not magically create a safe place – that is the point of the amendment
- Should we vote to have a mission statement at all, first, before we adopt?
- A mission statement should not come from the board, it should come from the fellowship
- Everyone in the room here is a member of the fellowship and has a right to improve things
- The fact that the proposal was voted on demonstrates interest in adopting the mission statement.
- The fellowship has had decades to generate a mission statement.
- WSO to support the fellowship
- It sounds too corporate normative. My group is not for a mission statement

- In 2014 at a strategic planning meeting the board found that there were already 3 existing mission statements and had plans to reconcile them and this was not done.
- My group voted that this be discussed, we did not vote to accept this as our mission statement
- Suggested some word changes “Suffer” versus “affected”; “trauma” versus “dysfunction”.
- In favor of the mission statement.
- Propose that we are veering from consensus – too many words in the mission statement that do not cover the whole fellowship.

Called the question. Carole Region 2

Seconded. Jody O. TX

Vote on the amended proposal which included the word “striving”:

Yes 19 + 8 (remote) = 27

No 30 + 4 (remote) = 34

Abstain 5 + 0 (remote) = 5 **The motion was not carried.**

Friendly Amendment #2. “Aspires”. “ACA aspires to create a safe welcoming fellowship for those affected by family dysfunction and/or trauma, giving them tools to heal. Moved by Dez DC 008

Seconded. Christopher NY O203

Second Amendment takes Amendment out now original motion.

Moved to postpone the idea of creating a mission statement referring it to a working group whose work will come to the ABC in 2020. Mary Jo IL

Seconded. Janis R. IG 70.

Q: Can we return to this today?

A: Not likely; not enough time.

C: Would like to vote on what’s been drafted.

Moved to call the question. Jeannie FL 650

Seconded. Liz IG 44

A simple majority carried so we move to the actual vote

The vote:

Yes 35 + 4 (remote) = 39

No 21 + 9 (remote) = 30

Abstain 5 + 0 (remote) = 5 **The motion carries.**

Minority opinion: We have a roomful of people that can work on this vs a small team of people.

55:00 Proposal 2019 – 9 on the diversity statement

Proposal 2019 – 9. We propose that ACA adopt the following statement and post it prominently on social media websites and literature: “ACA is an inclusive organization and open to all. We strive to create an atmosphere that reflects the diverse communities we serve, where everyone feels empowered to be their full, authentic selves.”

- Moved that we discuss the proposal. Bonnie K TX 081
- Seconded. Jim R. NY 0187
- Good idea to discuss.

- I like it.
- In favor, relates to “only requirement...” tradition 3
- Addresses needed sensitivity for non-white.
- What is meant by social media websites and literature? Post on all literature? What about trifolds? Space is limited.
- Some meetings are closed and not open to all. Agree with comments to add “affected by childhood dysfunction”
- Moved to accept the original motion. Christian N. IG 2
- Seconded. Benjamin G. MD 058
- Amendment Moved to include “...open to all affected by family dysfunction...” Christopher NY 0203
- Seconded. Edmundas IG 606 Lithuania

Amended Motion is - We move that ACA adopt the following statement and post it prominently on Social media websites and literature: “ACA is an inclusive organization and open to all affected by family dysfunction. We strive to create an atmosphere that reflects the diverse communities we serve, where everyone feels empowered to be their full, authentic selves.”

- Comment that they would like to have continued the discussion and would recommend that we end the motion after the first sentence. It goes beyond the diverse organization.
- Called the question. Jeannie T. FL 650
- Seconded. David S WN 112.
- Calling the question passed

Yes 41 + 9 (remote) = 50

No 12 + 3 (remote) = 15

Abstain 6 + 0 (remote) = 6

Now going to vote on the amended motion

Point of information: Are we are voting on the amended motion – yes as displayed.

Point of order – requested that we read the amended motion

Point of information – what are we voting – the amended motion – if it passes it is approved

Point of information – are we also voting on the posting on social media and websites. Yes, that is in the motion as displayed and read.

The vote:

Yes 30 + 12 (remote) = 42

No 22 + 0 (remote) = 22

Abstain 6 + 0 (remote) = 6 **The motion is carried**

Minority Comment: Opposed – it’s very New York-centric. This also sounds like a mission statement. It needs to be made more global and diverse.

Point of information – did we vote on making the amendment or passing the amended motion? We will review this tomorrow and check Robert’s rules.

Discussion tabled until tomorrow due to hitting a time conflict with the buses.

Day 2 – Friday April 26th Tape 1

00:00 Welcome back to Day 2 of the 2019 ABC

1. Erin D Welcome Back – recognition of Anniversaries and Birthdays
2. Review of Survey form in the Binder
 - a. Survey is in the binder and needs to be filled out manually. Remote delegates can scan it and send it via email to dtsc@acawso.org
3. Greg R formally opens the ABC
 - a. Traditional Serenity Prayer
 - b. 12 Traditions read by Jim R
 - c. ACA's commitment to service read by Miles C
 - d. Daily Meditation for April 27th ready Mary Jo L
 - e. Tabled Motion will be put on hold until our scheduled time for Ballot proposal reviews to accommodate our remote delegates
4. **Website and Database Report** — Jim B
 - Full report is available in the binder at page 72
 - <https://acawso.org/wp-content/uploads/2019/04/DB-and-Website-2019-ABC.pdf>
 - The daily meditation is available on our websites in English <https://adultchildren.org/meditation/>, German <https://erwachsenekinder.org/taegliche-meditation/>, and Greek, <https://acawsoec.org/greece/>
 - We have public meeting contacts shown on the website for meetings.
 - We also have Private WSO contacts associated with the meeting. This is the email that gets the email when the Update Meeting link is clicked.
 - Recovery website is adultchildren.org, service website is acawso.org (the blue one)
 - [Shop.adultchildren.org](http://shop.adultchildren.org) for books, pamphlets, audio, supports 30% Intergroup discount
 - European Committee website, acawsoec.org
 - Q: Telephone meetings do not have addresses – what do we do? A: You do not need to enter an address – the fields change when you specify a telephone meeting
 - Q: There was a question about how time zones are indicated on the website in reference to online meetings. A: This must be done manually – suggested to enter the local time of the meeting and specify the time zone in the meeting notes. This is something that we would like to add support for.
 - Q: Why are audio's displayed and sorted older ones first. A: This is built into the website software we use.
 - Q: Intergroup listings – how does a group affiliate? A: Using the self-service Update Meeting Feature. Does the WSO notify the Intergroup of affiliates? No – they can check periodically
 - A: Intergroup changes are similar to meeting changes, such as primary contact. For specific questions write to meetings@acawso.com. To join the committee, write to webservant@adultchildren.org.
 - Request to Demo updating a meeting's information live 1) Search for the meeting 2) Click update a meeting link for your meeting 3) Click yes send the email button 4) get the email and click the link to get the form to update your meeting 5) Submit the changes 6) Wait for the email that says that your changes have been applied.
 - Q: What do we do when we do not know who the Private WSO contact is? A: send an email to meetings@acawso.com – Nick will answer it.
 - Request to add Search for Intergroups by zip code.
 - Can we get excel exports of the meeting lists? Not right now
 - How do people make requests to the website committee? you can send an email to webservant@adultchildren.org

2. **Addressing Predatory Behavior** print outs handed out

1:08:20 Committee Reports Continue – Nominating Committee

1. Nominating Committee Report by Greg R

- Report is in the binder pg. 79 Members are Greg R, Jody O & Laura L – Carole C is the board liaison
- Nominated 2 new board members that will be seated at this ABC.
- <https://acawso.org/category/nominating-committee/>
- [Trustee Guidelines and Application](#)
- [Nominating Committee Guidelines and Application](#)
- [Conflict of Interest Declaration](#)
- [Trustee Nomination Process](#)
- [Statement of Intent on Diversity](#)
- Please submit applications by November
- Q: Are you looking for board members from the United States, only? A: No, it's a worldwide search
- Q: What is the optimal number of board members? A: We have been asked to provide 2 or so nominees, per year. The maximum is 20 Trustees.
- Q: Is there a skill matrix applied to the nominees? A: No. We give weight to two characteristics – experience with finance and accounting, and corporate secretarial background.
- C: Goal is for the Board to be reflective of the fellowship, which is a core value. Originally the Board selected the Board, much better now. C: Information may be found on the website as noted above.
- Q: Does the Nominating Committee act as a mentor? A: No.
- Q: If a member has a desire to promote diversity would they be better off joining the committee, or making a nomination? A: The latter, we seek applicants.
- Q: Does the Nominating Committee need more members? A: Yes, in particular we are looking for one person from outside the United States and one with only a year or two of recovery.
- Q: What is the time commitment for a Board member? A: Long hours. 10 to 30 hours per week.
- Q: Would more board members create less work per person? A: No. More Board members generate more ideas. And a larger fellowship requires more services. Q: How many board members can we have with our current finances? A: Our expenses vs income was close to broke even last year, so hard to tell.
- C: We really need more volunteers and committee members.
- C: Just to clarify, board members are not salaried, though travel and accommodations are provided for.
- C: Historically, Trustees were required to be on one committee. As fellowship involvement dwindled, the trustees began acting taking on the role of committee chairs.
- C: Joy and freedom may be found in the space between a spiritual “yes” and a healthy “no.”
- Q: Will teleconferencing alleviate costs? A: We teleconference multiple times a month - Strategic face-to-face meetings tend to be more productive. They produce a certain synergy.
- C: Be aware of workaholic tendencies. Give at the local and Intergroup level, then, if you love the work consider World Service. Say no when in need of balance. Service equals recovery.

1:41:55 Archive Committee Report

1. **Archive Committee Report** — Laura L (*former Archive Committee Chair*)

- Committee members – Laura L, Sarah O, Mary Jo L, and Marcia J
- Contact archives@adultchildren.org if you want to help or if you have documents to archive
- Received over 300 documents from the 80's and 90's
- Doing oral histories from members
- The Committee is in need of a chairperson. For information write to archives@adultchildren.org
- Q: Is there a professional archivist on staff?
- A: No.
- Q: Has Tony A's daughter in Florida been contacted?
- A: No.
- Q: Have Books of Motions been archived?
- A: Yes.
- Q: Do you want to archive information from around the world?
- A: Yes

2. **The Audit Committee Report** — Pat H

- Report is page 81 in the binder
- We completed a full audit of WSO in 2018
- We have implemented all recommendations from the Audit – except to Establish a Fraud Hotline so individuals may anonymously report concerns regarding inventory management, harassment, sales and pricing issues. And another one where we should have a fully documented set of accounting procedures
- Switched from cash-based accounting to accrual-based accounting to comply with generally accepted accounting principles (GAAP) since it provides more useful financial information about WSO's operations.
- Q: How can we share the importance of the 7th tradition to help finance our projects. A: Monthly or quarterly 7th tradition letter notices to explain the importance.

Day 2 – Friday April 26th Tape 2

00:00 Addressing Predatory Behavior Working Group Report

1. **APB Report** — Josh and Erin D (*a Literature Committee Working Group*)

- Karin – the chair could not attend – contact via apb@acawso.org
- Report in binder is on page 82
- Review of history of the working group – details on the recording - Background: Reports of uncomfortable behavior of a person at meetings was brought to the attention of an Intergroup. An intergroup subcommittee was formed to explore the issue, which was raised at the local meeting. It was found that there were similar issues at other Intergroups. In 2018 the Addressing Predatory Behavior Working Group was founded.
- APB repository page: <https://acawso.org/category/apb/>

- Special Edition ComLine on Addressing Predatory Behavior:
https://adultchildren.org/wpcontent/uploads/2019/02/Predatory_Behavior_ComLine_Final.pdf Based primarily on member shares, this issue of the ComLine provides a comprehensive overview of the topic as we currently understand it – how predatory behavior occurs at and around ACA meetings and how it affects targeted members, the different forms it may take, how meetings struggle to deal with it, and some tools and resources that members and meetings have found helpful. The shares published in this ComLine demonstrate that predatory behavior is a concern beyond the narrow definition of “13th stepping” already covered in the Big Red Book.
- Guidelines for addressing inappropriate behaviors, originally developed by the NCA ACA Intergroup: <https://acawso.org/2018/07/27/addressing-inappropriate-behaviors/>
- Examples of group safety statements, adopted by various meetings across the fellowship: <https://acawso.org/2018/11/12/examples-of-group-safety-statements/>
- ACA Group Safety Folio, adopted by Costa Mesa meeting:
<https://acawso.org/2019/02/24/group-safety-folio-from-costa-mesa-group-ca837/>
<https://acawso.org/2019/02/24/group-safety-folio-from-costa-mesa-group-ca-837/>
- Literature committee will be submitting an APB tent card for approval
- Does the working group address ‘flip-side’ characteristics and predators?
- C: The member made an amends; has to be held accountable.
- Q: Can the card be designed as a ‘tent’ to stand up on a table – 3 sides as a triangle?
- A: Great suggestion.
- C: Powerful! Thank you for your courage. This includes the time before and after a meeting – we need to feel safe at our meetings. This is such a powerful step for ACA.
- There is an APB workshop this weekend

23:45 Literature Committee Report

Literature Committee Report — Charlie H (*Chair*)

- Report is found on page 45 in the binder
- 1st Part is the committee report, the 2nd part will be to discuss the APB card
- Service website main page for reports and meeting schedules
<https://acawso.org/category/literature-committee/>
- Highly volunteer driven
- New Literature section in the binder also – Page 92- Covers some translation projects
- New Swedish Yellow workbook displayed
- Translation of ACA literature enables adult children to carry the message of ACA recovery in a growing number of countries. This is one of ACA’s most exciting developments in recent years. The following pages in this section show covers of these translated editions of ACA literature:
 - a. Swedish Yellow Workbook
 - b. German YWB
 - c. Russian YWB
 - d. Greek YWB
- Other translated editions of ACA literature include:
 - a. Finnish YWB
 - b. Russian Big Red Book

- c. International Spanish BRB
- d. Castilian Spanish BRB
- e. Swedish Newcomer Booklet
- f. Danish BRB
- Started local printing of translated literature outside of the US
- New trifold released called Finding Emotional Sobriety targeting AA members released in English and Spanish. Looking to do other trifolds for other 12 step programs also. https://adultchildren.org/wp-content/uploads/2019/02/Emotional_Sobriety_LTR_-Color.pdf
- Ready Set Go – within months of being released – Workshop to get introduced to the 12 steps
- Getting Started Project – Original internal name was little red book. Designed to be simpler, easily translated, newcomer friendly
- ACA Bill of Rights in Progress
- Updated sponsorship literature in development
- Loving Parent Guidebook in development
- If you have an idea for new literature you do not need to wait for the next ABC – you can send an email to literature@adultchildren.org
- The Ready, Set, Go!! Workshop (RSG). Two workshops are upcoming. The schedule is found online.
- C: The Loving Parent guide. The 2017 ABC requested the development of a guidebook to reparenting. It will be brought to the 20/20 Conference for initial approval in the ‘new literature’ process.
- There is no timetable for the updated sponsorship literature
- Emotional sobriety is already available.
- Bill of rights is expected to complete by end of 2019
- Loving Parent Guidebook is planned for a 2020 ABC submission
- Q: Would it be helpful for a group or Intergroup to develop Young Adult and Teen material?
- A: A tri-fold, yes. For larger book ideas and concepts, develop only an outline and perhaps a few chapters.
- C: Writers can be attached to their work. There are difficult challenges that come with ‘letting go’ to the fellowship. Team editors. The sacrifice of non-ownership.
- C: Ready, Set, Go!! is a seven and a half hour Workshop which has been distilled into a day-long program and is a great introduction to working the steps. <https://westgreatlakesaca.org/>
- Q: How do we bring RSG to our group or Intergroup?
- A: There is now an online version which comes with a facilitator’s guide.
- C: RSG (the day-long version) premiered in Toronto. 70 people participated. There was a great response. It became an easy introduction to the Yellow Book for newcomers, and a great recharger for old timers. Contact Sue V for a copy

Day 2 – Friday April 26th Tape 3

00:00 Literature part 2 – APB Card Discussion

- Discussion of the Addressing Predatory Behavior Card
- This is meant to be a Meeting Safety Card – focused on Addressing Predatory behavior
- On behalf of the Addressing Predatory Behavior Working Group, the Literature Committee seeks approval of an “ACA Commitment to Meeting Safety”, WSO meeting safety card to be made available

to the ACA groups. This card will help groups and individuals more effectively respond to predatory behavior inside and outside ACA meetings.

- A discussion was opened and the following comments were made
- It's a good thing for safety. Present at all meetings.
- Too many readings at the start of a meeting. The 'tent' design may be difficult; a flyer could be better.
- C: Yes to safety and the folder is great.
- What is a tent Card? A folded paper triangle that will stand on a desk and show information on 2 sides.
- Form is less important than the intention. It does not matter if it is a trifold, or tent card. Give us the meeting and we can decide how to use it
- Charlie asked the question – Do people generally agree with the idea of a card? Comments continued.
- Read from the Big Red Book – needs to be formal literature.
- Remove the term “predator.” It would scare me away. Focus on meeting safety
- Use victim / victimizer, which is language from the Traits.
- Positive language and non-gendered.
- Make the card brief. This is supportive of the 1st Tradition; *Our common welfare should come first; personal recovery depends on ACA unity.*
- Read once a month at meetings or read a statement during meetings as needed.
- Groups may be unprepared. Predatory action may take place outside of the room. Safety includes time outside of meetings. Also, safety is the obligation of the entire group.
- Remove “predator.”
- Create guidelines as part of a start-up meeting packet.
- Tennessee would appreciate a trifold
- Yes – agree – let's get something to the groups and let them decide how to use it
- Seems a majority likes the idea of producing something. A few choices – (1.) we could vote on accepting the current card now (2.) Get the current Safety card out there for feedback, through field testing, or (3.) Wait for now and reformat / rework the material so that there is no need to rewrite it at the next ABC. Additionally, find the most appropriate terminology – Predatory. Perpetrator. Victimizer. Get it out for comment after one more review based upon feedback from today.
- Get it out now.
- Option 3 as it will be hard to pass now
- Remove the word Predator – it is too charged?
- It will take too long. It needs to be condensed.
- In favor of doing all 3 right now at the same time.
- Against all three – focus on safety.
- Let's achieve all three at once.
- Use the term “problematic behavior”.
- Can we use the term “aggressor”.
- Include slander.
- Use “predatory behavior”, specifically. By making the terminology ‘positive’, we water down the importance. There has been much discussion coming to this conclusion. We are not talking about meeting safety, not about slander.
- “Predatory behavior” may be a loaded expression and scary for the newcomer.
- Get it out now. This is important. Needs to be named and needs to be addressed. Like using our existing literature and the word victimizer that we already use.
- No acceptable substitute in terminology according to victims. Others are watered down.

- Safety is important. This should be part of a group inventory flyer or trifold. Germany created their own.
- Women in Greater New York ACA Intergroup have experienced active aggression.
- Suggestion: Over the next 3 to 4 months, have the Working Group survey ACA meeting groups. Substantial “yes”.
- C: Meetings are autonomous and don’t have to submit a response.
- So... On behalf of the Addressing Predatory Behavior Working Group, the Literature Committee seeks authorization to field test the “ACA Commitment to Meeting Safety” card. This will be made available to ACA groups, so that its effectiveness can be tested, and fellowship comments can be provided to WSO. Based on those comments, a revised safety card would be brought to the 2020 or 2021 ABC, seeking permanent conference approval. A great show of hands displayed an affirmative response.

46:00 Service Structure Committee

Service Network Committee Special Presentation — Charlie H. (*Vice Chair*)

Reported in Marcia’s absence. The new Chair is Jim B.

<https://acawso.org/wp-content/uploads/2019/04/WSO-Malmo-Network-Marcia-04.25.19-2-ABC-report.pdf>

ABC Report is in the binder at page 74.

Delegates were asked “How many are members of an Intergroup?” By a show of hands, about 40% of the room.

History – The Service Structure Committee was created with the goal of dissolving the isolation of individual groups so that they could work together. The term “structure” is now being changed to “network.”

We only have 1 formal region at present.

Service Structure Committee History

- 1) Formed in 2016, to assess whether ACA service structure can handle rapid growth
- 2) Made 8 recommendations to 2017:
 - a) More fellowship access to WSO
 - b) Reduce holes in the service structure
 - c) Service manual & other written guidance
- 3) Became a standing committee, named the Service Network Committee

Service Network Goals, 2019-20

1. Dialogue with non-American fellowships
 - AWC: “Putting the W in WSO,” Saturday at 15:00
<https://shop.adultchildren.org/collections/audio/products/2019-awc-the-w-in-wso-charlie-h-usa>
2. Year-round service roles for WSO reps, ABC delegates
3. Fellowship service manual
4. New chair: Jim B.

New Regions are forming – we tried to draw a map of what was happening. We realize Regions will be developed organically. The North East Region is forming.

We renamed ourselves the Service Network Committee to highlight that we are working together, we do not need to do this alone. We are not forcing structure on groups, we want to work together to share experience and carry the ACA message.

We ask Delegates to stay involved throughout the year – not just the ABC. Join committees.

Q: Is WSO part of the network? Is there a 'suggestion box'?

A: The ABC is a two day-long 'suggestion box'. We also have monthly calls and a website with contact information.

A: And the volunteer table at the ABC is a place where you can write to a committee.

Q: Can a region approve a trustee?

A: Regions submit nominees to the Nominating Committee. The Nominating Committee recommends the trustee.

Q: What does a Region do? Are they drawn from Intergroups? We already have trouble getting people for the intergroup.

A: Regions would work at a different scale - Hospitals and institutions outreach is an example. We are guided by the 4th tradition

Q: Australia wants to participate more in WSO. How do we get more involved in region development and connect with groups that have been functioning for a while?

C: Most Intergroups are in California. Region 2 contacts groups and encourages forming Intergroups.

C: Connection happens at the meeting level.

C: Phone / online presence is very important because it's often where people enter our program.

C: Regions connect members to WSO; Intergroups connect meetings to each other.

Q: What about fellowships that are nonprofit organizations. A: This is exactly where a network can help. People in the same region can share experiences and solve common issues.

Day 2 – Friday April 26th Tape 4

00:00 Proposal Discussion 2 Continued

- Greg clarified handling of the amendment in our earlier session. In the earlier session we voted on accepting the amendment to the motion and then we can continue the discussion on the newly accepted amended motion. We did not vote on accepting the amended motion yet.

We are now opening the discussion on the amended motion which reads as follows: We move that ACA adopt the following statement and post it prominently on social media websites and literature: "ACA is an inclusive organization and open to all affected by family dysfunction. We strive to create an atmosphere that reflects the diverse communities we serve and where everyone feels empowered to be their full, authentic selves."

Amendment #1. We move that ACA adopt the following diversity statement: "ACA is an inclusive organization and open to all affected by family dysfunction. We strive to create an atmosphere that reflects the diverse communities we serve and where everyone feels empowered to be their full, authentic selves."

Moved by Bill D. FL

Seconded. *Kristian N. IG 02*

The vote.

Yes 37 + 13 (remote) = 50

No 9 + 2 (remote) = 11

Abstain 8 + 1 (remote) = 9

Amendment #2. We move that ACA adopt the following diversity statement: "ACA is an inclusive organization and open to all affected by family dysfunction." *Moved by Hanna IG 582 Finland.*

Seconded. *Carole C. Region 2.*

C: Greg clarified that we can make one amendment to amendment – so this amendment can be accepted, but is the last amendment allowed.

C: We will vote on the amendments one by one and then vote on the overall motion

C: Can we have a shorter diversity statement and combine it with the mission statement? Suggest we send this to a working group.

Point of clarity on where the word diversity goes – it is no longer in the actual statement in the second amendment.

C: Remove the second sentence as it goes too far. It removes the meaning for a diversity statement but against the 2nd amendment.

C: Admires both comments above. 2nd amendment goes to far. We can have a simple statement now and have a working group make it bigger later.

C: More research is required – let's see how fellowships have handled this. We need a bigger change in our literature and things we can reference and share. - create a working group first.

C: There is a lot of discussion and more is needed - create a working group first.

C: Against statement. Too corporate and organizational. We are a spiritual fellowship. Feels his group was not allowed to vote no on the other proposal at it went back to a working group.

C: Diversity is important, but what's the purpose. Like the statement but has little meaning. Better to create a working group to make it clearer.

C: Statement is 1 sentence with the title. But does not help – should go to a working group

C: Statement to be is a one sentence thing and helpful under the title or at the end of the document

C: We support statement not comfortable with this iteration. Would support a working group.

C: Let's have something that can be amended later.

C: Support a statement working group to hammer it out with action.

C: Can't wait a year. Too important

Call the question (to end discussion) *Duff D. UT 029*

Seconded. *Carole C. Region 2.*

The vote.

Yes 49 + 15 (remote) = 64

No 2 + 0 (remote) = 2

Abstain 9 + 0 (remote) = 9 **Discussion ended**

Vote on the 2nd Amendment – deleted last sentence

Yes 7 + 7 (remote) = 14

No 40 + 8 (remote) = 48

Abstain 14 + 0 (remote) = 14 **The motion to amend is not carried.**

Back to the 1st amendment on the Motions to remove stipulations about printing.

Point of Information: How to move this to a working group? You can move to postponement at any time.

C: Jan wanted to vote on the amendment and also have a working group continue to work on.

Jody Seconded the Motion to postpone.

Point of Information: It sounds like some people want to do both – accept the statement and have a working group. What is the best way to do this? Do we have time?

Point of information: Can this be a referral to committee – yes there is

Jan Clarified what she wanted to do – have both the statement and a working group. She withdrew her motion to postpone.

Friendly amendment to add “in Childhood” by Louis from Florida - No Second

Moved to vote. *Jody O. TX 0199*

Seconded. *Judy T OR 028*

The vote (to remove stipulations about printing).

Yes 49 + 12 (remote) = 61

No 1 + 2 remote = 4

Abstain 8 + 0 remote = 8 **The motion is carried.**

Motion to vote on accepting the amendment:

We move that ACA adopt the following diversity statement: “ACA is an inclusive organization and open to all affected by family dysfunction. We strive to create an atmosphere that reflects the diverse communities we serve and where everyone feels empowered to be their full, authentic selves.”

The vote on accepting the amendment

Yes 37+ 13 (remote) = 50

No 29+ 2 (remote) = 11

Abstain 8 + 1 (remote) = 9 **The motion carries.**

We now return to discuss the amended motion.

The question was called. We are now deciding to end discussion.

Moved by *Kristian N IG 02*.

Seconded. *David McB FL 134*.

The vote.

Yes 46 + 12 (remote) = 58

No 4 + 0 (remote) = 4

Abstain 7 + 2 (remote) = 9 **The motion carries.**

Minority Response: Would like to register a strong objection. “This is directly in conflict with the third tradition.”
Edmundas IG 606 Lithuania

It was said that someone wanted to change their vote based upon minority opinion.

More confusion on whether we voted for the motion or calling the question.

The Chair stated that we were going to vote on the motion since it was not clear.

The vote.

Yes 36 + 13 (remote) = 49

No 20 + 3 (remote) = 23

Abstain 7 + 0 (remote) = 4 **The motion carries.**

Minority Response: Same concern “This is directly in conflict with the third tradition.” *Edmundas IG 606 Lithuania*
Point of clarification: Can I ask this to be reconsidered – no – only someone that voted yes for this

Please read aloud tradition 3 from *Remote voter both the tradition 3 and tradition 3 meditation was read*

We have a paragraph on the home page of the website with a diversity statement. *Sarah O. NJ remote voter*
ACA provides a safe, nonjudgmental environment that allows us to grieve our childhoods and conduct an honest inventory of ourselves and our family—so we may (i) identify and heal core trauma, (ii) experience freedom from shame and abandonment, and (iii) become our own loving parents.

No votes were changed motion carried.

Move “That a committee be formed that will take the approved motion for consideration and bring it up at the 2020 ABC with a vetted and WSO Board approved change.”

Moved by *Josh W DC 626*

Seconded. *Mikkel L Denmark 004*

A friendly amendment was presented and not seconded.

Point of information about doing a simple vote

Jody asked to call the question

Point of order: We were told that we would have time to vote on the motion to send it

Point of order: We agreed at the start of the ABC to only take time critical floor motions

Point of order: As chair you can move this to the end of the agenda if we have time.

There was very little time left to discuss and vote on this as we had to be done by 5 p.m. The delegation was asked to vote whether this motion was time-critical.

The vote.

Yes 3 + 3 (remote) = 6

No 44 + 13 (remote) = 57

Abstain 6 + 1 (remote) = 7 **The matter is referred to the Board for consideration.**

01:22:50 Ratification of the Trustees of the WSO Board

To serve from the conclusion of the 2019 ABC, through the 2020 ABC.

NOTE: Mary Jo L. is retiring from the Board, and Marcia J. is stepping down from Board service. Starting board service are Erin D. and Rich R.

Bill D., former Treasurer, acclaimed.

Jim B., web servant, acclaimed.

Erin D., acclaimed.

Pat H., as Treasurer, acclaimed.

Miles C., as Secretary, acclaimed.

David McB., as Vice-chair, acclaimed.

Carole C., Regional representative, acclaimed.

Majbrit M., acclaimed.

Charlie H., as Board Chairperson, acclaimed.

Rich R., acclaimed, in absentia.

Q: Does a Regional rep only serve two years? No – they can serve a full term on the board. A full term is 3 2-year terms for a total of 6 years of board service.

The Executive Committee: Pat H. (Treasurer), Miles C. (Secretary), David McB. (Vice-chair), Charlie H. (Chairperson).

The 2020 ABC / AWC will be held in Boca Raton, Florida in April. It will be much like our successful gathering in Malmö, Sweden, but with palm trees. ACAworldconvention.org

How many delegates in the room ? We do not have the count yet.

Request to fill out your surveys and leave your filled-out copy.

A Request: That a list of WSO Committees and Subcommittees, and their corresponding email contacts to be posted on the adultchildren.org homepage. (comment – please see acawso.org for WSO Committee pages.)

<https://acawso.org/2019/04/26/wso-committee-contact-information/>

Will there be an open board meeting after the ABC?

01:38:45 Motion on Addressing Predatory Behavior Working Group

Question on proposal 8 that did not make the ballot – Can it be resubmitted next year? Yes, it can be resubmitted.

Motion. That the Addressing Predatory Behavior Working Group convene at least 2 open discussion sessions available to all interested volunteers and revise proposed literature about victimizing behavior – inside and outside of ACA meetings. Following WSO Board approval, the revised literature will be made available to the fellowship, by September 2019, so that groups can test it and provide feedback to WSO. The Working Group and Literature Committee will incorporate fellowship suggestions, as needed, and bring a final document back to the 2020 ABC for Conference approval.

Moved by *Charlie H. VA*

Seconded. *Jody O. TX 199.*

Called the vote to end discussion. *Jody O. TX 199*

Seconded. *Christine B. CT 112*

The vote.

Yes 49 + 10 (remote) = 59

No 0 + 2 (remote) = 2

Abstain 7 + 0 (remote) = 7 **Discussion ends.**

The vote on the motion

Yes 51 + 12 (remote) = 63

No 0 + 1 (remote) = 1

Abstain 3 + 1 (remote) = 4 **The motion carries.**

Announcement to ask board members to remain in the room after closing the ABC.

Motion to adjourn the 2019 Annual Business Conference. *Kristian N. IG 02.*

Close with the Serenity prayer or ACA Serenity Prayer. Please say the prayer in your native language.

Applause!!!!!!!!!!

The Treasurers Report / 2020 Budget

Hello family, my name is Bill D. and I am an Adult Child.

I have the distinct honor of serving as the Treasurer of your Board of Trustees for the ACA World Service Organization. As some of you may recall, I stepped down from the treasurer's role last year at the ABC in Sweden at the end of the two year term; however, due to a rearrangement of the board, I was asked to assume the duties again in October of 2019.

Today it is my privilege to deliver the annual Treasurer's report to the Annual Business Conference Delegates, the WSO Board of Trustees, and guests here at the 2020 Online ABC. In addition to this report there are slides to be presented online that will better help illustrate the financial position of WSO. Those slides will be available with this report on the ACA website after the ABC.

I am pleased to report that WSO has met all our financial obligations on time this past year and maintained the financial integrity expected of a world-wide non-profit charitable organization. We are continuing to invest in technology and literature because it is important to our fellowship's worldwide growth. Having said that, I would like to mention we rely a great deal on our book sales to meet our fellowship's needs.

The 2019 financial statements are presented herewith for your information. Please bear in mind these are not audited financial statements and may be subject to revision later.

Bill D., Treasurer 2019-2020

2019 Balance Sheet

-
- ***ACA WSO ended the year with Total Cash Assets of \$415,476 which reflects an increase of cash of \$118,498 from the prior year's ending cash balance of \$296,978.***
 - Our Inventory Assets decreased by \$36,891 due to an increase in textbook sales discussed later. Up until the Corona Virus disrupted the world's economy, we were looking at expanding warehousing capabilities to support additional inventory warehousing needs to keep up with growing sales. The board decided to remain in our current Distribution Center for the next two years until we see how the world recovers from the crisis. A very favorable 2-year lease was negotiated with the new owners that only reflected a 9.8% cost increase instead of the approximately 40% increase proposed by the new owners of our building. ***This resulted in a savings of just over \$14,000 for the life of the lease.***
 - Combining the Cash and Inventory Assets along with other smaller miscellaneous assets (Prepays and Receivables) ***for the period leaves WSO's Total Current Assets at \$603,341, which reflects an increase over last year of \$110,190.***
 - Fixed Assets include office furniture, equipment and intangible assets such as the website, software, and legal instruments like copyrights and trademarks. WSO's Fixed Assets decreased by \$20,454 to \$77,009. Of the approximate \$20,000 decrease, almost half related to write offs of small equipment that should have been expensed. The remainder of the decrease is due to depreciation.
 - ***Current and Fixed assets added together left WSO with Total Assets of \$680,350. This represents about a 15% increase from the previous year primarily due to increased cash from sales.***
 - We increased our Total Liabilities by \$10,972 over the previous year. The increase is primarily due to the remittance of sales tax occurring after year end.
 - Total Liabilities and Equity amount to \$680,350.

2019 Profit & Loss Statement

- **Total Income for 2019 before expenses was \$1,203,332.**
- **This is a 16% increase over the previous year's income of \$1,035,738.**
- The Cost of Goods Sold (COGS) totaled \$660,136 which was an increase of \$97,812 over 2018. The gross profit percentage however remained constant at approximately 45%
- We had combined payroll & payroll administration expenses of \$233,494 for 6 special workers.
- **Overall WSO's expenses were \$464,433 compared to \$469,729 last year. We did a great job of not increasing overall costs while increasing revenue.**
- **That left our organization with a net income of \$78,764 for the year, which was a huge increase from the net income of \$3,685 in the prior year.**

2019 7th Tradition Contributions

For a 12 Step organization like ACA, money is a spiritual tool. Our 7th Tradition reminds us "We are self-supporting through our own contributions." It is a sign of emotional and spiritual maturity when we as recovering adult children can take care of our world-wide service organization.

As your Treasurer, I can assure you WSO appreciates and puts to good use every dollar it receives from members, groups and intergroups. We could not do the work that we do without this vital financial support.

While WSO sales income accounted for 89% of our total income for the year while the 7th Tradition contributions compromised only 11% of our total income for the year. Hopefully that percentage will increase in the years to come as more members and groups are added.

The 7th Tradition Contributions for 2019 were \$129,603. This was a 10% increase over the \$117,011 that WSO received in 2018 and continues our new trend of receiving over \$100,000 of contributions in a year. The annual 7th Tradition report is included with this report and details the individual donations for all 12 months with totals per month.

More information about the 7th Tradition Contributions can be found on the WSO website repository here:
<https://acawso.org/category/7th-tradition-contributions/>

European Sales

- In the current year, European sales of literature amounted to \$90,352 in revenue. This was 7.5% of all income for the organization.
- A summary of income has been included without any of the expenses normally required to generate this revenue.

In Addition to Chairing the Finance Committee these are the Treasurer Activities and Tasks-Completed in 2019-2020

- Fulfilled the Treasurer's fiduciary responsibilities to the fellowship.
- Reviewed and approved requests for all payments from WSO bank accounts.
- Monitored and managed funds in all financial accounts held at Bank of America and Chase, as well as accounts held with PayPal, Amazon, Transferwise, and Stripe.
- Presented a mid-year budget evaluation and variance report for use by the WSO Board during its fall strategic planning meeting.
- With the assistance of our external accountants, IT Committee, special workers, and fellow board members, began an internal project to improve inventory processes and controls over inventory management.

- With the assistance of our external accountants and fellow board members, began an internal project to improve integration with web-based sales platforms while simultaneously reducing labor efforts required to maintain proper accounting and inventory records.
- Implemented additional procedures to maintain proper internal control of expenditures throughout the organization.

Looking to the Future: The past three years we have laid the accounting groundwork to ensure that WSO has the appropriate systems and procedures in place to allow ACA WSO to continue to handle its rapid growth and the complexity of managing finances without collapsing our accounting services and processes. I look forward as we continue to improve these systems to meet the needs of our growing worldwide fellowship.

I would like to thank the members, groups, and other ACA service bodies for your support and trust by allowing me to serve in this very important capacity.

In closing, I want to acknowledge the people who worked hard behind the scenes to make the tremendous job of WSO Treasurer manageable as a volunteer instead of it requiring a paid special worker at this time. My fellow board members thanks for your thoughtful engagement in the financial management of WSO, our Finance Committee made up of dedicated volunteers, and our accounting services providers who worked very hard to keep up with the demanding accounting needs of a rapidly growing organization. **WSO is an organization that went from \$265,519 in total assets in 2013 to more than double that amount at \$680,350 for an increase of 156% just 6 short years later in 2019.**

Lastly, I want to thank our special workers beginning with Gloria D., with whom I interact regularly as Treasurer and who has been with WSO for almost 12 years. She started back when the organization did not have an office and was fulfilling literature orders out of someone's garage. She has been WSO's go to person for making sure that the bookkeeping for payables and contributions was correct and processed timely, as well as preparing detailed reports for use by the board. I also want to thank Operations Manager Nick C. and his staff Keara S. and Jose V. who work hard to fulfill the orders promptly and keep our warehouse stocked with books and items for the fellowship. Finally, a shout out to our two remote special workers, Robin R. and Eleni M. who do their parts to help make WSO the organization it has become today.

May our Higher Power bless us all and also ACA! In loving service,

Bill D., Florida Treasurer
Chair, Finance Committee
Chair, Distribution Center Oversight Committee

WSO Website – Repository URL of Treasurer reports

<https://acawso.org/category/treasurer-reports/>

Contact information: treasurer@adultchildren.org

Adult Children of Alcoholics World Service Organization Inc
Balance Sheet Prev Year Comparison
As of December 31, 2019

	<u>Dec 31, 19</u>	<u>Dec 31, 18</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1000 · Cash & Cash Equivalents			
1010 · Bank of America			
1011 · General Operating-Ck-7246	46,689.31	17,874.60	28,814.71
1012 · AF Operating Account-Ck #1623	65,735.65	6,819.66	58,915.99
1013 · Operations Savings #4377	52,151.03	64,609.96	-12,458.93
1014 · Bank Of America CD #3670	100,000.00	100,441.00	-441.00
Total 1010 · Bank of America	<u>264,575.99</u>	<u>189,745.22</u>	<u>74,830.77</u>
1020 · Chase Bank			
1021 · Chase Operations Ckg #1315	9,030.19	9,030.19	0.00
1022 · Chase Savings #1591	84,155.04	84,121.57	33.47
Total 1020 · Chase Bank	<u>93,185.23</u>	<u>93,151.76</u>	<u>33.47</u>
1031 · TransferWise-EUR #	5,635.69	0.00	5,635.69
1100 · Merchant Accounts			
1110 · Pay Pal			
1112 · Paypal-USD	42,855.26	9,027.42	33,827.84
Total 1110 · Pay Pal	<u>42,855.26</u>	<u>9,027.42</u>	<u>33,827.84</u>
1120 · Shopify Payments	3,503.27	280.64	3,222.63
1140 · Amazon Payments			
1141 · Amazon North America			
1141.1 · AMAZON US	4,794.04	4,147.50	646.54
1141.2 · AMAZON CA	-33.19	100.04	-133.23
Total 1141 · Amazon North America	<u>4,760.85</u>	<u>4,247.54</u>	<u>513.31</u>
1050 · Amazon Europe			
1150.1 · AMAZON DE	-3.21	98.92	-102.13
1150.2 · AMAZON ES	52.34	-1.22	53.56
1150.3 · AMAZON FR	20.48	-0.80	21.28
1150.4 · AMAZON.IT	2.02	-2.89	4.91
1150.5 · AMAZON UK	888.56	80.59	807.97
Total 1050 · Amazon Europe	<u>960.19</u>	<u>174.60</u>	<u>785.59</u>
Total 1140 · Amazon Payments	<u>5,721.04</u>	<u>4,422.14</u>	<u>1,298.90</u>
Total 1100 · Merchant Accounts	<u>52,079.57</u>	<u>13,730.20</u>	<u>38,349.37</u>
1180 · Petty Cash			
1180.1 · DCOC-Cash on Hand	0.00	17.81	-17.81
1180.2 · EUR Committee Cash on Hand	0.00	333.00	-333.00
Total 1180 · Petty Cash	<u>0.00</u>	<u>350.81</u>	<u>-350.81</u>
Total 1000 · Cash & Cash Equivalents	<u>415,476.48</u>	<u>296,977.99</u>	<u>118,498.49</u>
Total Checking/Savings	<u>415,476.48</u>	<u>296,977.99</u>	<u>118,498.49</u>
Accounts Receivable			
1300 · Customer Receivable	1,285.18	39.18	1,246.00
1301 · MPS Sales Receivable	0.00	105.00	-105.00
Total Accounts Receivable	<u>1,285.18</u>	<u>144.18</u>	<u>1,141.00</u>
Other Current Assets			
1318 · AMZ US-Shopp'g cart receivable	10,498.73	1,143.00	9,355.73
1318.2 · AMZ CA-Shopp'g cart receivable	243.70	-47.30	291.00

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As of December 31, 2019

	<u>Dec 31, 19</u>	<u>Dec 31, 18</u>	<u>\$ Change</u>
1318.1 · AMZ UK-Shopp'g cart receivable	372.44	466.45	-94.01
1320 · SHOPIFY-Shopp'g cart receivable	8,305.00	9,467.90	-1,162.90
1330 · Interest Receivable	1,459.87	111.67	1,348.20
1350 · Prepaid Expenses			
1352 · Insurance	1,002.01	2,485.13	-1,483.12
1353 · Security Deposit	3,116.50	3,116.50	0.00
1354 · Outside Contractors	5,737.88	5,630.48	107.40
1350 · Prepaid Expenses - Other	19,079.10	0.00	19,079.10
Total 1350 · Prepaid Expenses	<u>28,935.49</u>	<u>11,232.11</u>	<u>17,703.38</u>
1400 · Inventory Asset			
1402 · Consignment Inventory	0.00	880.91	-880.91
1410 · Shopify Inventory			
1411 · Textbook Inventory	67,121.63	85,138.03	-18,016.40
1412 · Workbook Inventory	26,172.16	11,395.24	14,776.92
1413 · Tri-Folds	4,954.97	6,309.37	-1,354.40
1415 · Medallions/Chips	17,228.92	26,815.70	-9,586.78
1416 · Sub-Par Inventory	1,798.55	2,268.80	-470.25
Total 1410 · Shopify Inventory	<u>117,276.23</u>	<u>131,927.14</u>	<u>-14,650.91</u>
1420 · Amazon Inventory			
1421 · Textbook Inventory	14,783.08	27,899.40	-13,116.32
1422 · Workbook Inventory	4,663.65	12,947.71	-8,284.06
Total 1420 · Amazon Inventory	<u>19,446.73</u>	<u>40,847.11</u>	<u>-21,400.38</u>
1430 · Inventory-Europe	41.03	0.00	41.03
Total 1400 · Inventory Asset	<u>136,763.99</u>	<u>173,655.16</u>	<u>-36,891.17</u>
Total Other Current Assets	<u>186,579.22</u>	<u>196,028.99</u>	<u>-9,449.77</u>
Total Current Assets	<u>603,340.88</u>	<u>493,151.16</u>	<u>110,189.72</u>
Fixed Assets			
1800 · Fixed Assets			
1810 · Furniture & Fixtures			
1811 · Office Furn/Fixtures	0.00	784.78	-784.78
1812 · Warehouse Furn/Fix	1,037.85	1,578.85	-541.00
1813 · Shelving	3,377.94	3,168.84	209.10
Total 1810 · Furniture & Fixtures	<u>4,415.79</u>	<u>5,532.47</u>	<u>-1,116.68</u>
1820 · Equipment			
1821 · Computers	3,677.04	4,541.04	-864.00
1822 · Security System	4,375.00	4,375.00	0.00
1823 · Office Equipment	1,442.34	2,848.34	-1,406.00
1824 · Safety Equipment	0.00	317.00	-317.00
1825 · Warehouse Equipment	13,886.77	16,074.77	-2,188.00
Total 1820 · Equipment	<u>23,381.15</u>	<u>28,156.15</u>	<u>-4,775.00</u>
1850 · Intangible Assets			
1851 · Computer Software	3,246.01	3,642.01	-396.00
1852 · Website Development	108,381.66	108,381.66	0.00
1853 · Copyright	5,629.13	6,961.13	-1,332.00
1854 · Trademark	1,269.07	1,299.07	-30.00
1855 · Historical Archives	0.00	417.58	-417.58
Total 1850 · Intangible Assets	<u>118,525.87</u>	<u>120,701.45</u>	<u>-2,175.58</u>

Adult Children of Alcoholics World Service Organization Inc
Balance Sheet Prev Year Comparison
As of December 31, 2019

	<u>Dec 31, 19</u>	<u>Dec 31, 18</u>	<u>\$ Change</u>
1860 · Accum. Depr' & Am't			
1861 · Accumulated Depreciation	-15,502.00	-13,935.01	-1,566.99
1862 · Accumulated Amortization	-53,812.00	-42,991.96	-10,820.04
Total 1860 · Accum. Depr' & Am't	<u>-69,314.00</u>	<u>-56,926.97</u>	<u>-12,387.03</u>
Total 1800 · Fixed Assets	<u>77,008.81</u>	<u>97,463.10</u>	<u>-20,454.29</u>
Total Fixed Assets	<u>77,008.81</u>	<u>97,463.10</u>	<u>-20,454.29</u>
TOTAL ASSETS	<u>680,349.69</u>	<u>590,614.26</u>	<u>89,735.43</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	6,023.86	8,352.74	-2,328.88
Total Accounts Payable	<u>6,023.86</u>	<u>8,352.74</u>	<u>-2,328.88</u>
Credit Cards			
2011 · Bank of America-Corp Card #1794	5,802.34	3,395.66	2,406.68
Total Credit Cards	<u>5,802.34</u>	<u>3,395.66</u>	<u>2,406.68</u>
Other Current Liabilities			
2100 · Payroll Liabilities			
2101 · Non-Exempt Wage Payable	0.00	3,325.35	-3,325.35
2102 · Exempt Salary Payable	0.00	1,411.76	-1,411.76
2103 · Workers Compensation Payable	0.00	65.55	-65.55
2104 · Paid Sick Leave Payable	0.00	757.69	-757.69
2105 · Vacation Payable	2,270.47	1,394.82	875.65
2106 · Accrued Wages and Payroll Taxes	4,762.09	0.00	4,762.09
2100 · Payroll Liabilities - Other	0.00	-0.04	0.04
Total 2100 · Payroll Liabilities	<u>7,032.56</u>	<u>6,955.13</u>	<u>77.43</u>
2110 · Payroll Taxes Payable			
2113 · State Income Tax Payable	0.00	25.07	-25.07
2116 · Co. Paid Other Tax	0.00	230.48	-230.48
2110 · Payroll Taxes Payable - Other	0.00	684.52	-684.52
Total 2110 · Payroll Taxes Payable	<u>0.00</u>	<u>940.07</u>	<u>-940.07</u>
2120 · Sales Tax Payable	7,196.25	1,319.92	5,876.33
2199 · Accrued Liabilities	5,880.30	0.00	5,880.30
Total Other Current Liabilities	<u>20,109.11</u>	<u>9,215.12</u>	<u>10,893.99</u>
Total Current Liabilities	<u>31,935.31</u>	<u>20,963.52</u>	<u>10,971.79</u>
Total Liabilities	<u>31,935.31</u>	<u>20,963.52</u>	<u>10,971.79</u>
Equity			
32000 · Unrestricted Net Assets..	569,650.74	565,966.01	3,684.73
Net Income	<u>78,763.64</u>	<u>3,684.73</u>	<u>75,078.91</u>
Total Equity	<u>648,414.38</u>	<u>569,650.74</u>	<u>78,763.64</u>
TOTAL LIABILITIES & EQUITY	<u>680,349.69</u>	<u>590,614.26</u>	<u>89,735.43</u>

Adult Children of Alcoholics World Service Organization Inc
Profit Loss Prev Year Comparison
January through December 2019

	<u>Jan - Dec 19</u>	<u>Jan - Dec 18</u>	<u>\$ Change</u>
Ordinary Income/Expense			
Income			
4010 · Shopify Revenue			
4011 · Textbook Revenue	321,216.71	276,766.17	44,450.54
4012 · Workbook Revenue	138,617.76	132,287.93	6,329.83
4013 · Tri-Fold Revenue	14,358.02	12,322.97	2,035.05
4014 · Audio Royalty Revenue	4,062.00	3,819.86	242.14
4015 · Medallions & Chip Revenue	31,249.31	25,864.58	5,384.73
4017 · 7th Tradition Contributions	62,366.00	87,566.29	-25,200.29
4018 · Shipping And Handling	83,808.46	83,150.73	657.73
4019 · Complimentary Copy	1,636.76	1,062.32	574.44
4025 · Intergroup Discount	-19,181.76	0.00	-19,181.76
4028 · Sales Discounts	-1,741.69	0.00	-1,741.69
4029 · Returns and Allowances	-3,261.87	2,196.62	-5,458.49
4010 · Shopify Revenue - Other	0.00	260.72	-260.72
Total 4010 · Shopify Revenue	633,129.70	625,298.19	7,831.51
4030 · Amazon Revenue			
4031 · Textbook Revenue	231,613.13	177,111.97	54,501.16
4032 · Workbook Revenue	186,514.23	122,479.34	64,034.89
4034 · E-Book Royalty Revenue	21,265.42	23,162.70	-1,897.28
4036 · Shipping Revenue	16,092.47	14,746.73	1,345.74
4037 · Gift Wrap Revenue	130.16	61.84	68.32
4038 · Discounts	-7,290.76	-3,326.62	-3,964.14
4039 · Returns and Allowances	7.80	1,141.62	-1,133.82
4030 · Amazon Revenue - Other	0.00	0.00	0.00
Total 4030 · Amazon Revenue	448,332.45	335,377.58	112,954.87
4050 · Barnes & Noble Revenue			
4056 · E-Book Royalty Revenue	947.54	856.68	90.86
Total 4050 · Barnes & Noble Revenue	947.54	856.68	90.86
4060 · Audible Revenue			
4064 · Audio Royalty Revenue	23,177.00	19,334.11	3,842.89
Total 4060 · Audible Revenue	23,177.00	19,334.11	3,842.89
4070 · Royalty Contract Revenue			
4071 · Textbook Printing Revenue	0.00	16,413.00	-16,413.00
4072 · Audio Revenue	0.00	0.00	0.00
4070 · Royalty Contract Revenue - Other	14.00	-14.00	28.00
Total 4070 · Royalty Contract Revenue	14.00	16,399.00	-16,385.00
4080 · 7th Traditions Contributions	67,237.13	29,445.05	37,792.08
4100 · Consignment	789.00	1,632.39	-843.39
4150 · European Sales	26,652.88	6,724.27	19,928.61
4200 · Other Revenue			
4201 · Bank Interest	1,000.32	655.93	344.39
4299 · Miscellaneous Revenue	2,052.32	0.50	2,051.82
4200 · Other Revenue - Other	0.00	14.19	-14.19
Total 4200 · Other Revenue	3,052.64	670.62	2,382.02
Total Income	1,203,332.34	1,035,737.89	167,594.45
Cost of Goods Sold			
Cost	0.00	0.00	0.00
5000 · Shopify-Cost of Goods Sold			
5010 · Shopify COGS			
5011 · Textbooks	93,476.08	90,392.15	3,083.93
5012 · Workbooks	40,286.72	43,779.24	-3,492.52
5013 · Tri-Folds	5,725.14	5,592.44	132.70
5015 · Medallions/Chips	10,810.49	9,668.42	1,142.07

Adult Children of Alcoholics World Service Organization Inc
Profit Loss Prev Year Comparison
January through December 2019

	<u>Jan - Dec 19</u>	<u>Jan - Dec 18</u>	<u>\$ Change</u>
5010 · Shopify COGS - Other	0.00	0.00	0.00
Total 5010 · Shopify COGS	150,298.43	149,432.25	866.18
5020 · Shopify-Fulfillment Costs			
5021 · Shipping Supplies	4,121.94	7,959.63	-3,837.69
5022 · Freight Out (order Fulfillment)	76,800.20	86,757.05	-9,956.85
5023 · Freight-In (Transfers/Returns)	0.00	143.72	-143.72
5024 · Fulfillment, BANG	3,831.91	177.50	3,654.41
5025 · Fulfillment, Ware-Pak	0.00	10,286.95	-10,286.95
5026 · Bang Storage	45.00	0.00	45.00
Total 5020 · Shopify-Fulfillment Costs	84,799.05	105,324.85	-20,525.80
5030 · Direct Labor			
5031 · Direct Salary & Wages	93,110.07	57,470.48	35,639.59
5032 · Workers Compensation	4,760.92	2,253.69	2,507.23
5033 · Paid Sick Leave-Direct Labor	0.00	0.00	0.00
5035 · Employer Taxes-Direct Labor			
5042 · FICA Taxes-Direct Labor	0.00	2,432.65	-2,432.65
5043 · FUTA-Direct Labor	0.00	0.00	0.00
5044 · SUI-Direct Labor	0.00	0.00	0.00
5035 · Employer Taxes-Direct Labor	2,349.54	0.00	2,349.54
Total 5035 · Employer Taxes-Direct Labor	2,349.54	2,432.65	-83.11
5030 · Direct Labor - Other	1,273.09	0.00	1,273.09
Total 5030 · Direct Labor	101,493.62	62,156.82	39,336.80
Total 5000 · Shopify-Cost of Goods Sold	336,591.10	316,913.92	19,677.18
5050 · Amazon COGS			
5051 · Textbooks	47,433.44	42,166.41	5,267.03
5052 · Workbooks	28,763.93	22,231.93	6,532.00
5053 · Fulfillment, Amazon UK	11,856.49	7,136.43	4,720.06
5054 · Fulfillment, Amazon US	217,544.71	162,731.73	54,812.98
5058 · Freight-Out(Order Fulfillment)	1,715.59	1,767.56	-51.97
5059 · Freight-In(Transfers)	5,290.03	4,614.54	675.49
5050 · Amazon COGS - Other	0.00	0.00	0.00
Total 5050 · Amazon COGS	312,604.19	240,648.60	71,955.59
5100 · Consignment COGS	880.91	1,771.29	-890.38
5560 · European Sales-COGS	10,059.68	2,990.42	7,069.26
Total COGS	660,135.88	562,324.23	97,811.65
Gross Profit	543,196.46	473,413.66	69,782.80
Expense			
6010 · Payroll Expense			
6011 · Exempt Salary & Wages	29,430.65	52,027.14	-22,596.49
6012 · Non-Exempt Salary & Wages	79,618.45	83,071.64	-3,453.19
6013 · Workers' Compensation	6,909.67	967.15	5,942.52
6014 · Paid Sick Leave	0.00	0.00	0.00
6015 · Vacation Expense	0.00	5,270.53	-5,270.53
6016 · Payroll Service Fees	2,430.70	1,675.78	754.92
6017 · Employee Mileage	0.00	124.49	-124.49
Total 6010 · Payroll Expense	118,389.47	143,136.73	-24,747.26
6030 · Payroll Taxes			
6031 · Non-Exempt Employer Taxes	9,604.57	9,252.24	352.33
6032 · Exempt Employer Taxes	4,006.06	2,106.68	1,899.38
Total 6030 · Payroll Taxes	13,610.63	11,358.92	2,251.71
6050 · Travel & Mileage Expense			
6052 · Airfare & Vehicle Rentals	28,249.51	0.00	28,249.51
6053 · Lodging	31,376.56	0.00	31,376.56
6051 · LOM - Office Oversight	0.00	0.00	0.00

Adult Children of Alcoholics World Service Organization Inc
Profit Loss Prev Year Comparison
January through December 2019

	Jan - Dec 19	Jan - Dec 18	\$ Change
6050 · Travel & Mileage Expense - Other	0.00	423.96	-423.96
Total 6050 · Travel & Mileage Expense	59,626.07	423.96	59,202.11
6054 · Contractors	195.00	0.00	195.00
6057 · Events			
6058 · Event Meals	3,137.16	0.00	3,137.16
6059 · Facility	8,776.44	0.00	8,776.44
6057 · Events - Other	6,187.00	0.00	6,187.00
Total 6057 · Events	18,100.60	0.00	18,100.60
6053 · Finance Committee	0.00	28,973.86	-28,973.86
6060 · Conference & Conventions			
6061 · Conference-Travel & Lodging			
LOM- Office Liaison	0.00	3,225.62	-3,225.62
6061 · Conference-Travel & Lodging - Other	0.00	8,536.30	-8,536.30
Total 6061 · Conference-Travel & Lodging	0.00	11,761.92	-11,761.92
6062 · Facility Fees	0.00	384.85	-384.85
6063 · Event Meals	0.00	29.45	-29.45
6064 · Gifts & Awards	0.00	0.00	0.00
Total 6060 · Conference & Conventions	0.00	12,176.22	-12,176.22
6060a · Conferences/Meetings			
2018 ABC/AWC			
2018 ABC/AWC Revenues	0.00	-26,644.53	26,644.53
2018 ABC/AWC expense	0.00	66,454.90	-66,454.90
Total 2018 ABC/AWC	0.00	39,810.37	-39,810.37
Total 6060a · Conferences/Meetings	0.00	39,810.37	-39,810.37
6070 · Program Initiatives			
6071 · Materials	8,600.26	3,263.01	5,337.25
6072 · Other Program Costs	1,170.73	0.00	1,170.73
6070 · Program Initiatives - Other	0.00	0.00	0.00
Total 6070 · Program Initiatives	9,770.99	3,263.01	6,507.98
6080 · Professional Fees			
6081 · Accounting Expense	79,111.70	88,876.27	-9,764.57
6082 · Legal Fees	1,990.00	3,349.68	-1,359.68
6083 · Staffing Services	270.00	18,891.04	-18,621.04
6084 · Translation Expense	14,203.62	0.00	14,203.62
Total 6080 · Professional Fees	95,575.32	111,116.99	-15,541.67
6090 · Technology IT Support			
6091 · Website Expenses	14,730.11	27,039.43	-12,309.32
6092 · Software Support Expense	104.93	175.00	-70.07
6093 · Storage & Anti-virus Protection	1,015.94	3,136.37	-2,120.43
6095 · Accounting IT	13,002.59	0.00	13,002.59
6090 · Technology IT Support - Other	625.10	0.00	625.10
Total 6090 · Technology IT Support	29,478.67	30,350.80	-872.13
6100 · License & Permits	235.00	125.00	110.00
6110 · Insurance Expense			
6111 · Board Insurance (EO) Expense	1,388.73	0.00	1,388.73
6112 · Business & Property Liability	2,541.02	1,630.16	910.86
Total 6110 · Insurance Expense	3,929.75	1,630.16	2,299.59
6120 · Rent Expense	37,034.92	35,795.99	1,238.93
6130 · Utilities Expense			
6131 · Electric Expense	2,177.81	2,278.99	-101.18
6132 · Telephone Expense	2,789.97	2,456.67	333.30
Total 6130 · Utilities Expense	4,967.78	4,735.66	232.12
6140 · Office Supplies Expense			
6141 · Postage Expense	8,311.83	330.25	7,981.58

Adult Children of Alcoholics World Service Organization Inc

Profit Loss Prev Year Comparison

January through December 2019

	Jan - Dec 19	Jan - Dec 18	\$ Change
6142 · Printing Expense	1,078.15	23.41	1,054.74
6143 · Office equipment/machines	7,793.03	3,254.34	4,538.69
6144 · Misc. Expense	0.00	5,348.13	-5,348.13
6145 · PO Box Fee	92.00	0.00	92.00
6146 · Supplies	8,427.18	0.00	8,427.18
6140 · Office Supplies Expense - Other	420.55	0.00	420.55
Total 6140 · Office Supplies Expense	26,122.74	8,956.13	17,166.61
6150 · Dues and Subscriptions	2,330.22	3,235.00	-904.78
6160 · Repairs & Maintenance	942.13	1,722.57	-780.44
6170 · Books & Publication Expense	0.00	53.57	-53.57
6180 · Warehouse Supplies	4,915.65	0.00	4,915.65
6190 · Tax Expense			
6192 · State Tax Expense-PHANTOM	0.00	0.00	0.00
6193 · Sales Tax Expense	4,959.74	2,669.62	2,290.12
Total 6190 · Tax Expense	4,959.74	2,669.62	2,290.12
6200 · Bank & Merchant Fees			
6201 · Bank of America Fees	0.00	12.00	-12.00
6203 · Interest(Finance Charges) fees	0.00	0.00	0.00
6205 · Shopify Fees	12,486.77	10,596.12	1,890.65
6207 · PayPal Fee	6,384.15	5,945.43	438.72
6208 · Credit Card Fees (Finance charg	107.07	0.00	107.07
6209 · Foreign Exchange (Gain)Loss	-2,515.03	-1,764.19	-750.84
6200 · Bank & Merchant Fees - Other	0.00	0.00	0.00
Total 6200 · Bank & Merchant Fees	16,462.96	14,789.36	1,673.60
6210 · Depreciation & Amortization			
6211 · Depreciation Expense	6,451.00	4,123.01	2,327.99
6212 · Amortization Expense	11,190.00	11,282.00	-92.00
Total 6210 · Depreciation & Amortization	17,641.00	15,405.01	2,235.99
6500 · Bad Debt Expense	144.18	0.00	144.18
9999 · Suspense	0.00	0.00	0.00
Total Expense	464,432.82	469,728.93	-5,296.11
Net Ordinary Income	78,763.64	3,684.73	75,078.91
Other Income/Expense			
Other Expense			
Intergroup Discount Sales	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00
Net Income	78,763.64	3,684.73	75,078.91

Adult Children of Alcoholics World Service Organization Inc
Profit & Loss Budget Overview
January through December 2020

	<u>TOTAL</u>
	<u>Jan - Dec 20</u>
Ordinary Income/Expense	
Income	
4010 · Shopify Revenue	
4011 · Textbook Revenue	364,488.00
4012 · Workbook Revenue	170,638.80
4013 · Tri-Fold Revenue	16,228.80
4014 · Audio Royalty Revenue	5,030.52
4015 · Medallions & Chip Revenue	34,062.48
4017 · 7th Tradition Contributions	68,837.04
4018 · Shipping And Handling	109,123.80
4019 · Complimentary Copy	1,399.08
4025 · Intergroup Discount	-52,754.76
4026 · Volume Discount	-1,798.56
4027 · Misc. Discount	-3,017.16
Total 4010 · Shopify Revenue	<u>712,238.04</u>
4030 · Amazon Revenue	
4031 · Textbook Revenue	233,248.08
4032 · Workbook Revenue	215,164.32
4034 · E-Book Royalty Revenue	30,504.12
4036 · Shipping Revenue	19,420.80
4037 · Gift Wrap Revenue	81.48
4038 · Discounts	-9,111.12
Total 4030 · Amazon Revenue	<u>489,307.68</u>
4050 · Barnes & Noble Revenue	
4056 · E-Book Royalty Revenue	1,128.24
Total 4050 · Barnes & Noble Revenue	<u>1,128.24</u>
4060 · Audible Revenue	
4064 · Audio Royalty Revenue	25,462.20
Total 4060 · Audible Revenue	<u>25,462.20</u>
4080 · 7th Traditions Contributions	69,545.88
4100 · Consignment	2,149.80
4150 · European Sales	38,278.08
4200 · Other Revenue	
4250 · ABC/AWC Revenue	
4251 · Registrations	19,250.00
4252 · Meal Tickets	35,000.00
Total 4250 · ABC/AWC Revenue	<u>54,250.00</u>
Total 4200 · Other Revenue	<u>54,250.00</u>
Total Income	<u>1,392,359.92</u>
Cost of Goods Sold	
5000 · Shopify-Cost of Goods Sold	
5010 · Shopify COGS	
5011 · Textbooks	106,760.32
5012 · Workbooks	47,402.24
5013 · Tri-Folds	6,532.00
5015 · Medallions/Chips	12,817.12
Total 5010 · Shopify COGS	<u>173,511.68</u>
5020 · Shopify-Fulfillment Costs	
5021 · Shipping Supplies	6,203.76
5022 · Freight Out (order Fulfillment)	85,004.76

Adult Children of Alcoholics World Service Organization Inc
Profit & Loss Budget Overview
January through December 2020

	TOTAL
	Jan - Dec 20
5024 · Fulfillment, BANG	5,699.52
5026 · Bang Storage	67.68
Total 5020 · Shopify-Fulfillment Costs	96,975.72
5030 · Direct Labor	
5031 · Direct Salary & Wages	96,644.76
5032 · Workers Compensation	5,798.64
5035 · Employer Taxes-Direct Labor	7,731.60
Total 5030 · Direct Labor	110,175.00
Total 5000 · Shopify-Cost of Goods Sold	380,662.40
5050 · Amazon COGS	
5051 · Textbooks	54,457.08
5052 · Workbooks	35,265.96
5053 · Fulfillment, Amazon UK	14,713.80
5054 · Fulfillment, Amazon US	244,771.08
5058 · Freight-Out(Order Fulfillment)	2,582.04
5059 · Freight-In(Transfers)	3,272.04
Total 5050 · Amazon COGS	355,062.00
5100 · Consignment COGS	1,325.76
5560 · European Sales-COGS	14,266.80
Total COGS	751,316.96
Gross Profit	641,042.96
Expense	
6010 · Payroll Expense	
6011 · Exempt Salary & Wages	30,000.00
6012 · Non-Exempt Salary & Wages	80,414.16
6013 · Workers' Compensation	6,422.64
6016 · Payroll Service Fees	4,208.80
Total 6010 · Payroll Expense	121,045.60
6030 · Payroll Taxes	
6031 · Non-Exempt Employer Taxes	6,258.48
6032 · Exempt Employer Taxes	2,400.00
Total 6030 · Payroll Taxes	8,658.48
6050 · Travel & Mileage Expense	
6052 · Airfare & Vehicle Rentals	19,250.00
6053 · Lodging	31,600.00
Total 6050 · Travel & Mileage Expense	50,850.00
6054 · Contractors	25,880.00
6055 · Literature	10,000.00
6057 · Events	
6058 · Event Meals	34,544.00
6059 · Facility	18,400.00
6057 · Events - Other	3,000.00
Total 6057 · Events	55,944.00
6070 · Program Initiatives	
6071 · Materials	9,408.88
6072 · Other Program Costs	10,000.00
Total 6070 · Program Initiatives	19,408.88
6080 · Professional Fees	
6081 · Accounting Expense	83,500.00
6082 · Legal Fees	10,000.00

Adult Children of Alcoholics World Service Organization Inc
Profit & Loss Budget Overview
January through December 2020

	TOTAL
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5024 · Fulfillment, BANG	5,699.52
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6010 · Payroll Expense	
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6030 · Payroll Taxes	
6031 · Non-Exempt Employer Taxes	6,258.48
6032 · Exempt Employer Taxes	2,400.00
Total 6030 · Payroll Taxes	8,658.48
6050 · Travel & Mileage Expense	
6052 · Airfare & Vehicle Rentals	19,250.00
6053 · Lodging	31,600.00
Total 6050 · Travel & Mileage Expense	50,850.00
6054 · Contractors	25,880.00
6055 · Literature	10,000.00
6057 · Events	
6058 · Event Meals	34,544.00
6059 · Facility	18,400.00
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6071 · Materials	9,408.88
6072 · Other Program Costs	10,000.00
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6081 · Accounting Expense	83,500.00
6082 · Legal Fees	10,000.00

Adult Children of Alcoholics World Service Organization Inc
7th Traditions Report
January through December 2019

January 2019		KA020, Prairie Village, KS	40.00
Anonymous Queensland, Australia	30.00	LA0035, Baton Rouge, LA	31.00
Anonymous, Brattleboro, VT	74.00	LA0036, New Orleans, LA	250.00
Anonymous, Bryan, TX	250.00	MA0077, Natick, MA	66.00
Anonymous, Burnsville, MN	200.00	MA0088, Nantucket, MA	32.11
Anonymous, Chicago, IL	3.00	MA057, Worcester, MA	20.22
Anonymous, Columbus, OH	80.00	ME0035, Portland, ME	20.00
Anonymous, Duxbury, MA	38.00	MI129, Fenton, MI	75.00
Anonymous, Fair, CA	220.00	MN0160, Bemidji, MN	49.00
Anonymous, Fishers, IN	40.00	MN096, Burnsville, MN	50.00
Anonymous, Geenebelt, MD	500.00	MN100, Wayzata, MN	159.00
Anonymous, Goldvein, VA	125.00	MO0039, Saint Louis, MO	52.00
Anonymous, Grand Island, NY	20.00	MO012, Saint Louis, MO	74.00
Anonymous, Haverfordwest, United Kingdom	10.00	MO030, Clayton, MO	135.00
Anonymous, Homer, AK	200.00	NC012, Asheville, NC	120.00
Anonymous, Largo, FL	25.00	NH0009, Concord, NH	25.00
Anonymous, Madison, WI	30.00	NM033, Albuquerque, NM	38.00
Anonymous, Moscow, Russia	40.00	NV063, Reno, NV	50.00
Anonymous, Nampa, ID	10.00	NY0145, New York, NY	88.00
Anonymous, Natural Bridge Station, VA	50.00	NY0152, Liverpool, NY	50.00
Anonymous, New York, NY	500.00	NY082, Staten Island, NY	60.00
Anonymous, Oklahoma City, OK	87.20	NY083, New York, NY	101.70
Anonymous, Orinda, CA	175.00	OH045, Massillon, MI	50.00
Anonymous, Shoreline, WA	140.00	OH052, Dayton, OH	50.00
Anonymous, St Augustine, FL	100.00	OH071, Cincinnati, OH	90.00
Anonymous, Vero Beach, FL	50.00	OK0043, Oklahoma City, OK	33.37
Anonymous, Washington, DC	135.00	OK0045, Oklahoma City, OK	33.38
Anonymous, Zurich, Switzerland	10.00	OR102, Salem OR	25.00
AUS0092, Coffs Harbour, Australia	30.00	PA112, Huntington Valley, PA	85.00
AZ098, Tucson, AZ	100.00	PA131, Philadelphia, PA	38.54
CA1031, Riverside, CA	96.00	SC0026, N. Augusta, SC	50.00
CA1047, Walnut Creek, CA	120.00	SC0027, Greenville, SC	189.00
CA1064, Fresno, CA	100.00	SC018, Mount Pleasant, SC	46.00
CA1100, Whittier, CA	50.00	SD002, Valley Springs, SD	40.00
CA1146, Ukiah, CA	47.51	SWE0158, Malmö, Sweden	500.00
CA121, Glendale, CA	70.00	TEL024, Mesa, AZ	5.00
CA1262, Sacramento, CA	25.00	TEL029, Winnebago, IL	50.00
CA1266, Brentwood, CA	13.00	TEL0303, Mesa, AZ	2.00
CA1276, Santa Cruz, CA	215.00	TEL0347, Mesa, AZ	1.00
CA1325, Sebastopol, CA	50.00	TEL0350, Mesa, AZ	1.00
CA200, Huntington Beach, CA	10.00	TEL0353, Mesa, AZ	1.00
CA218, San Francisco, CA	414.40	TEL0366, Mesa, AZ	1.00
CA961, Orange, CA	40.00	TEL0369, Kilkivan, Australia	10.00
CO0058, Evergreen, CO	300.00	TEL0375, Mesa, AZ	1.00
CT0124, Norwich, CT	240.00	Tel176, Burr Ridge, IL	250.00
CT0128, Milford, CT	20.00	TEL176, Mesa, AZ	2.00
CT119, New Haven, CT	120.00	TEL207, Mesa, AZ	1.00
DC008, Washington, DC	100.00	TEL272, Guerneville, CA	30.00
F166, Lake Worth, FL	150.00	TEL272, Seattle, WA	12.00
FL0248, Winter Park, FL	19.00	Telephone, Mesa, AZ	9.00
FL0265, Longwood, FL	19.00	Telephone, Aurora, CO	20.00
FL125, Largo, FL	60.00	Telephone, Boston, MA	25.00
FL170, Palm Beach Gardens, FL	250.00	Telephone, Chelsea, MI	20.00
FL170, Palm Beach Gardens, FL	69.00	Telephone, Kapaa, HI	6.00
FL209, Sebastian, FL	275.00	Telephone, Mesa, AZ	5.00
FL223, Tampa, FL	200.00	Telephone, Mesa, AZ	6.00
GA020, Smyrna, GA	500.00	TX083, Houston, TX	100.00
GA030, Atlanta, GA	480.00	TX085, Humble, TX	16.40
IG009, Mesa, AZ	1,200.00	TX104, San Antonio, TX	160.39
IG009, Mesa, AZ	600.00	TX117, San Antonio, TX	40.46
IN075, Evansville, IN	42.00	UT029, Murray Park, UT	61.00

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UT029, Murray Park, UT	38.68	CAN294, Charlottetown, Canada	72.73
UT032, Bountiful, UT	22.00	CAN326, Calgary, Alberta, Canada	289.32
VA092, Falls Church, VA	25.00	CO025, Fort Collins, CO	100.00
WA0190, Olympia, WA	50.00	FL181, Miami Beach, FL	361.00
WA0198, Everett, WA	175.00	GA0041, Carrollton, GA	50.00
WA172, Bellingham, WA	410.00	GA034, Johns Creek, GA	600.00
ZAM001, Lusaka, Zambia	150.00	IG627, Sydney, Australia	685.00
	13,690.36	IL193, Downers Grove, IL	50.00
		IL208, Crestwood, IL	15.85
February 2019		IN0083, Noblesville, IN	16.00
AK020, Anchorage, AK	75.00	IN0085, Fort Wayne, IN	40.00
AK021, Anchorage, AK	75.00	IN063, Indianapolis, IN	40.00
Anonymous, Belleview, FL	64.00	MA0077, Natick, MA	66.00
Anonymous, Berwyn, IL	10.00	MA0080, Milton, MA	51.00
Anonymous, Berwyn, IL	10.00	ME0031, Portland, ME	103.00
Anonymous, Bozeman, MT	10.00	ME0032, Belfast, ME	20.00
Anonymous, Canyon Country, CA	25.00	MN143, Saint Paul, MN	28.00
Anonymous, Duxbury, MA	52.00	MO0036, Saint Louis, MO	75.00
Anonymous, Fair, CA	224.00	NC0083, Hendersonville, NC	60.00
Anonymous, Fishers, IN	20.00	NC053, Hendersonville, NC	50.00
Anonymous, Geyserville, CA	10.00	NC061, Wilmington, NC	40.00
Anonymous, Hampstead, NC	10.00	NH0009, Concord, NH	25.00
Anonymous, Hyattsville, MD	15.00	NM0046, Santa Fe, NM	37.00
Anonymous, Jersey City, NJ	10.00	NM0049, Santa Fe, NM	130.00
Anonymous, Kapaa, HI	8.00	NM0050, Albuquerque, NM	20.00
Anonymous, Lakewood, OH	10.00	NM015, Albuquerque, NM	1,000.00
Anonymous, Las Vegas, NV	10.00	NY0164, Huntington, NY	97.44
Anonymous, Leesburg, VA	143.00	NY117, Fishkill, NY	50.00
Anonymous, Loon Lake, WA	100.00	NY121, Huntington, NY	97.45
Anonymous, Moscow, Russia	30.00	NY126, Bay Shore, NY	40.00
Anonymous, Prospect, KY	20.00	OH0083, Wooster, OH	140.00
Anonymous, Providence, RI	150.00	OK033, Norman, OK	90.00
Anonymous, Queensland, Australia	30.00	PA078, New Hope, PA	45.00
Anonymous, Queensland, Australia	135.00	RI002, Providence, RI	140.00
Anonymous, Salt Lake City, UT	3.00	TEL0352, Brisbane, Australia	10.00
Anonymous, Salt Lake City, UT	5.00	TEL0352, Victoria, Australia	2.00
Anonymous, Thorton, CO	3.00	TEL0353, Woodland Hills, CA	5.00
Anonymous, Toronto, Ontario, Canada	200.00	TEL063, Maxwell, CA	25.00
Anonymous, Tucson, AZ	34.00	Telephone, Aurora, CO	10.00
Anonymous, Warwick, RI	500.34	Telephone, Thornton, CO	3.00
Anonymous, Washington, DC	112.00	Telephone, Winnebago, IL	50.00
AZ0131, Scottsdale, AZ	50.00	TN0080, Nashville, TN	112.00
CA066, Mission Viejo, CA	50.00	TN0085, Madison, WI	50.00
CA066, Mission Viejo, CA	116.00	TX0162, Kerrville, TX	34.00
CA1015, Palo Alto, CA	64.00	TX0194, Spring, TX	25.00
CA1092, Berkeley, CA	100.00	UT0038, Park City, UT	500.00
CA1094, Santa Barbara, CA	117.00	WEB0062, Truro, United Kingdom	3.00
CA1148, Concord, CA	10.00		9,561.74
CA1181, Santa Maria, CA	40.00		
CA1215, San Luis Obispo, CA	180.00	March 2019	
CA1263, Palm Desert, CA	300.00	AL025, Huntsville, AL	50.00
CA1265, Fresno, CA	280.00	Anonymous, Ontario, Canada	20.00
CA1266, Brentwood, CA	3.00	Anonymous, Aberdeen, WA	25.00
CA1277, Santa Cruz, CA	120.00	Anonymous, Aurora, CO	20.00
CA1283, Benicia, CA	31.00	Anonymous, Bloomfield Hills, MI	100.00
CA1314, San Diego, CA	68.61	Anonymous, Chagrin Falls, OH	50.00
CA1337, Scotts Valley, CA	60.00	Anonymous, Chamberlain, ME	40.00
CA898, La Jolla, CA	75.00	Anonymous, Cincinnati, OH	7,500.00
CA903, Carmichael, CA	110.00	Anonymous, Cocolalla, ID	10.00
CA965, San Diego, CA	60.00	Anonymous, Cooper City, FL	133.00
CAN0352, British Columbia, Canada	70.00	Anonymous, Corona, CA	98.00

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Anonymous, Flatstaff, AZ	250.00	NY082, Staten Island, NY	60.00
Anonymous, Goldvein, VA	75.00	NY113, Southampton, NY	49.00
Anonymous, Indianapolis, IN	40.00	NY119, Philmont, NY	100.00
Anonymous, Jupiter, FL	140.00	NY125, Southampton, NY	49.00
Anonymous, Knaimoen, Norway	200.00	OH055, Akron, OH	75.00
Anonymous, Lake Cowichan, BC, Canada	100.00	PA041, Abington, PA	67.00
Anonymous, Las Vegas, NV	100.00	PA090, Glenside, PA	69.00
Anonymous, Nome, AK	10.00	PA105, Bryn Mawr, PA	200.00
Anonymous, Plantation, FL	1.00	TEL029, Winnebago, IL	50.00
Anonymous, Plantation, FL	2.00	TEL0310, Mesa, AZ	30.00
Anonymous, Plantation, FL	9.00	TEL0352, Brisbane, Australia	5.00
Anonymous, Salt Lake City, UT	3.00	TEL0352, Queensland, Australia	10.00
Anonymous, Tacoma, WA	20.00	TEL176, Berwyn, IL	10.00
Anonymous, Uniontown, OH	100.00	TEL176, Berwyn, IL	10.00
Anonymous, Victoria, BC Canada	70.00	TEL176, Point Arena, CA	10.00
Anonymous, Washington, DC	75.40	TEL176, Salt Lake City, UT	3.00
Anonymous, Washington, DC	162.50	TEL272, Aurora, CO	10.00
Anonymous, Washington, DC	51.00	TN055, Memphis, TN	200.00
Anonymous, Watertown, MA	30.00	TX0151, Houston, TX	90.00
Anonymous, Wheaton, IL	8.00	TX092, Houston, TX	37.05
AUS0092, Coffs Harbour, Australia	10.00	TX096, Nassau Bay, TX	60.00
CA1009, Mill Valley, CA	200.00	TX143, The Woodlands, TX	100.00
CA1010, Sal Anselmo, CA	137.00	VA091, Springfield, VA	1,051.00
CA1031, Riverside, CA	67.00	WA0192, Bremerton, WA	110.04
CA1040, Mission Viejo, CA	75.00	WA0200, Freeland, WA	45.00
CA1040, Mission Viejo, CA	24.00	WA0212, Salkum, WA	100.00
CA1106, Sherman Oaks, CA	30.00	WI090, Wauwatosa, WI	60.00
CA1144, Reseda, CA	80.00		17,167.34
CA1148, Concord, CA	18.00		
CA1170, Santa Cruz, CA	120.00	April 2019	
CA1178, Los Gatos, CA	60.00	Anonymous, Moscow, Russia	30.00
CA1180, Agoura Hills, CA	60.00	Anonymous, Atlanta, GA	50.00
CA1185, CA1281, CA1262, CA1386, CA1392, Sac	120.00	Anonymous, Coopersburg, PA	49.00
CA1218, Fremont, CA	30.00	Anonymous, Cortland, NY	30.00
CA1262, Sacramento, CA	80.00	Anonymous, Duxbury, MA	100.00
CA1313, Santa Cruz, CA	80.00	Anonymous, Emmaus, PA	243.00
CA719, Thousand Oaks, CA	200.00	Anonymous, Eureka, CA	20.00
CA961, Orange, CA	24.00	Anonymous, Franklin, TN	150.00
CAN289, Vancouver, BC	250.00	Anonymous, Georgetown, TX	180.00
CO025, Fort Collins, CO	38.00	Anonymous, Hyattsville, MD	15.00
CO046, Denver, CO	129.36	Anonymous, Kuopio, Finland	100.00
FL0248, Winter Park, FL	28.00	Anonymous, Lancaster, PA	200.00
FL0253, Boca Raton, FL	40.00	Anonymous, Long Branch, NJ	50.00
FL103, Lakeland, FL	300.00	Anonymous, Lyman, SC	55.00
FL167, Winter Park, FL	262.15	Anonymous, Mainz, Germany	50.00
FL173, St Pete Beach, FL	240.00	Anonymous, Milwaukee, WI	10.00
GA021, Marietta, GA	92.00	Anonymous, Nampa, ID	3.00
IG619, Oslow, Norway	1,125.00	Anonymous, New Canaan, CT	10.00
IG626, Falls Church, VA	96.00	Anonymous, Nome, AK	5.00
IG70, Arlington Heights, IL	50.00	Anonymous, Norristown, PA	50.00
IL147, Elk Grove Village, IL	35.00	Anonymous, North Palm Beach, FL	107.00
IL164, Chicago, IL	250.00	Anonymous, Oklahoma City, OK	100.00
IL212, Lake Barrington, IL	40.00	Anonymous, Pittsburgh, KS	20.00
IN0082, Indianapolis, IN	160.00	Anonymous, Plantation, FL	8.50
MA0082, Sheffield, MA	25.00	Anonymous, Portland, OR	240.00
MA028, Cambridge, MA	40.00	Anonymous, Pullman, WA	25.00
MA030, Hingham, MA	100.00	Anonymous, Queensland, Australia	30.00
MD040, Kensington, MD	58.84	Anonymous, Ringoes, NJ	80.00
NC0086, Apex, NC	30.00	Anonymous, San Diego, CA	60.00
NM0045, Albuquerque, NM	60.00	Anonymous, Scotts Valley, CA	300.00
NY0190, Brooklyn, NY	150.00	Anonymous, Seattle, WA	25.00

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Anonymous, Smyrna, GA	120.00	NV0064, Boulder City, NV	50.00
Anonymous, St Paul, MN	12.00	NV061, Boulder City, NV	50.00
Anonymous, Victoria, Australia	3.00	NY087, Hicksville, NY	100.00
Anonymous, Wheat Ridge, CO	200.00	NY102, Sag Harbor, NY	87.00
AZ0131, Scottsdale, AZ	10.00	OK037, Oklahoma City, OK	184.25
AZ052, Phoenix, AZ	100.00	OR0141, Lincoln City, OR	350.00
AZ082, Scottsdale, AZ	28.00	PA131, Philadelphia, PA	34.00
AZ086, Scottsdale, AZ	100.00	SC018, Mount Pleasant, SC	50.00
AZ086, Scottsdale, AZ	100.00	TEL029, Winnebago, IL	50.00
CA012, Torrance, CA	40.00	TEL0344, TEL0384, Mesa, AZ	2.00
CA1094, Santa Barbara, CA	180.00	TEL150, Maple Shade, NJ	10.00
CA1146, Ukiah, CA	26.66	TEL176, Berwyn, IL	10.00
CA1169, Santa Cruz, CA	120.00	TEL176, Berwyn, IL	10.00
CA1185, Sacramento, CA	12.00	TEL176, Point Arena, CA	10.00
CA1187, Half Moon Bay, CA	40.00	TEL176, Port Jefferson Station, NY	2.00
CA1254, Sebastopol, CA	175.00	TN0075, Nashville, TN	341.00
CA1262, Sacramento, CA	12.00	TX104, San Antonio, TX	21.00
CA1281, Sacramento, CA	12.00	UT029, Murray Park, UT	30.20
CA1386, Sacramento, CA	12.00	VA0128, Virginia Beach, VA	312.00
CA1387, Sacramento, CA	12.00	VA113, Leesburg, VA	120.00
CA1388, Sacramento, CA	12.00	WI061, Oshkosh, WI	19.50
CA1389, Sacramento, CA	12.00		9,528.80
CA1390, Sacramento, CA	12.00		
CA1391, Sacramento, CA	12.00	May 2019	
CA1392, Sacramento, CA	12.00	Anonymous, Amarillo, TX	40.00
CA218, San Francisco, CA	292.00	Anonymous, Beltsville, MD	20.00
CA510, Pasadena, CA	300.00	Anonymous, Benicia, CA	13.00
CA837, Costa Mesa, CA	95.00	Anonymous, Berwyn, IL	10.00
CA948, Redlands, CA	24.00	Anonymous, Burnsville, MN	2.00
CAN141, Nova Scotia, Canada	359.50	Anonymous, Burnsville, MN	100.00
CAN328, Belleville, Ontario, Canada	100.00	Anonymous, Cincinnati, OH	10.00
CO0061, Denver, CO	182.00	Anonymous, Denver, CO	30.00
CO033, Conifer, CO	79.00	Anonymous, Dubuque, IA	8.00
CT0124, Norwich, CT	40.00	Anonymous, Encinitas, CA	40.00
DE006, Yorklyn, DE	100.00	Anonymous, Helsinki, Finland	279.00
FL125, Largo, FL	20.00	Anonymous, Lakewood Ranch, FL	200.00
FL166, Lake Worth, FL	200.00	Anonymous, Las Vegas, NV	80.00
FL192, Winter Park, FL	94.00	Anonymous, Madison, WI	50.00
FL205, Saint Augustine, FL	100.00	Anonymous, Milford, CT	20.00
FL209, Sebastian, FL	175.00	Anonymous, Northboro, IA	203.00
GA0042, Roswell, GA	309.00	Anonymous, Plantation, FL	8.00
GA021, Marietta, GA	133.00	Anonymous, Queensland, Australia	30.00
HI010, Honolulu, HI	50.00	Anonymous, Rocky River, OH	200.00
IG44, Rocky Hill, CT	300.00	Anonymous, Sacramento, CA	220.00
IG637, National City, CA	10.00	Anonymous, Salt Lake City, UT	5.00
IN074, Crown Point, IN	50.00	Anonymous, Salt Lake City, UT	3.00
IN075, Evansville, IN	94.19	Anonymous, South Glastonbury, CT	30.00
KS023, Pittsburg, KS	50.00	Anonymous, Swansboro, NC	37.65
LA030, Breau Bridge, LA	113.00	Anonymous, Valley Springs, SD	50.00
MA0077, Natick, MA	66.00	Anonymous, Washington, DC	1,121.00
MA058, Whitman, MA	100.00	Anonymous, Washington, DC	76.00
MA061, Northampton, MA	60.00	Anonymous, Wheaton, IL	5.00
ME022, Rockport, ME	30.00	AUS0092, Queensland, Australia	20.00
MN144, Mahtomedi, MN	40.00	CA1148, Concord, CA	32.00
MO0039, Saint Louis, MO	56.00	CA1162, San Clemente, CA	5.00
NC0073, Concord, NC	44.00	CA1165, San Diego, CA	100.00
NC0073, Concord, NC	25.00	CA1185, Sacramento, CA	12.00
NC0084, Weddington, NC	25.00	CA1193, Encinitas, CA	30.00
NH0009, Concord, NH	40.00	CA1214, Rio Vista, CA	46.00
NJ135, Englishtown, NJ	60.00	CA1221, Temecula, CA	40.00
NM020, Gila, NM	100.00	CA1262, Sacramento, CA	12.00

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CA1263, Palm Desert, CA	300.00	WA0207, Seattle, WA	88.00
CA1276, Santa Cruz, CA	130.00	WI076, Madison, WI	163.26
CA1277, Santa Cruz, CA	120.00		<u>9,051.20</u>
CA1281, Sacramento, CA	12.00		
CA1297, San Juan Capistrano, CA	12.20	June 2019	
CA1321, Berkeley, CA	10.00	AK020, Anchorage AK	120.00
CA1345, San Francisco, CA	124.00	AK021, Anchorage, AK	120.00
CA1363, Culver City, CA	122.70	Anonymous	144.00
CA1386, Sacramento, CA	12.00	Anonymous, Austin, TX	194.00
CA1387, Sacramento, CA	12.00	Anonymous, Bellevue, WA	50.00
CA1388, Sacramento, CA	12.00	Anonymous, Berwyn, IL	10.00
CA1389, Sacramento, CA	12.00	Anonymous, Bloomfield Hills, MI	188.00
CA1390, Sacramento, CA	12.00	Anonymous, Brussels, Belgium	10.00
CA1391, Sacramento, CA	12.00	Anonymous, Christchurch, New Zealand	27.00
CA1392, Sacramento, CA	12.00	Anonymous, Geyserville, CA	10.00
CO0068, Pueblo, CO	88.00	Anonymous, Helsinki, Finland	20.00
CO035, Loveland, CO	75.00	Anonymous, Helsinki, Finland	200.00
FL0236, Stuart, FL	136.00	Anonymous, Hingham, MA	40.00
FL0248, Winter Park, FL	28.00	Anonymous, La Grange, IL	68.00
FL0256, St Augustine, FL	200.00	Anonymous, Moscow, Russia	30.00
FL159, North Palm Beach, FL	200.00	Anonymous, New York, NY	10.00
FL170, Palm Beach Gardens, FL	184.46	Anonymous, Oklahoma City, OK	51.00
IG654, Santa Cruz, CA	1,000.00	Anonymous, Phillipsburg, NJ	100.00
IL208, Crestwood, IL	14.57	Anonymous, Plantation, FL	7.00
IL222, Batavia, IL	102.00	Anonymous, Sacramento, CA	230.00
IN0090, Indianapolis, IN	124.00	Anonymous, Salt Lake City, UT	3.00
IN063, Indianapolis, IN	40.00	Anonymous, Salt Lake City, UT	2,000.00
IN078, Indianapolis, IN	61.00	Anonymous, Washington, DC	92.96
MA056, Mattapoisett, MA	80.00	Anonymous, Washington, DC	100.00
MA067, Northampton, MA	100.00	AUS0092, Coffs Harbour, Australia	10.00
MD034, Bethesda, MD	300.00	AZ083, Tempe, AZ	40.00
MD040, Kensington, MD	32.10	CA012, Torrance, CA	40.00
MI115, Traverse City, MI	144.00	CA1013, San Leandro, CA	40.00
MN0157, Duluth, MN	38.40	CA1025, Riverside, CA	105.00
MN143, St Paul, MN	43.00	CA1092, Berkeley, CA	27.00
MO008, Kansas City, MO	356.60	CA1168, Ventura, CA	136.00
MT022, Missoula, MT	100.00	CA1178, Los Gatos, CA	60.00
NC0085, Raleigh, NC	100.00	CA1185, Sacramento, CA	8.00
NC061, Wilmington, NC	40.00	CA1233, Santa Cruz, CA	65.00
NET010, Eindhoven, Netherlands	70.00	CA1262, Sacramento, CA	8.00
NM0050, Albuquerque, NM	20.00	CA1281, Sacramento, CA	8.00
NM033, Albuquerque, NM	25.00	CA1328, Berkeley, CA	10.00
NY0152, Liverpool, NY	50.00	CA1384, Yucca Valley, CA	20.00
NY0166, New York, NY	185.20	CA1386, Sacramento, CA	8.00
NY083, New York, NY	86.22	CA1387, Sacramento, CA	8.00
OH045, Massillon, OH	100.00	CA1388, Sacramento, CA	8.00
OH057, Toledo, OH	111.84	CA1389, Sacramento, CA	8.00
OR102, Salem, OR	25.00	CA1390, Sacramento, CA	8.00
TEL0352, Queensland, Australia	10.00	CA1391, Sacramento, CA	8.00
TEL176, Berwyn, IL	10.00	CA1392, Sacramento, CA	8.00
TEL176, Berwyn, IL	10.00	CA837, Costa Mesa, CA	72.00
Telephone, Aurora, CO	20.00	CA961, Orange, CA	80.00
TELEPHONE, Aurora, CO	10.00	CA988, Los Altos Hills, CA	250.00
Telephone, Hurley, NY	50.00	CA993, Petaluma, CA	200.00
Telephone, Mesa, AZ	4.00	CAN0349, Toronto, Canada	505.47
Telephone, Oregon, IL	50.00	CAN289, Vancouver, Canada	300.00
Telephone, Winnebago, IL	50.00	CAN332, Scarborough, Canada	73.47
TX0162, Kerrville, TX	39.00	FL0265, Longwood, FL	27.00
TX0215, League City, TX	20.00	FL0267, Crystal River, FL	100.00
VA0142, Staunton, VA	64.00	FL0268, Ocala, FL	50.00
WA0198, Everett, WA	100.00	HI020, Kihei, Hawaii	25.00

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IL0229, Chicago, IL	142.00	Anonymous, Nampa, ID	10.00
IL147, Elk Grove Village, IL	35.00	Anonymous, Plantation, FL	7.00
IL164, Chicago, IL	300.00	Anonymous, Plantation, FL	1.00
MA0076, Fitchburg, MA	32.00	Anonymous, Pontyclun, UK	5.00
MA0077, Natick, MA	66.00	Anonymous, Sacramento, CA	220.00
MA028, Cambridge, MA	100.00	Anonymous, Sag Harbor, NY	80.00
MA057, Worcester, MA	75.80	Anonymous, St Petersburg, FL	170.00
MA064, Framingham, MA	150.00	Anonymous, Washington, DC	14.88
MD040, Kensington, MD	16.94	Anonymous, West Hollywood, CA	10.00
MI055, Ann Arbor, MI	25.00	Anonymous, Wheaton, IL	5.00
MI146, Portage, MI	150.00	Anonymous, Winnebago, IL	50.00
MN0160, Bemidji, MN	20.13	AR0006, Rogers, AR	50.00
NM0048, Silver City, NM	50.00	AR0006, Rogers, AR	25.00
NM033, Albuquerque, NM	17.00	AUS0092, Coffs Harbour, Australia	10.00
NOR0033, Akershus, Norway	17.00	CA1031, Riverside, CA	130.00
NOR0033, Raholt, Norway	17.00	CA1047, Walnut Creek, CA	76.50
NY0140, East Aurora, NY	100.00	CA1064, Fresno, CA	80.00
NY0141, Brooklyn, NY	112.00	CA1106, North Hollywood, CA	40.00
NY0198, New York, NY	50.00	CA1123, Pacifica, CA	112.00
NY082, Staten Island, NY	60.00	CA1144, Reseda, CA	60.00
OR079, Portland, OR	45.00	CA1146, Ukiah, CA	24.67
OR085, Medford, OR	200.00	CA1163, Sacramento, CA	50.00
OR102, Salem, OR	25.00	CA1170, Santa Cruz, CA	120.00
PA090, Glenside, PA	45.00	CA1178, Los Gatos, CA	100.00
SCO030, Forres, Scotland (UK)	40.00	CA1180, Agoura Hills, CA	48.00
TEL0352, Brisbane, Australia	10.00	CA1185, Sacramento, CA	4.00
TEL0353, Gridley, CA	10.00	CA1254, Sebastopol, CA	250.00
TEL107, Hurley, NY	20.00	CA1262, Sacramento, CA	4.00
TEL125, Thornton, CO	5.00	CA1275, Berkeley, CA	27.00
Telephone, Aurora, CO	40.00	CA1281, Sacramento, CA	4.00
Telephone, Chelsea, MI	35.00	CA1321, Berkeley, CA	10.00
Telephone, Hyattsville, MD	16.00	CA1326, Clearlake, CA	115.30
Telephone, Mesa, AZ	10.00	CA1337, Scotts Valley, CA	60.00
Telephone, Pittsburgh, KS	10.00	CA1386, Sacramento, CA	4.00
Telephone, Winnebago, IL	50.00	CA1387, Sacramento, CA	4.00
TN0084, Nashville, TN	225.00	CA1388, Sacramento, CA	4.00
TX0194, Spring, TX	63.00	CA1389, Sacramento, CA	4.00
TX096, Nassau Bay, TX	60.00	CA1390, Sacramento, CA	4.00
UT0038, Park City, UT	98.00	CA1391, Sacramento, CA	4.00
VA0127, Leesburg, VA	75.00	CA1392, Sacramento, CA	4.00
	8,758.77	CA218, San Francisco, CA	267.06
July 2019		CA719, Thousand Oaks, CA	200.00
AK021, Anchorage, AK	164.00	CA948, Redlands, CA	35.00
Anonymous, Den Haag, Netherlands	20.00	CA965, San Diego, CA	40.00
Anonymous, Amarillo, TX	30.00	CAN0358, Pierrefonds, Canada	147.56
Anonymous, Aurora, CO	10.00	CAN307, Duncan, BC, Canada	100.00
Anonymous, Beltsville, MD	20.00	CO0057, Longmont, CO	108.00
Anonymous, Boca Raton, FL	10.00	CO0069, Pueblo, CO	80.00
Anonymous, Braunton, UK	10.00	CO0083, Manitou Springs, CO	150.00
Anonymous, Brisbane, Queensland, Australia	692.00	CT0124, Norwich, CT	40.00
Anonymous, Brooklyn, NY	160.00	CT051, Marlborough, CT	200.00
Anonymous, Clifton, CO	20.00	F0253, Boca Raton, FL	20.00
Anonymous, Cobb, CA	50.00	FL0273, Nokomis, FL	100.00
Anonymous, Fountain Valley, CA	10.00	FL125, Largo, FL	60.00
Anonymous, Framingham, MA	10.00	FL125, Largo, FL	60.00
Anonymous, Fremont, CA	88.00	FL159, North Palm Beach, FL	150.00
Anonymous, Glendale, AZ	100.00	FL170, Palm Beach Gardens, FL	179.00
Anonymous, Indianapolis, IN	40.00	FL192, Winter Park, FL	66.00
Anonymous, Kansas City, MO	50.00	FL209, Sebastian, FL	75.00
Anonymous, Long Branch, NJ	50.00	GA021, Marietta, GA	124.00
Anonymous, Milwaukee, WI	40.00	GA025, Smyrna, GA	200.00
		HI022, Pahoa, HI	25.12

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IG44, Rocky Hill, CT	300.00	Anonymous, Nashville, TN	240.00
IL172, Deerfield, IL	140.00	Anonymous, Olympia, WA	40.00
IL193, Downers Grove, IL	16.00	Anonymous, Plantation, FL	1.00
IL208, Crestwood, IL	19.33	Anonymous, Portland, OR	10.00
IN078, Indianapolis, IN	40.00	Anonymous, Portland, OR	111.07
LA0033, Shreveport, LA	160.00	Anonymous, Portsmouth, VA	159.45
MA0082, Sheffield, MA	25.00	Anonymous, Ridgewood, NY	25.00
MA061, Northampton, MA	100.00	Anonymous, Salt Lake City, UT	3.00
MD040, Kensington, MD	17.54	Anonymous, Seattle, WA	5.00
MI141, Livonia, MI	15.00	Anonymous, Sonoma, CA	10.00
MN045, Minneapolis, MN	350.00	Anonymous, Staten Island, NY	10.00
MN144, Mahtomedi, MN	30.00	Anonymous, Tarpon Springs, FL	30.00
MN147, New Hope, MN	38.00	Anonymous, Vero Beach, FL	1,000.00
MO0039, St Lous, MO	58.60	Anonymous, Washington, DC	38.00
MO0047, St Louis, MO	24.00	Anonymous, West Hollywood, CA	10.00
NC0083, Hendersonville, NC	62.00	Anonymous, Wheaton, IL	6.00
NC0084, Weddington, NC	25.00	AR0006, Rogers, AR	50.00
NC0086, Apex, NC	200.00	AR0006, Rogers, AR	25.00
NC0091, Emerald Isle, NC	37.00	AZ0131, Scottsdale, AZ	20.00
NJ0148, Clifton, NJ	163.00	AZ083, Tempe, AZ	100.00
NJ0174, Chester, NJ	50.00	CA1015, Palo Alto, CA	25.00
NM0045, Albuquerque, NM	24.00	CA1022, McKinleyville, CA	100.00
NM044, Albuquerque, NM	54.75	CA1148, Concord, CA	8.44
NV056, Las Vegas, NV	58.00	CA1168, Ventura, CA	18.14
NY0203, Hauppauge, NY	72.00	CA1181, Santa Maria, CA	40.00
NY093, Staten Island, NY	59.00	CA1185, Sacramento, CA	12.00
NY118, New York, NY	382.00	CA1262, Sacramento, CA	12.00
NY129, Brooklyn, NY	100.00	CA1281, Sacramento, CA	12.00
PA041, Abington, PA	35.00	CA1373, Santa Cruz, CA	50.00
PA131, Philadelphia, PA	29.02	CA1386, Sacramento, CA	12.00
SC0027, Greenville, SC	50.00	CA1387, Sacramento, CA	12.00
SC018, Mount Pleasant, NC	50.00	CA1388, Sacramento, CA	12.00
SWE0159, Stockholm, Sweden	60.00	CA1389, Sacramento, CA	12.00
TEL0353, Gridley, CA	8.00	CA1390, Sacramento, CA	12.00
TEL0353, Gridley, CA	10.00	CA1391, Sacramento, CA	12.00
TEL0384, Boulder, CO	100.00	CA1392, Sacramento, CA	12.00
TEL176, Berwyn, IL	10.00	CA164, Covina, CA	96.00
TEL264, Thornton, CO	2.00	CA612, Berkeley, CA	415.00
TEL272, Vancouver, Canada	20.00	CA898, La Jolla, CA	150.00
Telephone, Aurora, CO	20.00	CA920, Westlake Village, CA	100.00
Telephone, Hyattsville, MD	16.00	CO0061, Denver, CO	94.00
Telephone, Montclair, NJ	30.00	CT0130, Hamden, CT	185.00
TX0162, Kerrville, TX	40.00	FL0254, Jupiter, FL	150.00
TX051, Houston, TX	140.00	FL0256, St Augustine, FL	100.00
TX089, Tyler, TX	200.00	FL0261, St Petersburg, FL	600.00
TX143, The Woodlands, TX	200.00	FL152, North Palm Beach, FL	100.00
UT029, Murray Park, UT	34.61	IG626, Falls Church, VA	100.00
VA0142, Staunton, VA	54.00	IG637, National City, CA	550.00
VT004, Brattleboro, VT	85.00	IG648, Walnut Creek, CA	10.00
WA0201, Bothell, WA	100.00	IL005, La Grange, IL	460.00
WA171, Battle Ground, WA	148.92	IL147, Elk Grove Village, IL	35.00
WI061, Oshkosh, WI	16.57	MA0077, Natick, MA	66.00
	10,081.43	MA030, Hingham, MA	100.00
		MA045, Boston, MA	50.00
		MA057, Worcester, MA	28.60
August 2019		MD040, Kensington, MD	19.68
AK0024, Anchorage, AK	48.50	MN129, Bloomington, MN	50.00
AL029, Vestavia Hills, AL	72.00	MN143, St Paul, MN	48.00
Anonymous, Swansboro, NC	56.48	NC0085, Raleigh, NC	200.00
Anonymous, Boca Raton, FL	1,250.00	NC053, Hendersonville, NC	50.00
Anonymous, Bucuresti, Romania	5.00	NJ135, Englishtown, NJ	32.00
Anonymous, Cordova, TN	20.00	NJ139, Hillsborough, NJ	40.00
Anonymous, Goldvein, VA	100.00	NV038, Las Vegas, NV	80.00
Anonymous, Hurley, NY	30.00		

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NY083, New York, NY	128.00	Anonymous, Vero Beach, FL	84.00
OK0041, Ardmore, OK	300.00	Anonymous, West Hollywood, CA	2.00
OK037, Oklahoma City, OK	303.95	Anonymous, Woodside, NY	10.00
PA078, New Hope, PA	5.00	AR0006, Rogers, AR	50.00
RUS0053, Novgorod, Russia	8.00	AZ0143, Mesa, AZ	60.00
RUS0056, Moscow, Russia	9.00	AZ073, Flagstaff, AZ	250.00
RUS0056, Moscow, Russia	9.00	AZ100, Phoenix, AZ	80.00
RUS0057, Moscow, Russia	50.00	CA1031, Riverside, CA	93.00
SWI001, Winterthur, Switzerland	50.00	CA1040, Mission Viejo, CA	14.00
TEL0109, Salt Lake City, UT	3.00	CA1185, Sacramento, CA	4.00
TEL0310, Gridley, CA	25.00	CA1215, San Luis Obispo, CA	130.00
TEL0352, Queensland, Australia	15.00	CA1262, Sacramento, CA	4.00
TEL0352, Queensland, Australia	10.00	CA1263, Palm Desert, CA	100.00
TEL0353, Gridley, CA	20.00	CA1265, Fresno, CA	40.00
TEL0353, Gridley, CA	30.00	CA1266, Brentwood, CA	5.33
TEL0360, Mesa, AZ	11.00	CA1281, Sacramento, CA	4.00
TEL0364, Michendorf, Germany	4.00	CA1289, Santa Barbara, CA	80.00
TEL0384, Salt Lake City, UT	3.00	CA1313, Santa Cruz, CA	60.00
TEL040, Geyserville, CA	10.00	CA1354, San Jose, CA	50.00
TEL169, Cranbury, NJ	10.00	CA1367, Napa, CA	100.00
TEL176, Roseville, CA	20.00	CA1371, Scotts Valley, CA	40.00
TEL176, Staten Island, NY	15.00	CA1386, Sacramento, CA	4.00
TEL272, Salt Lake City, UT	3.00	CA1387, Sacramento, CA	4.00
Telephone, Aurora, CO	20.00	CA1388, Sacramento, CA	4.00
Telephone, Hyattsville, MD	16.00	CA1389, Sacramento, CA	4.00
Telephone, Rockville, MD	10.00	CA1390, Sacramento, CA	4.00
Telephone, Winnebago, IL	50.00	CA1391, Sacramento, CA	4.00
TN0075, Nashville, TN	370.00	CA1392, Sacramento, CA	4.00
TN0082, Germantown, TN	1,173.00	CA886, Vacaville, CA	100.00
TX0199, Dallas, TX	40.00	CAN289, Vancouver, BC Canada	250.00
TX0210, Round Rock, TX	20.00	CO0032, Fort Collins, CO	9.00
TX0219, San Antonio, TX	50.00	CO0061, Denver, CO	100.00
TX085, Humble, TX	50.58	CO015, Broomfield, CO	324.75
TX117, San Antonio, TX	26.00	CO025, Fort Collins, CO	9.00
TX128, Austin, TX	1.00	CO035, Loveland, CO	50.00
UKI0098, Surrey, U.K.	159.00	CT092, Guilford, CT	25.00
VA0115, Lynchburg, VA	50.00	DC015, Washington, DC	150.00
VA0139, Reston, VA	20.00	FL0230, Palm Beach Gardens, FL	80.00
VA0139, Reston, VA	100.00	FL0248, Winter Park, FL	28.00
WA0184, Aberdeen, WA	25.00	FL0273, Nokomis, FL	100.00
WA147, Lynnwood, WA	100.00	FL208, Jacksonville, FL	258.00
	11,068.89	GA020, Smyrna, GA	230.00
		GA034, Johns Creek, GA	200.00
		HI020, Kihei, HI	100.00
		IL164, Chicago, IL	75.00
		IN063, Indianapolis, IN	40.00
		IN078, Indianapolis, IN	40.00
		KS023, Pittsburg, KS	50.00
		LA0033, Shreveport, LA	141.00
		MD0064, Arnold, MD	48.00
		ME022, Rockport, ME	20.00
		MT026, Great Falls, MT	100.00
		NC0073, Concord, NC	40.00
		NC012, Asheville, NC	120.00
		NJ142, Pennington, NJ	197.00
		NOR0033, Raholt, Norway	60.00
		NV062, Las Vegas, NV	25.00
		NY0175, Red Hook, NY	25.00
		NY087, Hicksville, NY	100.00
		NY111, New Hyde Park, NY	100.00
		OH0090, Enon, OH	100.00
		OK0049, Oklahoma City, OK	106.00
		RUS0048, Moscow, Russia	2.00
September 2019			
AL025, Huntsville, AL	100.00		
Anonymous, Albuquerque, NM	25.00		
Anonymous, Battle Creek, MI	60.00		
Anonymous, Boise, ID	15.00		
Anonymous, Cordova, TN	20.00		
Anonymous, Fairburn, GA	2.00		
Anonymous, Fairburn, GA	1.00		
Anonymous, Framingham, MA	20.00		
Anonymous, Fremont, CA	1.00		
Anonymous, Goldvein, VA	100.00		
Anonymous, Great Falls, MT	100.00		
Anonymous, Kalamazoo, MI	100.00		
Anonymous, Manhattan Beach, CA	10.00		
Anonymous, Mason, WI	100.00		
Anonymous, Moscow, Russia	1.00		
Anonymous, Phoenix, AZ	5.00		
Anonymous, St Louis, MO	50.00		
Anonymous, St Paul, MN	12.00		
Anonymous, Tucson, AZ	2.00		

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SC018, Mount Pleasant, SC	74.00	CA1276 Santa Cruz, CA	110.00
TEL0314, Rogers, MN	40.00	CA1277, Santa Cruz, CA	100.00
TEL044, Staten Island, NY	15.00	CA1281, Sacramento, CA	12.00
TEL176, Berwyn, IL	10.00	CA1321, Berkeley, CA	10.00
TEL176, Berwyn, IL	10.00	CA1354, San Jose, CA	50.00
TEL272, Edison, NJ	10.00	CA1386, Sacramento, CA	12.00
Telephone, Aurora, CO	10.00	CA1387, Sacramento, CA	12.00
Telephone, Bend, OR	40.00	CA1388, Sacramento, CA	12.00
Telephone, Cottonwood, CA	10.00	CA1389, Sacramento, CA	12.00
Telephone, Geyersville, CA	10.00	CA1390, Sacramento, CA	12.00
Telephone, Moscow, Russia	1.00	CA1391, Sacramento, CA	12.00
Telephone, Winnego, IL	50.00	CA1392, Sacramento, CA	12.00
TN0082, Germantown, TN	98.00	CA837, Costa Mesa, CA	80.00
TN036, Franklin, TN	150.00	CA898, La Jolla, CA	166.00
TX0193, Amarillo, TX	40.00	CA961, Orange, CA	80.00
TX096, Nassau Bay, TX	70.00	CA996, Petaluma, CA	200.00
TX127, Houston, TX	80.00	CAN0367, Peterborough, Ontario, Canada	60.00
TX143, The Woodlands, TX	75.00	CO0064, Colorado Springs, CO	100.00
UT0038, Park City, UT	228.00	CO0089, Colorado Springs, CO	36.00
WI067, Madison, WI	30.00	CO035, Loveland, CO	100.00
WI083, Wisconsin Dells, WI	130.00	CO046, Denver, CO	500.00
	6,596.08	CO046, Denver, CO	296.00
October 2019		DE003, Rehoboth Beach, DE	50.00
AK020, Anchorage, AK	60.00	FL0290, Brandon, FL	157.00
AK021, Anchorage, AK	60.00	FL0305, North Ft Myers, FL	50.00
AL0033, Meridianville, AL	100.00	FL170, Palm Beach Gardens, FL	89.00
Anonymous Denver, CO	30.00	FL173, St Pete Beach, FL	276.56
Anonymous, Burnsville, MN	60.00	FL179, Ft Lauderdale, FL	10.40
Anonymous, Clare, MI	10.00	FL221, Delray Beach, FL	30.00
Anonymous, Copenhagen, Denmark	10.00	HI0027 Nanawale Estates Pahoehoe, HI	50.00
Anonymous, Crystal, MN	36.00	IG44, Rocky Hill, CT	300.00
Anonymous, Duxbury, MA	50.00	IG648, Walnut Creek, CA	10.00
Anonymous, Fort Myers, FL	100.00	IL208, Crestwood, IL	29.66
Anonymous, Goldvein, VA	125.00	IN0090 Indianapolis, IN	40.00
Anonymous, Kapaa, HI	7.00	IN074, Crown Point, IN	50.00
Anonymous, Lahaina, HI	22.50	IN078, Indianapolis, IN	40.00
Anonymous, Monte Sereno, CA	151.00	KY0023, Lexington, KY	100.00
Anonymous, Naples, FL	500.00	KY0024, Lexington, KY	100.00
Anonymous, New Hope, MN	71.59	KY0025, Lexington, KY	100.00
Anonymous, Niwot, CO	1,000.00	LA030, Breau, LA	100.00
Anonymous, Philadelphia, PA	54.98	MA0076, Fitchburg, MA	50.00
Anonymous, Queensland, Australia	20.00	MA0077, Natick, MA	66.00
Anonymous, Valley Village, CA	100.00	MA036, Shrewsbury, MA	73.20
Anonymous, Victoria, Australia	20.00	MD0063, Lexington Park, MD	100.00
Anonymous, Washington, DC	84.00	ME0039, Brunswick, ME	85.86
Anonymous, Washington, DC	20.00	MI115, Traverse City, MI	110.00
AR0006, Rogers, AR	50.00	MN136, Eagan, MN	25.00
AUS055, Vienna, Austria	100.00	MO0047, St Louis, MO	32.00
CA066, Mission Viejo, CA	223.00	MO030, Clayton, MO	158.00
CA1020 Oakland, CA	296.00	MO030, Clayton, MO	40.00
CA1078, Santa Barbara, CA	160.00	NH0009, Concord, NH	35.00
CA1163, Sacramento, CA	50.00	NJ125, Liberty Corner, NJ	100.00
CA1168, Ventura, CA	68.06	NM0048, Silver City, NM	75.00
CA1169 Santa Cruz, CA	180.00	NY0145, New York, NY	126.80
CA1185, Sacramento, CA	12.00	NY0147, Hamburg, NY	100.00
CA1187, Half Moon Bay, CA	84.25	NY0156 New York, NY	351.00
CA1214, Rio Vista, CA	73.00	NY0200, Bronxville, NY	280.00
CA1254, Sebastopol, CA	250.00	NY118, New York, NY	237.22
CA1262, Sacramento, CA	12.00	OR0141, Lincoln City, OR	100.00
CA1263 Palm Desert, CA	100.00	OR079, Portland, OR	30.00
CA1264, Scotts Valley, CA	100.00	PA078, New Hope, PA	30.00
CA1266, Brentwood, CA	8.40	PA080, Allentown, PA	300.00
		PA123, Philadelphia, PA	240.00

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SC0025, Greenville, SC	200.00	CA1281 Sacramento, CA	4.00
SC0027, Greenville, SC	210.00	CA1314 San Diego, CA	70.40
TEL0282, Bend, OR	20.00	CA1322 Santa Rosa, CA	200.00
TEL0352, Queensland, Australia	30.00	CA1337 Scotts Valley, CA	40.00
TEL0352, Queensland, Australia	10.00	CA1340 Pasadena, CA	104.00
TEL0360, Mt Pleasant, SC	4.00	CA1359 Pacifica, CA	32.00
TEL0366, Mt Pleasant, SC	4.00	CA1363 Culver City, CA	77.00
TEL118, Mt Pleasant, SC	5.00	CA1381 Orangevale, CA	40.00
TEL176 Mesa, AZ	1.00	CA1386 Sacramento, CA	4.00
TEL176, Tamarac, FL	10.00	CA1387 Sacramento, CA	4.00
Telephone Edison, NJ	10.00	CA1388 Sacramento, CA	4.00
Telephone Winnebago, IL	50.00	CA1389 Sacramento, CA	4.00
Telephone, Jacksonville, FL	10.00	CA1390 Sacramento, CA	4.00
TN0078, Nashville, TN	140.90	CA1391 Sacramento, CA	4.00
TN0095, Nashville, TN	100.00	CA1392 Sacramento, CA	4.00
TN026, Nashville, TN	266.00	CA961 Orange, CA	9.00
TN045, Nashville, TN	100.00	CA965 San Diego, CA	40.00
TX0162, Kerrville, TX	36.40	CAN312 Mount Pearl, Canada	145.15
TX0214, Denton, TX	25.00	CO0068 Pueblo, CO	100.00
TX092, Houston, TX	127.90	CT083 Oakville, CT	50.00
TX117, San Antonio, TX	72.00	CT100 Middletown, CT	30.00
TX145, Houston, TX	150.00	FL0248 Winter Park, FL	28.00
UKI0098, Guildford, U.K.	70.00	FL0256 St Augustine, FL	100.00
UT029, Murray Park, UT	48.97	FL0268 Ocala, FL	50.00
VA0131, Fishersville, VA	90.00	FL173 St Pete Beach, FL	171.00
VA0142, Staunton, VA	69.00	FL181 Miami Beach, FL	127.00
VT004, Brattleboro, VT	70.00	FL209 Sebastian, FL	275.00
WA0201, Bothell, WA	150.00	FL215 Daytona Beach, FL	40.00
WI093, Green Bay, WI	105.60	GA030 Atlanta, GA	415.00
	12,956.25	IG626 Falls Church, VA	1,000.00
		IG630 Culver City, CA	100.00
		IG645 Moscow, Russia	2.00
November 2019		IG654 Santa Cruz, CA	500.00
Anonymous Grand Rapids, MI	10.00	IN063 Indianapolis, IN	40.00
Anonymous Brighton, MA	18.00	IN075 Evansville, IN	191.96
Anonymous Cincinnati, OH	30.00	KS023 Pittsburg, KS	52.00
Anonymous Cincinnati, OH	100.00	MA0075 Fitchburg, MA	40.00
Anonymous College Park, MD	100.00	MA0076 Fitchburg, MA	25.00
Anonymous Denver, CO	10.00	MA030 Hingham, MA	90.00
Anonymous Duluth, MN	56.00	MD040 Kensington, MD	11.20
Anonymous Fort Myers, FL	200.00	MN0160 Bemidji, MN	55.85
Anonymous Framingham, MA	50.00	MN143 Saint Paul, MN	54.00
Anonymous Garland, TX	120.00	MO012 Saint Louis, MO	83.00
Anonymous Germantown, TN	97.24	NC0067 Fayetteville, NC	50.00
Anonymous Greenville, NC	10.00	NC0068 Fayetteville, NC	50.00
Anonymous Hurley, NY	30.00	NC0085 Raleigh, NC	200.00
Anonymous Queensland, Australia	20.00	NC0090 Davidson, NC	10.00
Anonymous Saratoga, FL	200.00	NJ0169 Bloomsbury, NJ	100.00
Anonymous Valley Village, CA	20.00	NJ136 Freehold, NJ	34.00
Anonymous Vilnius Lithuania	10.00	NJ141 Little Silver, NJ	50.00
Anonymous Washington, DC	130.00	NM0045 Albuquerque ,NM	21.00
Anonymous Wexford, Ireland	2.00	NM020 Gila, NM	150.00
Anonymous, London, Ontario Canada	170.49	NV038 Las Vegas, NV	150.00
AR0006 Rogers, AR	50.00	OH055 Akron, OH	75.00
AUS065 Brisbane, Australia	350.00	OH057 Toledo, OH	102.82
AZ077 Litchfield Park, AZ	40.00	PA125 Shillington, PA	40.00
AZ109 Tucson, AZ	10.00	RUS0056 Moscow, Russia	7.00
AZ109 Tucson, AZ	6.00	RUS0056 Moscow, Russia	31.00
CA1012 Torrance, CA	50.00	SWE0158 Malmo, Sweden	225.00
CA1144 Reseda, CA	107.60	TEL0352 New South Wales, Australia	4.00
CA1148 Concord, CA	20.00	TEL0396 Austin, TX	10.00
CA1185 Sacramento, CA	4.00	TEL150 Maple Shade, NJ	10.00
CA121 Glendale, CA	39.00	TEL176 Tamarac, FL	15.00
CA1262 Sacramento, CA	4.00		

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TEL0402 Philadelphia, PA	10.00
TEL109 Columbus, OH	5.00
TEL176 Columbus, OH	10.00
Telephone Alameda, CA	10.00
Telephone Aurora, CO	10.00
Telephone Boston, MA	25.00
Telephone Charlottesville, VA	10.00
Telephone Flushing, NY	10.00
Telephone Los Angeles, CA	10.00
Telephone Trumbull, CT	200.00
Telephone Winnebago, IL	50.00
TX0164 The Woodlands, TX	300.00
TX0193 Amarillo, TX	30.00
TX0194 Spring, TX	136.00
TX096 Nassau Bay, TX	40.00
TX117 San Antonio, TX	54.00
UKI0098 Guildford, U.K.	45.00
VA0142 Staunton, VA	40.00
VA102 Falls Church, VA	50.00
VA113 Leesburg, VA	131.00
WA0200 Langley, WA	100.00
WI112 Fitchburg, WI	1,000.00
	<hr/> 12,455.00

The Executive Committee Report

Executive Committee 2020

The year was a busy one.

We changed both the treasurer and the secretary during the year and this is the current committee:

Chair	Charlie H.
Vice Chair	David M.
Treasurer	Bill D.
Secretary	Jim B.

This Executive Committee shall be responsible for ensuring that all other committees of the Board are complying with their responsibilities.

Throughout the year the Committee has approved Literature orders recommended by our Operations Manager and the DCOC that did not exceed a 10% increase in previous orders. We continued to grow all year until the recent outbreak of COVID 19.

We are still ordering and selling Literature both through our Signal Hill Distribution Center and Amazon.

The Executive Committee is also involved in HR issues and working with the stakeholder committees, the Operations Manager and the overall board. We engaged the Paychex company to handle and oversee all our HR needs. We oversaw the formation of a new Ad Hoc committee to work with the recently hired HR company, Paychex.

The Executive Committee scheduled and managed the Annual Board Strategic Retreat. The retreat was held in October in Long Beach, CA one mile from our Signal Hill Office. This allowed the board to directly interface with the special workers that manage our distribution. The board meets normally using cyber (Zoom) and these retreats allow us face to face collaboration and clarity.

We began with evaluating our office space and options as our lease was coming up for renewal and we knew we were outgrowing our current place. Working with Nick and Bill (Treasurer) we were close to bidding on a new, larger location. Jim B. (secretary) flew in to check out the locations and all looked good.

Then came CV19.

Short story: with the economic downturn and nationwide pandemic we were offered a good deal to stay at the location we are in. We are staying.

We also had a brief closure of the SH office and now are back in operation as we received permission from LA County.

We also were very active on the 2020ABC/AWC. Including arranging transportation for board members. Then came CV19.

Executive committee was very involved in how to proceed. Board approved a postponement to 2021 for the event in Boca and a virtual ABC/AWC 2020.

We look forward to another year of growth for ACAWSO!

*I slept and dreamt that life was joy.
I awoke and saw that life was service.
I acted and behold, service was joy.
~Rabindranath Tagore*

David M
Vice Chair

The Literature Committee Report

Chair: Charlie H., litchair@acawso.org

Vice Chair: David McB., litvicechair@acawso.org

Senior volunteers: Majbrit M. (*translation subcommittee chair*); Bonnie M. (*Loving Parent Guidebook team leader*); Greg R. (*chair, literature evaluation subcommittee*); Justine F. (*leader of literature review regarding helping models; such as sponsorship and fellow-travelers*); Lou B. (*Spiritual Inclusion study group*); Rich R. (*ACA Bill of Rights team leader*); Christine B. (*helping models drafting team leader*); Mardi M. (*ComLine editor*).

Special Worker: Robin R.

Ongoing meetings by development and evaluation teams. A public Literature Committee call is held at 11:30 am Eastern US on the first Saturday of January, April, July and October. This is occasionally rescheduled because of holidays and other schedule conflicts.

Purpose of the Literature Committee

To ensure current, complete and easy-to-understand literature, so that adult children may be supported in their recovery, in English and other languages.

Committee Highlights for 2019 and early 2020:

- Conducted an in-depth group conscience review of literature related to sponsorship/fellow traveler models
- Established Literature Evaluation subcommittee
- Began a formal fellowship evaluation of the Addressing Predatory Behavior safety card
- Completed a draft ACA Bill of Rights document for formal fellowship review
- Published translations of German, Greek, Russian and Swedish yellow workbooks, and Danish Strengthening My Recovery meditation book
- Published new online guidance and resources for translation teams
- Worked with Member Services Global Subcommittee to improve policies and resources for non-English-language fellowships in all countries.
- Accelerated development of epubublishing
- Began examining other literature strategies in response to the coronavirus and online meetings, including support of online recovery workshops
- Neared completion of three titles, which are anticipated to be ready for publication in 2020:
 - *Getting Started* (a roughly 200-page book focused on the needs of ACA members in their first 12-18 months of recovery)
 - *Loving Parent Guidebook* (an experiential workbook based on fellowship experience to guide reparenting and inner child healing)
 - Created preliminary design for *Ready Set GO!!* (This is a workshop guide for multi-day and one-day retreat programs, focusing on an overview of ACA's essential elements)
- Conducted quarterly fellowship calls. These are open to all ACA members.
- Continued bringing in and training new literature volunteers
- Updated and revised free literature page to include several new translations, including Dutch, Korean, and Turkish

Additional Projects Currently Underway:

- Finalize revision of literature evaluation policy, to set new standards for meaningful fellowship review as an essential piece of the ABC Conference approval process.
- Improve infrastructure for inviting and involving literature volunteers of all backgrounds.
- Prepare new translations for publication (French-language Big Red Book, Japanese Big Red Book, Spanish meditation book, Spanish *Laundry Lists Workbook*).
- Craft revisions to sponsorship/fellow traveler literature, including a likely new booklet
- Evaluate fellowship feedback on predatory behavior safety card, and propose revisions as warranted based on that feedback.
- Actively engage greater volunteer participation
- Receive ComLine newsletter translations in Russian and upload to ComLine page
- Pursue avenues for publishing translated literature through various means
- Creation of “Identity Papers” booklet in Spanish, Russian, Danish, Finnish, and Japanese as both print and e-publications
- Develop protocols for coordinating domestic and international publication standards
- Develop protocols for coordinating domestic and international asset management
- Conduct strategic publishing evaluations of several key issues, including: epubublishing; consistent, clear and responsive policies for distribution and pricing of literature to global fellowships; and copyright forms and policies that meet WSO and fellowship needs.

Goals for the Upcoming Year

- Finalize *Getting Started* for 2020 publication and initial fellowship evaluation
- Finalize *Ready Set Go!* workshop program for 2020 publication and initial fellowship evaluation
- Finalize Loving Parent Guidebook for 2020 publication and initial fellowship evaluation
- Finalize ACA Bill of Rights for 2020 publication and initial fellowship evaluation
- Finalize literature on “Working My ACA Program with Others” sponsorship/fellow traveler models and initial fellowship evaluation
- Complete evaluation of Addressing Predatory Behavior
- Publish new translations in French, Danish, Dutch, Japanese and Spanish
- Develop global strategy for e-publications
- Finalize new literature evaluation policy
- Determine new leadership and organizational structure to guide the committee as Charlie H. completes his tenure as Literature Committee chair.

Repository Links

Addresses for Literature Committee, and project pages for new development.

- Free downloadable literature: <https://adultchildren.org/free-literature-english-translated/>
- Literature Development Policy: <https://acawso.org/2018/03/13/wso-literature-development-policy/>
- Literature Committee Repository Home: <https://acawso.org/category/literature-committee/>

- Literature Committee Quarterly Calls: <https://acawso.org/category/literature-committee-meeting/>
- Literature Evaluation: email, liteval@acawso.org; web page: <https://acawso.org/category/literature-review/>
- Literature in Production: <https://acawso.org/literature-in-production/>
- Translation resources pages: <https://acawso.org/literature-translations/>
- ComLine notices: <https://acawso.org/category/comline-notice/>.

The Finance Committee Report

The Finance Committee is a Standing Committee of the Board, formerly known as the Treasury Committee

Inception Date: May 2013

Chair: Bill D., FL – 3/16 to current

Vice Chair: Lucia S., FL

Members 2019 - 2020:

- Carol G., CA - 4/19 to current
- Kirsten D., FL - 1/20 to current
- Pat H., CA – to 10/19
- Sherry H., NY – to 11/19
- Mary Jo L., IL - to 5/19
- Dawn M., MD - to 4/19

Meets: Weekly on a regular day and time.

Website URL: <https://acawso.org/category/finance/>

Statement of Purpose/Mission:

The mission of the Finance Committee is to examine the financial affairs of the WSO on an ongoing basis to ensure transparency and integrity of all financial aspects of the organization. In doing so, all financial processes are reviewed, and recommendations are made to the WSO Board for improvements to the fiscal policies and procedures. All tasks are done with the primary purpose of keeping the fellowship financially stable and healthy so that the message continues to be carried to ACAs throughout the world.

Hello family,

My name is Bill D. and I am an Adult Child. As Board Treasurer I also serve as the Chair of the Finance Committee of the ACA World Service Organization, Inc. Today it is my privilege to deliver the Finance Committee's annual report to the conference delegates, the members of the board, and the guests here at the 2020 ABC.

In addition to this report there are slides that will better illustrate the work of the Finance Committee of WSO. The slides and report will be available after the conference on the acawso.org website by selecting Finance Committee in the menu.

Accounting Projects for 2019-2020

Change in Financial Services Provider

With the immense growth of WSO's book and product sales operations over previous years our bookkeeping vendor was not able to do all of our accounting work as timely or accurately as when we had smaller volumes of sales. Realizing that the welfare of WSO had to come first the Finance Committee made the tough recommendation to the Board of Trustees to leave the non-CPA bookkeeping service we had worked with for almost a decade and switch to a full blown CPA accounting practice.

A comprehensive Request-For-Proposal (RFP) was created and sent to 10 LA County CPA firms. Of the 10 firms responding, 5 of the firms responded with proposals that met the criteria outlined in the RFP. The 5

firms were thoroughly vetted including contacting the references listed. The 5 were then reduced to 3 firms and the committee set up interviews for the top 3.

Based on the interviews a contract was negotiated and signed with O&S CPA, LLP. This marked a new era in WSO's history as our monthly financial statements were now being prepared by a professional CPA firm that to date has been able to meet the sometimes tight timeline of having the financials ready for review prior to each board meeting on the second Saturday of the month. They are also improving our accounting functions by recommending GAAP standard procedures to make our financial system more efficient and have improved internal controls.

Sales Tax Project

Due to a change in tax laws that stemmed from a June 2018 Supreme Court decision, WSO became liable for collecting and remitting sales taxes on purchases made by residents in dozens of states that it had been previously exempt from sales tax due to the complicated Nexus laws. The committee developed a sales tax compliance RFP and sent it out to 8 area sales tax accounting consulting firms.

A vendor was selected and the project was created to assess sales in each state in the U.S. where a tax liability now exists and file returns for the prior years. It is a very complex project that has several phases the first of which determines whether the seller has a liability in each state. The states' regulations vary from state to state so there is not a single determination that holds true for all states. The first step was to gather 3 years of sales from both our own website store sales as well as Amazon sales nationwide. After gathering that data the Finance Committee and consultant, Avalara, determined which states where we had a Nexus. Phase 1 was completed.

The consultants then quoted a fee of about \$95,000 to do the remaining work of contacting the states to obtain an amnesty agreement in order to eliminate penalties, perform the registrations, prepare the returns, and file them.

Rather than pay a vendor \$95,000 to prepare all of the back-tax information and file for amnesty on penalties in each state, the Finance Committee recommended WSO try to do the project without a consultant after an initial Nexus study was performed with the consultant. The board approved paying contract workers to do the work for about 10% of the cost of the consultant. The Finance Committee and contract workers began contacting the departments of revenue in each state and filing a voluntary disclosure requesting penalty abatement thus reducing our exposure to only the back-taxes and interest.

To date the committee and workers have contacted all the states and are in the process of working with them to reach agreements on back taxes owed as quickly as possible. We estimated our total tax exposure to be about \$85,000 for the past 3 years and are paying it for each state as the filings are caught up. Due to the Covid-19 crisis the work is going slower than we first started in 3rd quarter 2019.

We will undoubtedly need a tax automation software service when the bulk of the back-taxes are paid back and we start to collect, remit and file returns for taxes for each state going forward.

Inventory Management Project

A material weakness in inventory management was the last remaining item identified in WSO's financial audit that had not been addressed. The lack of an efficient inventory management system in our Signal Hill office

has caused our accountants not to be able to accurately place a valuation on the inventory and has contributed to several out of stock situations experienced throughout the last few years.

This year the Finance Committee in conjunction with the DCOC (office oversight committee) and with the help of our CPA firm identified what was needed to correct the material weakness. We sought a proposal from our CPA firm for a project to identify what work was needed and the steps to achieve that goal. The inventory project is ongoing as of the writing of this report and involves not only physical improvements in the office and warehouse inventory processes, but also systems improvements to improve the accuracy of data automatically entered from sales into the accounting software.

When the project is finished, we should be able to have reliable data on all our inventory items with just a few clicks of a mouse. The growing pains of improving the financial systems of the organization requires changes by staff and WSO volunteers that are not always easily implemented, but the end result is too important not to complete the project.

Other Projects and Tasks the Finance Committee has Worked on This Year

- Around the start of the 2nd week of each month the committee reviews all of the previous month's financial statements and provides feedback to the accountants on suggested revisions before they are made available for posting on the website for the fellowship to access. We are now posting a balance sheet, profit & loss statement, actual to budget comparison and the list of all 7th Tradition contributions received during each month.
- In May 2019 completed transition of Treasurer and Finance Committee Chair's responsibilities from outgoing Treasurer Bill D. to incoming Treasurer Pat H.
- In October 2019 upon her resignation from the board, the Treasurer and Finance Committee Chair's responsibilities were transitioned from Pat H. back to Bill D.
- Added new general ledger Accounts to our chart of accounts as needed after the 2019 budget was adopted.
- Hired a consultant to prepare paperwork and file for a VAT (value added tax) ID number for Germany.
- Reviewed and reconciled the 2019 ABC income and expenses while closing out all pending transactions.
- Added a floating personal paid leave day for the WSO employees.
- Performed a midyear budget variance report for the board of trustees. This report was prepared and included both dollar variances as well as percentage variances. It was delivered to the board at a late July board working session meeting.
- Finalized the menu pricing for the 2020 AWC meals prior to online registration being opened.
- Restarted the 2018 Financial Review that got set aside during the change of accounting services providers in June.
- Filed for a sales tax exemption from the state of Florida for purchases involving the 2020 ABC AWC.
- Worked with the CPAs to prepare a 4th Quarter YTD budget analysis.
- In October the committee started work on the 2020 Budget which was completed and sent to the board for adoption at the first working session in December.
- Prepared a 2020 ABC AWC budget and submitted to the board for approval.
- Reviewed and signed off on the 2019 990 Federal Income Tax return as ready to file.
- Worked with accountants to prepare a report that summarized the last two years of IT & Accounting infrastructure costs and deliver it to the board.

- Finished the revised Free Literature Authorization Form and will be sending it to the board for review and adoption.
- The committee elected a Vice-Chair, Lucia S., who has served on the committee about 3 years.
- Finished the revised Free Literature Authorization Form and will be sending it to the board for review and adoption.

Future 2020 goals:

We have been so busy this year working to get our financial system upgrades completed that we have not yet as a committee formally discussed future goals for 2020 other than the 2021 Budget.

Projects and Tasks for the Finance Committee to consider for 2020.

1. Continue to improve our inventory management processes by further refining reports that can be used to reconcile what is sold and what is shipped with what remains inventory each month.
2. Review the need for a skilled part time finance special worker for WSO.
3. Publish a completed accounting manual that contains all the accounting and office procedures.
4. Perform a comprehensive cost analysis of our entire product line taking into consideration all costs including the office overhead in determining the true cost of goods sold.

I would like to end by thanking the people involved in our financial, bookkeeping and accounting operations. Many thanks to two very hardworking Finance Committee members Lucia S. from Florida and Carol G. from CA who have done so much behind the scenes work for WSO since I came back as Treasurer & Finance Chair in October.

Thanks to other volunteers who showed up throughout the year to help provide assurance that WSO's funds are being monitored and used prudently. Thank you to Pat H., Mary Jo L., Dawn M., Sherry H., and staff member Gloria D., our longtime office special worker who handles the in-house payables and cash deposits.

In loving service,

Bill D., Treasurer, Chair

Lucia S., Vice Chair

Carol G., California

Kirsten D., Florida

The Distribution Center Oversight Committee Report

2019-2020 Members:

- Bill D., Chair, Florida - email: treasurer@adultchildren.org
- Jim B., Vice-Chair, Florida - email: secretary@adultchildren.org
- Rich R., Trustee, - email: hichair@adultchildren.org
- Sharon F., IT Committee Chair - email: webservant@adultchildren.org

Inception Date: April 1986

Reports To: Board of Trustees

Meets: Bi-weekly on 2nd and 4th Wednesdays of each month at 4pm EST.

Website URL: <https://acawso.org/category/dist-ctr-oversight/>

Statement of Purpose/Mission:

As provided for in the WSO Operating Policies and Procedures Manual (OPPM) "The purpose of the Oversight Committee is to maintain contact with the office management to ensure that all operations are running smoothly, that policies are being followed, and that the Staff has the resources they need to do their jobs."

The DCOC also provides fiduciary oversight on behalf of the ACA World Service Organization (WSO) Board of Trustees for the world service office operation and inventory purchases. This committee monitors the business operations of the WSO and acts as a resource to the Board for office related functions.

History of the WSO and DC Oversight Committee

In April of 1986 the Adult Children of Alcoholics Central Service Board, Inc. was established in Southern California to coordinate the affairs of the rapidly growing ACA fellowship. The name was changed to ACA Interim World Service Organization a few years later and eventually the membership ratified changing the name to Adult Children of Alcoholics World Service Organization (ACA WSO). The organization made it official by amending its articles of incorporation with the State of California in 1992.

The ACA WSO OPPM states that "A priority of the ACA WSO Board is to provide an accessible office that offers recovery information of the ACA Twelve Step Program to everyone. WSO employs special workers (Staff) who provide a number of services, including, but not limited to the following:

- Answering phone and mail inquiries.
- Providing information for those seeking recovery through attendance at ACA meetings including the maintenance of website meeting list.
- Facilitating the sale and distribution of WSO conference-approved literature and merchandise.
- Distributing information to the therapeutic community and the public.
- Maintaining files for financial records, contracts and other legal documentation, original copies of WSO literature files, archival information about the fellowship and other important correspondence.
- Ensuring that the proper flow of information happens among appropriate Board members, committees, Staff and vendors."

DCOC 2019 -2020 WIGs (Wildly Important Goals) that were Presented at the October 2019 WSO Board Strategic Planning Meeting

A. Develop a plan to implement the following process reviews that ensure the oversight is being properly executed.

- A corporate and HR review to ensure our fiduciary, legal and statutory obligations are current and we are fulfilling our obligations as an employer.
- An insurance review to ensure our policies are in effect and the coverages are adequate.
- A technology review to ascertain we are operating with efficient and sufficient technology.
- A review of the inventory products and processes.
- An office procedures review to ensure we will continue to operate efficiently, and all of our procedures are institutionalized into an operations manual.

B. Continue to broaden the world-wide literature printing and distribution process for countries that are buying literature from WSO.

- Completion of the UK printing initiative that was begun October of last year and is close to delivery to the board for review and approval.
- Explore potential partnerships with Australia and other countries with an interest in developing in country printing.

Significant Committee Accomplishments since the 2019 ABC

Spearheaded the establishment of the in-country printing of the core ACA English language books in the UK to serve the membership's English language literature needs in Europe and beyond.

Initiated a nationwide sales tax project to bring WSO into compliance with rapidly changing US state laws as a result of the 2018 Supreme Court ruling that provided for increased collection of sales taxes from online sellers. Turned the project over to the Finance to implement.

Developed an Inventory Management Project utilizing our CPA firm's expertise to address this material weakness in WSO's financial system and presented it to the board for approval. The project was commenced in 1st quarter 2020.

Collaborated with the IT Committee with their project to assess the IT systems and the use of technology in the service office.

Recommended that WSO engage a HR Consultant to assist the organization with its ever increasingly complex Human Resources compliance issues. Researched Southern California firms, created a bid proposal request, interviewed 3 firms and recommended a firm to the WSO Board. That firm was subsequently hired to facilitate our HR compliance program and assist the staff in their overall training and development.

Resolved the ongoing Amazon German VAT Tax registration issue that allowed WSO to continue selling ACA Literature in Germany.

On Going Role of the DCOC

The ongoing work the DCOC committee does by regularly reviewing inventories and monitoring/ creating procedures and policies is important to the success of the WSO World Service Office / Literature Distribution Center and allows Trustees and DCOC committee members to better understand our business operations while also fulfilling the fiduciary responsibilities of the management oversight.

In our bi-weekly meetings, as well as those held on an as-needed basis, we also addressed the issues below in 2019-20:

- The DCOC regularly reviewed the inventory levels at all sales channels with staff and interacted with the management and board to review and recommend orders.
- Researched and recommended innovative purchasing strategies including increasing the quantities ordered to leverage volume discounts to keep costs to members from increasing and to utilize offsite warehousing to fulfill the increased storage needs.
- Worked with the Swedish Intergroup to source alternate shipping methods that will lower their freight costs for every BRB Shipped from California from about \$8 to \$4.63, a 42% decrease in the cost to the Swedish fellowship.
- Approved a quote for 15,000 Yellow Workbooks based on analysis performed that weighed storage fees against cost savings that yielded over \$6,000 in print cost savings. This was approved by the board.
- Reviewed and approved the move to a single SKU system for our inventory instead of separate SKUs for intergroup and non-intergroup ordering. Sent to the board for approval. Discussed establishing a Discount Coupon process for the IG orders with the Operations Manager. He will follow up with other staff to develop the procedure.
- Suggested a change be made to the 7th Tradition checkout page in the shopping cart to provide a place for everyone to put their group name and/or number in and request same.

The Evolution of the DC Oversight Committee

The Primary function of the DC Oversight Committee has changed over the last few years from the day to day defacto managers of the office to a role of oversight and planning. The managers WSO has hired to manage the business operations allows the DCOC to return to its role of providing support and fiduciary oversight.

The role of the DC Oversight Committee is to provide a formal method for the board of trustees to perform its fiduciary responsibility of monitoring the assets and business performance of the organization by reporting on these items regularly to the board of trustees and membership.

These board reports are prepared by routinely receiving and reviewing sales and inventory reports from management and staff, developing longer term sales strategies in collaboration with the staff and board, monitoring the performance of the business and service office, and assisting when needed to develop recommendations for expanding the fellowship services, technology, and publishing business.

The DCOC also reviews and approves inventory transfers and other purchases up to a limited amount. It takes requests to the board if they exceed the maximum the committee is authorized to approve.

Looking Forward to 2020 and Beyond

An issue that the committee began exploring is the possible need to relocate the world service office. The existing office lease is up for renewal at the end of April and the new owners are changing the lease terms that will increase the monthly lease cost by approximately \$1,300 per month. They are also changing the lease structure to a type of lease that allows them to recover maintenance, taxes and insurance costs for the property at the end of the year. In theory it could cost WSO more than the \$1,300 per month.

The committee contacted another commercial real estate broker and received information for seven properties that were within 15 miles of the current office location and met the basic needs of WSO. The Operations Manager toured several of the properties and came up with a shortlist of two of them. The WSO Board is currently reviewing this information to determine next steps.

Call to Action

In closing of this report the oversight committee wishes to attract people with business and technology experience as well as those with specific marketing and sales experience to serve on the committee. We are continuously looking for people with a global view.

Anyone with a business, marketing, sales, or technology background is welcome to apply to join the committee. Please feel to contact the committee at dcoc@acawso.org.

Addend

The Annual Business Conference Committee Report

The ABC team was busy during 2019 planning the annual ABC AWC in Boca Raton, Florida, for April 23rd through 26th. And we started planning for the 2021 ABC AWC in San Francisco, California.

As we all know, these plans were put on hold this year because of the Covid-19 virus. This threw a major roadblock in front of our plans for the 2020 Convention, as all social gatherings were canceled. We decided to ask the Florida team if they would be willing to still do the ABC AWC in 2021 and we asked San Francisco to host the 2022 event.

In the meantime, as per the OPPM, we still needed to hold an Annual Business Conference. We on the Board decided to do this by virtual means and later it was decided to provide a *virtual* ACA World Convention, as well.

The committee did a lot of work in a short amount of time to stage these events for the Fellowship.

Miles C.

WSO ABC AWC Chair

The Delegate Training Subcommittee Report

A subcommittee of the ABC Committee, Inception: 4/22/2016

Committee Membership:

Co-Chairs: Cheryl F. and Erin D.

(Thank you to Chris W., who served as our Chair from May through November of 2019.)

Members at-large: Chris W. Jim R. Jody O. Laura L. Mary Jo L. Miles C.

Purpose:

“To educate Annual Business Conference (ABC) Delegates by providing information about what to expect at the conference, as well as preparing them to be more helpful to their own group’s understanding and practice of the Traditions and Concepts when holding group consciences.”

What We Do:

Prior to each ABC, we conduct online training sessions for delegates in March and April with the help of the Information Technology Committee. We educate the Delegate about what to expect, what it means to vote their group’s conscience, and give them an overview of Robert’s Rules of Order.

During the ABC we hold morning training sessions for new delegates that includes an overview of each day. We also have the optional Buddy mentoring program that matches first-time Delegates with experienced Delegates.

The Delegate Information section of the ABC Delegate Binder was updated for 2019 and included

- Handouts that helped Delegates prepare reports to give their groups when they return home
- A Delegate Survey (placing it in the binder, as opposed to handouts at the end of the conference in 2018, more than doubled the number of responses.)

Completed surveys were analyzed using a pie chart. Among responses was the desire for more training on Traditions and running effective business meetings.

During the ACA World Convention (AWC) we conducted a workshop on the relevance of the Twelve Traditions for group business meetings and the influence of our Laundry List Traits.

We have since posted audio recordings of skits on the Traditions to the DTSC page of the service website - <https://acawso.org/tradition-skits-audio-downloads/>

Our standard practice is to send email blasts to Delegates to keep them updated on our committee work and to simply stay in touch.

Future Goals:

- Continue to update documents on the DTSC webpage.
- Continue to develop training workshops to better prepare delegates for the ABC’s as well as business meetings and committee work.
- Continue to notify, improve and develop resources for delegate education with The Twelve Traditions, Twelve Concepts and updates on the use of Robert’s Rules of Order.
- Seek more committee members!

The Delegate Training Sub-Committee meets the fourth Wednesday of each month at 3pm EST.

We can be reached at dtsc@acawso.org

The Ballot Preparation Committee Report

Statement or Description of Purpose

OPPM Section XX. ABC PROPOSALS AND BALLOT PROCESS COMMITTEE (BPC) lays out the authority and responsibilities of this Committee

Chair / Vice Chair

Mary Jo L., Illinois

Bonnie K-M, Texas

Members

Board Liaison: Jim B., Florida

Jim R., New York

WSO Website - Repository URL of meeting minutes / reports

<https://acawso.org/category/ballot-prep/>

Committee Contact information

bpc@adultchildren.org

Bullet list of the committee activities since 2019 ABC

- July – Preparation of information for the Fellowship about the Call for Proposals, including preparing Survey Monkey
- August 1 – Call for Proposals sent to all WSO Registered Groups
- November 30 – Call for Proposals deadline; 16 Proposals received
- November/December – Reviewed Proposals and made suggestions for WSO Analysis before sending them to the Board
- January – Prepared Ballot, which was sent to all WSO Registered Groups on January 15.
- March 31 – Ballot voting ends; as of this writing it is unknown how many Groups voted
- April 7 – Deadline for submitting voting results to the Board, the ABC Committee, those in charge of the Delegate Binder preparation, and the Delegate Training Sub-Committee
- April 10 – Deadline for publication of the voting results on the Service Website, address shown above

Detailed descriptions, as needed

The work of the BPC is responsive to our annual schedule of goals and tasks, as noted in the list of activities above.

We note that: The threshold for a Ballot Proposal making it onto the ABC Agenda has been changed from 67% (a 2/3 Yes vote) to 60%.

The European Committee Report

EC Committee Members

Majbrit M., Denmark	Chair Emeritus and Member of the WSO Board of Trustees	(2014-2020)
Fredrik H. Sweden <i>Vacant Position</i>	Incoming Chair of the EC <i>EC Vice Chair</i>	ec-chair@acawso.org ec-vicechair@acawso.org
Veronica L, Switzerland	EC Treasurer	ec-treasurer@acawso.org
Beryl VN, South Africa(UK)	EC Secretary	ec-secretary@acawso.org
Marjo, Finland	EC Webmaster	ec-webservant@acawso.org
Markus S, Sweden	EC Vice Webmaster and MPS Chair	ec-viceweb@acawso.org ec-mps@acawso.org
Hasse O, Denmark	EC Literature Chair	ec-litchair@acawso.org
Marc, The Netherlands	EC Literature Vice Chair	ec-litvice@acawso.org
Irma R, Lithuania (UK)	EC Service Sponsor Coordinator	ec-ssc@acawso.org
Charlie H.	Chair of WSO the board of Trustees	chair@adultchildren.org

Websites

WSO Repository: <https://acawso.org/category/european-connection/>

European Committee website: www.acawsoec.com

Monthly Meeting

First Saturday of the month 02:00 PM CET

Zoom Link: <https://zoom.us/j/178726055>

Meeting ID: 178 726 055

Find your local number: <https://zoom.us/u/ac3j5Blsoa>

Mission Statement

Our mission has been to be the human face and local presence in Europe of the World Service Organization (WSO) for the Fellowship of Adult Children of Alcoholics / Dysfunctional Families (ACA). From a place of unconditional love, we carry the message of the 12 Steps, by supporting the growth of the European Fellowship through a wide range of services that help build local service structures in each country including: understanding ACAWSO concepts of service, traditions, and the structure of the WSO and facilitating the translation, local printing and distribution of ACA literature in the language of the fellowship of each country. We are not organized for the private gain of any person, and function as an autonomous body for Europe, as part of the WSO.

Activities

2019 was a year of tremendous change and growth not only within the committee but for the European fellowship in general.

March was the last time I, alone, attended an event as the Chair of the EC, This was the first ACA convention in Germany. It is hard to explain the energy of a first event in a country. But for me it was extremely rewarding. I was the point of contact for the WSO in the beginning, sending a Starter Kit to Germany as a “Lights ON” for ACA many years ago, and I followed their progress and growth throughout the translation process leading to up to their first convention. Being a part of the initial growing pains of the new fellowship in a country is extremely humbling: and one cannot help being affirmed in gratitude for our program. To see the full report on this convention, click on the link below: <https://acawso.org/2019/04/11/the-first-german-aca-convention-2019/>

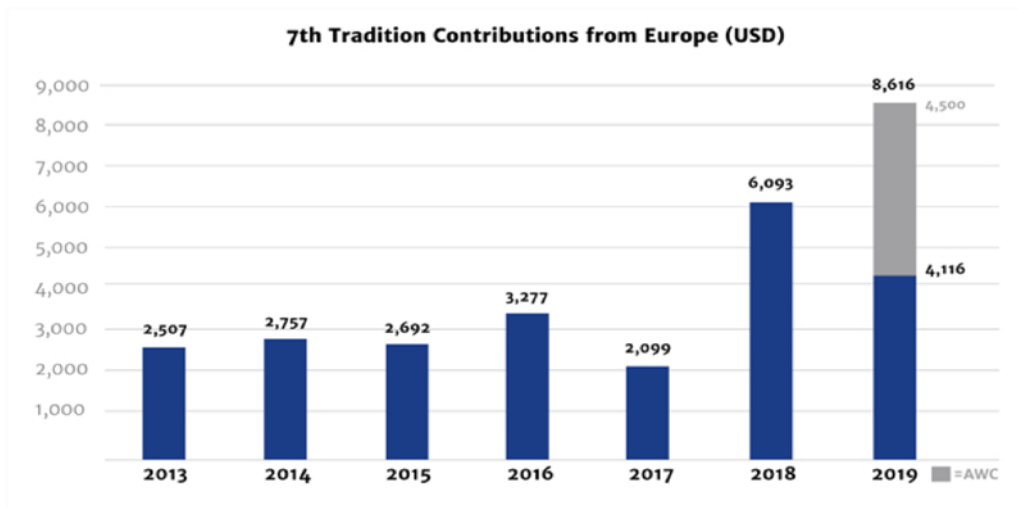
In April we had our ABC/AWC in Malmö, Sweden. A long list of volunteers were energized at this event to do service at the EC/WSO level. This increased motivation and commitment (at one point we had people from 8 different countries involved) meant that the European Committee needed to come up with new procedures and new ways of working together. We had to find similarities in diverse understandings of our program in order to be able to change from a small committee of four members that had dwindled down to one person to a committee of eleven members after the 2019 ABC/AWC.

In July, the European Committee went to Minsk, Belarus to attend their National event. This allowed us to piggy back encouragement of the local fellowship with our first strategic planning meeting for the European Committee, which we held in that location. Below is a short list of procedures needing development:

- Qualifications for European Committee officers
- Qualifications for European Committee Country Representatives as well as qualifications to vote on European Committee matters
- Division of tasks and existing accomplishments, which had been handled by one person, into different positions which would need to be created.
- Creation of a European Committee Procedures Manual
- Creation of a new email system including an extensive new list of email addresses
- Creation of a new website for translations made in collaboration with our WSO literature chair and our special worker in Germany.
- New updates for our existing European Committee website
- Creation of a new header for the European Committee website

To handle all of this ambitious workload we scheduled regular European Committee working sessions twice a month. Minutes of these meetings are available in the repository by clicking on the following link: <https://acawso.org/category/european-connection/>

7th Tradition Contributions



Requests for Future Action

There are still a lot of things that need to be done in order to fully support the European fellowship. The European Committee asks that the following be considered for the coming year.

1. A tracking system for foreign literature
2. A separate WSO bank account for the European committee for 7th tradition donations.
3. A study of the literature system for the delivery of literature within the fellowships in Europe, this would include recommendations for better book delivery in the future and the payment of royalties to the WSO for such literature.

Final Comments

The European Committee is facing many new challenges, but as the chair rotating off, I can safely say that the new European Committee is on solid ground. Those now in position as officers are showing a solid group conscience, enthusiasm and experience. The European Committee shows and strength from within and has a huge faith in our fellowship.

With profound and sincerely respect for the new team, and humble gratitude,

Majbrit M, Denmark
Signing Off

The Member Services Committee Report

Statement or Description of Purpose

We work to increase inclusivity within the ACA program while communicating with and supplying support to all ACA members, new and existing meeting groups, and service organizations worldwide.

Chair / Vice Chair (*First name, Last Initial; State or Country*)

Carole C. (California)

Members (*First name, Last Initial; State or Country*)

Bonnie K-M (Texas)	Marc (Netherlands)	Sharon F. (Missouri)	Tamara (Minnesota)
David McB (Florida)	Matt K. (Wisconsin)	Sue V. (Canada)	

WSO Website - Repository URL of meeting minutes / reports

<https://acawso.org/category/member-services/>

Committee Contact information

Carole C.: MSCChair@adultchildren.org

WSO Slack Channel: # member_services_committee

Monthly Meeting: First Wednesday at 5 p.m. Eastern Time [10 p.m. UTC]

Zoom: <https://zoom.us/j/698113496>

Bullet list of the committee activities of 2019

- Oversaw the Traveler, Special Worker, and Global, Intergroups, Members, Regions, and Teens & Young Adults subcommittees
- Cooperated in the update of meeting registration's listed meeting types
- Updated our Committee information monthly on the repository on acawso.org
- During Saturday Teleconferences, began relating only highlights of monthly reports already posted on acawso.org repository
- Worked to get a change of procedure for the Lights-On program to help the start-up of any first meeting in another country
- Strengthening communication and cooperation with other WSO Committees for better interchange of ideas and solutions

Detailed descriptions, as needed

In two short years, the Member Services Committee has seen our two newest subcommittees grow and thrive. The Global and the Teens and Young Adults subcommittees are both working with the Literature Committee people toward translations of our literature and rewording the literature so Teens and Young Adults can more easily relate to it.

Goals for the year ahead

- Model an active, healthy, responsible, inclusive ethic of volunteerism for our membership
- Raise the ACA membership's consciousness about ACA's WSO's nonstop work it does in setting up and reinforcing a solid foundation for our fellowship to build on
- Increase communication between the membership and WSO by supporting the growth of the Meetings, Intergroups, and Regions of our Service Network worldwide
- Increase our interaction and communication with the Literature and Hospitals and Institutions committees to support the growth of the worldwide ACA program.

The Global Members Committee Report

A Subcommittee of the Members Services Committee

Statement or Description of Purpose

Reaching out globally, connecting, supporting meetings and carrying the ACA message globally in countries outside of the United States, Canada, or Europe; such as Africa, Asia, Mexico, South and Central America, US Territories (E.g. Guam), Australia/Oceania. We honor tradition 4, each group is autonomous and Tradition 5, carrying the ACA message.

Chair / Vice Chair

*Chair, Sue V (Canada)

*Vice Chair: Dalia (Israel)

Members

*ASIA: Mazal (Israel), Sunil, (India/Bangladesh), Sanhita (India/Bangladesh), Amita (India), Sean (Taiwan), Chris (South Korea), Nadja (Vietnam), Amy (Israel/Belgium)	*AFRICA: Marion & Marc P (South Africa), Sarah F (USA)	*CANADA/ USA/EUROPE Canada/India: Satish, Canada/South Korea: Monica USA: Sarah O, Joe, Laura Europe: Marc/Netherlands
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WSO Website - Repository URL of meeting minutes / reports

<https://acawso.org/category/>

<https://adultchildren.org/resources/global-fellowship/>

Committee Contact information

Name: globalmembers@adultchildren.org

Bullet list of the committee activities since 2019 ABC

- First Global members call May 29, 2019, we meet monthly on the 4th Wed of the month, 3 pm GMT/UTC. This is a working committee meeting. We welcome new members. We invited the WSO Public Outreach and the EC & Translations Chairs for mutual sharing and collaboration.
- We started a Global Members support slack channel and what's app group for our working members.
- New members are needed and welcomed. Please talk to us at the 2020 ABC/AWC and by emailing us at globalmembers@adultchildren.org.

NEW COUNTRIES: (Bangladesh, South Korea, Vietnam)

- First ACA skype meeting with Bangladesh Human Rights Professionals in Bengali and English. We worked with an agency in developing a holistic 12 step approach with clients involving ACA, AA and NA. We are looking at a possible modified H and I type ACA meeting due to concerns around security and safety.
- We have provided support to emerging countries and meetings such as Korean speaking ACA meeting in South Korea. We requested a "Lights On" package for South Korea to start translations for their meeting group. They are translating the ACA literature for their meeting group. There is no English- speaking ACA meeting in this country. They are starting from ground zero as is Bangladesh.

- We have a Canadian/Korean member offering to be a fellow traveler to new members in South Korea.

ASIA and AFRICA CONTINENTS: (Israel, India, South Africa, Taiwan, Zambia)

- We are supporting the existing meetings with growing their fellowship and with meeting safety issues. We are exploring their diverse needs to see how WSO can better support them moving forward.
- We have provided meeting, step study and service structure support to existing meetings in India, Israel, South Africa and Zambia.
- We are expanding access to ACA fellow travelers and sponsors to assist the new members and groups. We have a Canadian/India member offering to be a fellow traveler and/or sponsor to ACA members in India
- Affordable and accessible literature distribution is a #1 priority in these countries. It is a major problem. We have started a service committee exploring options with WSO.

TRANSLATIONS:

- We are working with countries in the early stages of translations in partnership with WSO translations. India is in the early exploration stage.
- We have been working with WSO translations on the need for a process to allow new meeting groups to start with their own language directly using their new meeting groups to test the translated documents and build ACA recovery at the same time. Prior to this the major focus on translations was for publications. We introduced a preliminary stage necessary for ACA to grow in non-English speaking countries.
- We are in the process of updating the global pages on the WSO ACA websites, www.adultchildren.org and www.acawso.org.

GLOBAL PUBLIC OUTREACH

- We supported Global Public Outreach to South Korea and Taiwan.
- We created “12 Steps” for successful global public outreach as a best practice.

GLOBAL MEMBER OUTREACH:

- We wrote articles for the Fellow Traveler on our efforts in India, Bangladesh and South Korea.
- We encouraged our members in different countries to send a share for the new loving parent workbook and to send one in their own language.

Detailed descriptions, as needed

Meeting Support: Where do you start with a new meeting when there is no literature in your language. We are working with an innovative approach first started in Israel and we are working with WSO translations support.

Translations Support: We are working with WSO and EC translations resources so we can provide a unified approach and support no matter where the country falls in the services groups.

Study Support: Many of our countries are starting a step study for the first time. We are providing best practices, resources and support.

Meeting Business Support: How to create healthy and effective business meetings. Working with groups on potential predatory behavior and meeting safety issues.

What's APP/Online: External Closed Working Online group for connection and communication.

Goals for the year ahead

- We will be expanding our global support to Mexico, South and Central America and additional countries outside Europe, USA and Canada.
- We will be attracting ACA members with an interest in providing global service work in our countries. We need to increase our pool of international fellow travelers and sponsors. More members are needed on our Global Fellowship and our Global Fellowship.
- We have started a subcommittee in January 2020 to develop solutions in partnership with members and other ACA members to increase our Global Fellowship.
- We are increasing the visibility of affordable literature and ACA meetings in Asia, with a delegate list for the 2021 ACA meeting in Asia.
- We will continue to support existing and new ACA meeting groups in the countries under our support and continue to develop new ACA meeting groups in the countries under our support.
- We will continue to develop articles for the Fellow Traveler and the Comline.
- We are exploring on how to participate in the International AA Conference ACA's hospitality room. We hope to attract new members in the countries we support and explore possible for the countries supported under the Global Subcommittee's 12 step program.

“W” in WSO is for “WE the ACA WORLD”. Together We Are Stronger.

Countries Currently Supported:



Israel



India



South Africa



South Korea



Taiwan



Vietnam



Bangladesh

The Intergroup Committee Report

A Subcommittee of the Members Services Committee

This year has been spent continuing to work with the data from the Needs Assessment Survey, which was sent on November 10, 2019 and closed on January 15, 2020. We are actively recruiting volunteers to help analyze the data and then draft the 2020 Roadmap that will structure our work this year and in the next several years.

We are actively seeking volunteers to fill the Service Opportunity roles of Vice-Chair and Secretary.

We will begin working on our “parking lot” ideas and protocols that will support future IGSC activities.

- Update the existing Mission statement and create a Vision statement (using the feedback from the Needs Assessment Survey).
- Build “Best Practices for Intergroups” in 2020.
- Build a “Service Opportunities” page.
- Consider starting an MSC Volunteer subcommittee

The Members Subcommittee Report

A Subcommittee of the Members Services Committee

Statement or Description of Purpose

The Members Subcommittee focuses on connecting and supporting meetings and members, thereby helping WSO meet the needs of the Fellowship in North America.

Chair / Vice Chair

Chair: Currently has no chair

Members

Carole C – California Sharon F – Missouri
(Board Liaison)

WSO Website - Repository URL of meeting minutes / reports

<https://acawso.org/category/member-outreach/>

Committee Contact information

mscchair@adultchildren.org or on our Slack channel #msc_members_subcm

Bullet list of the committee activities of 2019

- Developed and published new pages for the AdultChildren.org website to welcome and engage Newcomers to ACA
- Conducted the 2019 Membership Survey to assist WSO committees in meeting the needs of the Fellowship
- Assisted meetings and Intergroups in updating their information with WSO

Goals for the year ahead

- Distribute data from the 2019 Membership Survey to WSO committees
- Present the results of the 2019 Membership Survey at the 2020 ABC

The Regions Subcommittee Report

A Subcommittee of the Members Services Committee

Statement or Description of Purpose

The Regions Subcommittee was formed to give assistance and guidance to Regions. It gives support and assistance to new and forming Regions, as well as existing ones, with planning, organization, and questions about protocol. It communicates news and concerns to and from the Regions and the World Service Board

Chair / Vice Chair

Matt K. (Wisconsin)

Josh W. (District of Columbia)

Members

Alexia P. (Germany)

Carole C. (California)

Justine P. (Pennsylvania)

Rich R. (New Mexico)

WSO Website - Repository URL of meeting minutes / reports

<https://acawso.org/category/regions/>

Committee Contact information

Matt K.: regions@acawso.org

WSO Slack Channel: # msc_regions_subcmte_forum

Bullet list of the committee activities since 2019 ABC

- Started reporting to the Member Services committee
- Communicating with developing Regions
- A draft application form for becoming a certified Region has been created
- Started monthly Zoom conference meetings in December 2019

Goals for the year ahead

- Update the Regions information on all WSO website pages
 - Update Regional Contact information on the WSO website
- Create/Assist Region registration page on WSO website.
- Create the certification process including an application form for becoming a Region
- Continue to encourage Regional development around the world
 - Especially Europe, Germany, Russia, Southern US, Northeast US & Midwest US

The Young Adults and Teens Subcommittee Report

A Subcommittee of the Members Services Committee

Statement or Description of Purpose

For those interested in, or having information for ACA Teen and Young Adult meetings.

Subcommittee Officers

Chair, Marc G. H., Netherlands	Secretary, Charmaine W., Minnesota	Liaison: Laura L., California
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Members

Jan R., Wisconsin	Toni P., Illinois	Korry, Canada
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What we do

We are a subcommittee designed to help members to help teens and young adults. We teleconference the 3rd Wednesday of the month for the official call where members share information and their experiences with the subcommittee. Work between meetings is conducted in our Slack channel. We welcome ACA teens, young adults, ACA members who are sponsoring ACA Teen meetings and other interested members. We work with members starting, attending and/or went to ACA Teen and/or Young Adult meetings.

We help to bridge the gap for teens and young adults as they move through school to adult/college/work life by:

- Finding ways to make ACA Teen & Young Adult known among teens and young adults.
- Finding ways to attract teens and young adults to ACA.
- Finding ways to conduct ACA Teen and Young Adult meetings.
- Finding ways to support ACA Teen and Young Adult meetings.
- Finding ways to encourage ACA Teens & Young Adults to take on the responsibility of their own meetings.
- Finding ways to familiarize teens, young adults, regions, intergroups, teachers, schools, counselors, parents, caregivers, other 12 Step fellowships, hospitals, and institutions with ACA Teen and Young Adult

Bullet list of the committee activities since 2019 ABC till now

- Subcommittee meeting restarted in September 2019
- Suggested ages for ACA Teen is 12-18 years and for Young Adult for ages 18-26 years.
- Subcommittee fielded questions:
 - How to make ACA Teen & Young Adult known among teens and young adults?
 - How to attract teens and young adults.
 - How to retain membership of Teen & Young adult meetings?
 - What are the ways ACA Teen and Young Adult meetings are best conducted?
 - How do ACA's support ACA Teen & Young Adult?
 - How do ACA Teens & Young Adults take on the responsibility of their own meetings?
- Subcommittee invited speakers who had facilitated ACA Teen meetings to their meetings.
- Responded to emails to those ACA members and others who wanted to have ACA Teen meetings.
- Fielded questions from those needing information on how to handle ACA Teen & Young Adult issues.
- Heard from Members who facilitate ACA Teen meetings, about how they started ACA Teen meetings.

- Commenced Teen Literature Working Group for outreach projects.
- Developed teen and young adult trifold, and/or flyers, and other literature to familiarize teens, young adults, regions, intergroups, teachers, schools, counselors, parents, caregivers, and other 12 Step fellowships with ACA Teens and Young Adults.
- Began planning development of a school packet of ACA literature for use by Teen meetings in schools.
- Began planning development of a school packet of ACA literature for use by Teen meetings outside of schools and institutions.
- Sought input on the development of ACA Teen literature.
 - Realized a need exists for more inclusive material that teens can relate to.
 - Realized we need to find a language that will be better understood by teens.
 - Realized that Teen's creative ideas will support their own ACA Teen literature.
- Discussed distributing the Teen literature to ACA regions, intergroups, and group meetings

Detailed descriptions, as needed

- We work with members starting, attending and/or went to ACA Teen and/or Young Adult meetings.
- On our teleconferences and on Slack, members share information and their experiences with each other.
- We help to bridge the gap for teens as they move through school to adult/college/work life

Goals for the year ahead

- Partner with the Literature Committee to nurture development of Teen & Young Adult literature
- Encourage Subcommittee membership
- Encourage speakers on Teen & Young Adult topics
- Liaise with Information Technology Committee on app or platform for Teen & Young Adult

Committee Contact information

for information email: Marc from The Netherlands, or Laura from California,
youngadults.teens@adultchildren.org

Slack channel: #msc_teen_nd_yng_adlt_sbcmtc

Third Wednesday monthly 19:00 (7p.m.) UTC. 2:00 pm Eastern Time (ET), on

Zoom channel <https://zoom.us/j/446358110>

In ACA Teen Uncover Your True Teen Self

WSO Website - Repository URL of reports

- <https://acawso.org/category/young-adults/>

The Traveler Newsletter Report

A publication from the Members Services Committee

Statement or Description of Purpose

The Traveler is ACA WSO's monthly newsletter, issued at the beginning of every month. Traveler articles include announcements, new and events, from around the ACA Fellowship.

Chair / Vice Chair (First name, Last Initial; State or Country)

Editor: Sharon F - Missouri

Members (First name, Last Initial; State or Country)

WSO Website - Repository URL of meeting minutes / reports

<https://acawso.org/category/the-traveler-newsletter>

Committee Contact information

thetraveler@adultchildren.org

Bullet list of the committee activities of 2019

- We began the year with 5,500 subscribers and ended the year with over 7,700 subscribers (40% increase).
- A new section, "Concept of the Month," was added to help raise awareness and discussion of the 12 Concepts of Service.

Detailed descriptions, as needed

Everyone is encouraged to sign up to receive the Traveler at <https://adultchildren.org/newsletter/>

Goals for the year ahead

- New Editor as of January 2019
- As Traveler subscriptions continue to grow, we encourage WSO committees to utilize the Traveler to communicate with the Fellowship at least once every other month.
- Reach out to meeting, Intergroup and Region contacts to encourage Traveler subscriptions to keep their groups informed.

The Public Services Committee Report

This committee was created last year as the workload of Member services grew too large. David M. carried the ball for this committee and now Miles C. has taken on the responsibility.

Our public outreach has been on fire. Miles has made great progress with the First Nations which is an amazing accomplishment. We continue to attract AA members and have established relationships with AA's General Service Office in NYC. Miles and David visited their headquarters last year and were well received.

We were very excited to secure an ACA Hospitality Suite for the Detroit 2020 AA international Convention with its estimated 50,000+ members. Sadly, the event like so many others has been canceled. We will continue to grow and expand our relations with all 12 step fellowships.

Public Service Committee continues to reach out to the growing community of healers that work in trauma based recovery.

We look forward to another year of contributing to the worldwide Recovery Community.

In Service,

David M.

Co-Chair Public Service Committee

Vice Chair ACAWSO

Vice Chair Literature Committee

Board Liaison to the Operations Manager

The Hospitals and Institutions Committee Report

A Subcommittee of the Public Services Committee

Statement or Description of Purpose

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Chair / Vice Chair

Rich R. Chair

Members

WSO Website - Repository URL of meeting minutes / reports

...

Committee Contact information

Contact Rich at hichair@adultchildren.org

H&I meets with MS (Member Services) on the first Wed of the month @ 4pm eastern, 1 pm pacific.

zoom channel <https://zoom.us/j/698113496>

Bullet list of the committee activities of 2019

- We have filled approximately 1,000 orders for literature to hospitals, institutions, doctors and therapists, in 2019.
- We have also been working on a "Doctors and Therapists" trifold. This trifold explains how ACA and therapy can change an "implicit" traumatic memory, to an "explicit" healed memory.
- We have had input from two doctors, 4 therapists and several other members. It is still a work in progress and if you wish to help in this group effort, please join us!

Goals for the year ahead

- To finish the above mentioned trifold and continue to send educational ACA literature to H&I clients.
- We also want to grow this important service committee with at least 2 new members within the 2020 year.

The Information Technology Committee Report

Formerly known as the Website and Database Committee

Statement or Description of Purpose

The Information Technology Committee supports a number of websites, including **adultchildren.org**, **shop.adultchildren.org**, **acawso.org**, **acawsoec.com**, and **acaworldconvention.org**. We also provide technical guidance for the shopping cart, teleconferencing and other technical tools to support the work of other committees, special workers, and the Board of Trustees.

Chair / Vice Chair

Chair: Sharon F [MO]

Members

Jim B [FL] (Board Liaison)

Mary Jo L [IL]

Michelle H [IL]

WSO Website - Repository URL of meeting minutes / reports

<https://acawso.org/category/information-technology/>

Committee Contact information

webservant@adultchildren.org

Bullet list of the committee activities of 2019

- Meeting, Intergroup and Region lists
 - Updated self-service online registration and update process
 - Changed “update meeting” link to no longer expire, giving users more time to make meeting updates
 - Consolidated Web, Online and Skype meetings into Online meeting type
 - Consolidated Gay/Lesbian meeting type into LGBT+
 - Added Young Adult and Teen meeting type
 - Added capability for Intergroups to send us meeting information to verify affiliated meetings’ data
 - Added “near me” feature to Intergroup list to search by Zip code or city
 - Worked with groups and Intergroups to update their information
 - Created database for meeting list searches for Google’s mapping API to reduce costs to WSO
 - Implemented procedures document to ensure we have a consistent process for meeting updates
 - Worked with IG’s to remove public contact emails feature first & last name combinations
 - Updated backend code to protect against security risks like SQL injection
 - Reached out to groups with a series of Traveler articles on updating their meeting/IG list information
- Adultchildren.org
 - Working with Literature and Member Services Committees to update content and links on to make sure we have a clear, consistent and helpful message on the Web
 - Created a single signup page for Traveler and Daily Meditation subscriptions, including descriptions – <https://adultchildren.org/newsletter/>

- Added European, American, and Asian time zone support for Daily Meditation
- Added a set of Newcomer pages to adultchildren.org to help carry the message
- Created new layout for Free Literature page
- Updated PDF plugin to patch a potential security risk
- ACAWSO.org
 - Updated menus and category descriptions to help users find information and allow committees to highlight their work, meeting, and contact information in the category page heading text
 - Added a Committees Calendar
 - Improved posting consistency by updating user access policy
 - Conducted security updates
 - Created and deployed a new Service Inquiry form and forwarded new volunteer inquiries to committees
- Email Support
 - Moved acawso.org and adultchildren.org emails to Gmail
 - Created new email address for European Committee
- Software Support
 - Merged MailChimp accounts to reduce cost to WSO
 - Assisted MSC with 2019 Membership and Intergroups Needs Assessment Survey in Survey Monkey
 - Implemented meeting scheduling and recording procedures to support increased committee meetings in Zoom
- ABC/AWC Support
 - Implemented the use of Zoom teleconference and online voting for Remote Delegates at the 2019 ABC in Sweden (20 delegates participated)
 - Posted 2019 AWC workshops and speakers to the shopping cart for purchase and download
 - Released a set of prior year AWC pages on acaworldconvention.org, including pictures and audio presentations
 - Online registration and meal purchase through Shopify for 2020
- Committee Support
 - Transitioned to using Zoom for meetings of WSO committees and Board of Trustees
 - Moved acawsoec.com site from HostGator to GoDaddy under new acawsoec.org domain
 - Assisted Finance Committee with sales and inventory reports from Shopify and Amazon sales channels to assist with Sales Tax Nexus Project
 - Assisted Loving Parent Guidebook team with service website updates and embedded zoho form

Detailed descriptions, as needed

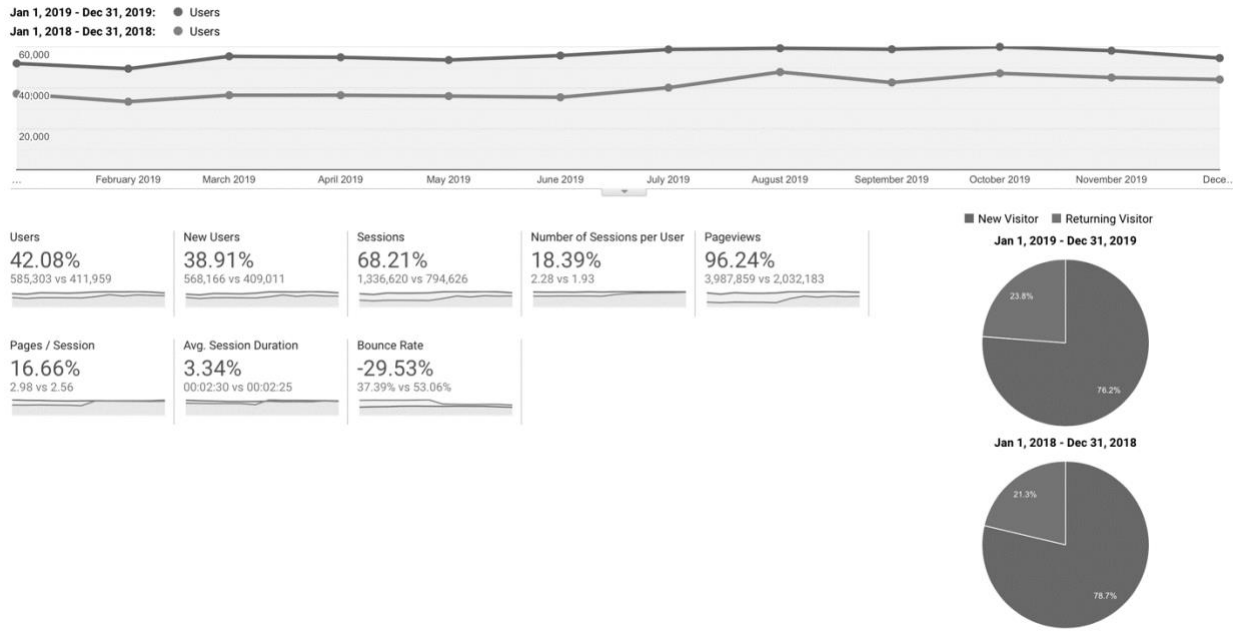
Information for Meetings, including new meeting registrations and meeting updates can be found here:
<https://adultchildren.org/meeting-group/>

Goals for the year ahead

- 2020 ABC/AWC APP for program schedule and documentation
- Dynamic content, including ComLine Blog, on adultchildren.org

- Review and maintain our Privacy Policies
- Address time zone issues for Meeting Listings

AdultChildren.org visitors – 2019 vs 2018



Top 10 Visiting Countries

2019

1.	United States	490,154 (83.32%)
2.	United Kingdom	23,583 (4.01%)
3.	Canada	20,576 (3.50%)
4.	Australia	9,215 (1.57%)
5.	Germany	3,628 (0.62%)
6.	Sweden	3,030 (0.52%)
7.	Poland	2,547 (0.43%)
8.	Netherlands	2,281 (0.39%)
9.	Ireland	2,159 (0.37%)
10.	India	2,002 (0.34%)











2018











1.	United States	340,710 (81.91%)
2.	United Kingdom	18,005 (4.33%)
3.	Canada	17,253 (4.15%)
4.	Australia	7,259 (1.75%)
5.	Germany	2,559 (0.62%)
6.	India	2,260 (0.54%)
7.	Ireland	1,951 (0.47%)
8.	Poland	1,683 (0.40%)
9.	Netherlands	1,662 (0.40%)
10.	Sweden	1,589 (0.38%)

Top Pages Visited

2019

2018

Page		Pageviews	% Pageviews
1. /meeting-search/		503,795	12.63%
2. /		484,154	12.14%
3. /literature/laundry-list/		314,698	7.89%
4. /meditation/		230,216	5.77%
5. /quick-search/?telephonebt=Click+Here		225,198	5.65%
6. /resources/find-a-meeting/		217,984	5.47%
7. /quick-search/?onlinebt=Click+Here		54,863	1.38%
8. /literature/steps/		54,785	1.37%
9. /resources/phone-meeting/		53,602	1.34%
10. /mtsearch		47,871	1.20%

1. /		308,332	(15.17%)
2. /meeting-search/		201,070	(9.89%)
3. /literature/laundry-list/		126,770	(6.24%)
4. /quick-search/?telephonebt=Click+Here		78,839	(3.88%)
5. /lit-laundry_list		71,512	(3.52%)
6. /lit-Laundry_List		58,991	(2.90%)
7. /meditation/		50,272	(2.47%)
8. /find-a-meeting1		43,946	(2.16%)
9. /find-a-meeting-search-results		29,579	(1.46%)
10. /literature		28,979	(1.43%)

The Service Network Committee Report

Formerly known as the Service Structure Committee

Statement or Description of Purpose

The Service Network Committee helps support the growth of ACA's Service Network. We are here to help Groups, Intergroups, and Regions share best practices, and to help new ones get started. This committee is working on a service manual to share experience strength and hope from ACA members and groups worldwide. [Formerly known as the Service Structure Committee]

Chair / Vice Chair

Chair: Jim B Florida

Members

Carole C - California	Matt K - Wisconsin	Sarah O – New Jersey	Karin S - Chicago
Justine F – New Jersey	Marcia J - Wisconsin	Marc – Netherlands	Bonnie K-M Texas
Cheryl F – Canada	Fredrik - Sweden		

WSO Website - Repository URL of meeting minutes / reports / meeting information

<https://acawso.org/category/service-structure-committee/>

We meet weekly on Monday at 8PM ET and Tuesday at 2PM ET to accommodate as many members as possible. Please join us <https://zoom.us/j/368722526>

Committee Contact information

svc@adultchildren.org

Bullet list of the committee activities of 2019

- Met twice a week to support as many time zones as possible
- Reviewed the Service manuals of other 12 step fellowships
- Debtors Anonymous
- Codependents Anonymous
- AlAnon
- Alcoholics Anonymous
- Overeaters Anonymous
- Cocaine Anonymous
- Drafted a Table of Contents for ACA's Service Manual
- Reviewed a number of trifold dealing with service and started updating them
- Supported the Concepts Study group – an open group that meets monthly to discuss the 12 Concepts for ACA World Service
- Drafted an ABC 2020 proposal for an ACA preamble that is inclusive and easily translated
- Created committee working groups to work on sections of the service manual

Goals for the year ahead

Issue Drafts of the ACA Service Manual

Work on updating trifold that support meetings, groups, intergroups, and regions

Support the formation and growth of groups, intergroups and regions by collaborating with other WSO committees

Encourage groups, intergroups and regions to share their procedures and best practices, so others can benefit from them, and we can potentially include them in the Service Manual

Make suggestions for improving the Annual Business Conference format

The Operating Policy and Procedures Manual (OPPM)

Subcommittee Report

A Subcommittee of the Service Network Committee

Statement or Description of Purpose

The OPPM is the primary WSO policy document in alignment with Board motions for the Board and its Committees. The OPPM Committee maintains and updates this document to provide order and continuity for the operation of WSO. It is the Committee's goal to help ensure the OPPM reflects best practices that are in line with the ACA Traditions and Concepts.

Chair / Vice Chair

MaryJo L., Chair (Illinois); Laura L., Vice Chair (California)

Members

Josh W., Committee Secretary (Washington, D.C.) Erin D. (Pennsylvania), Board Liaison
Charlie H. (Virginia), Board Chair Jasmina T. (New York)

WSO Website

<https://acawso.org/category/oppm/>

Meetings: Twice per month on the 2nd and 4th Thursdays

Slack Channel: #oppm_your_questions

Committee Contact information

MaryJo L, Chair e-mail: oppm@adultchildren.org

Bullet list of the committee activities since 2019 ABC

- Created a project plan that incorporates priorities and Board and/or Committee partners for each item (<https://acawso.org/2020/02/28/oppm-project-plan/>)
- Added a Change Log to the end of the OPPM to reflect changes made
- Revision of Appendix I – Right to Petition
- Appendix IX. Travel Policy and Section IV. Fiscal Policy – working with Finance Cmte
- Incorporated various motions passed by the Board:
 - Section III.D – WSO Property
 - XIX.4.G – change from 50% to 60% threshold to pass a motion at the ABC
 - Section XX.G – change from 2/3 to 60% approval on the Ballot for a proposal to be on the ABC Agenda

Goals for the year ahead

- Create a section on tracking literature donations from WSO
- Clarify process around updates to OPPM itself
- Clarify record/document retention policies
- Update section on Regions regarding process and definitions
- Help further define policy to ensure accountability of WSO (the Board and Committees) to the Fellowship, e.g., incorporate Norms of Conduct
- Help develop guidelines on electronic communications, electronic media, and data storage (meeting minutes, audio recordings, etc.

The Nominating Committee Report

Statement or Description of Purpose

To identify and nominate the best candidates for ACA Trusted Servant positions.

Chair / Vice Chair

Greg R., Chair, Texas;

Laura L, Vice Chair, California

Members

Jody O'C., Texas

WSO Website - Repository URL of meeting minutes / reports

<https://acawso.org/category/nominating-committee>

Committee Contact information

Greg R, chairnomcom@acawso.org

Bullet list of the committee activities May-December 2019

- Communicated with members of the fellowship to cultivate Nominating Committee and Trustee applicants including foreign applicant
- Interviewed applicants and several references in the process of vetting applicants for the Board
- Conducted exit interviews of outgoing and former Board members to improve processes
- Revised the Board of Trustee Application; formalized a process for vetting and nominating candidates
- Developed a repository for NomCom materials that will enable document sharing and facilitate process revisions
- Clarified Nominating Committee role in selecting members of WSO committees

Goals for the year ahead

- Submit two nominations to the Board prior to the 2020 ABC
- Selection and welcoming of members to fill the two remaining Nominating Committee positions
- Keep abreast of developments with Regions Subcommittee/Member Services Committee and Service Network Committee as they pertain to vetting of Regional Trustees
- Revise search procedures and continue to search and vet potential Trustees

The Archive Committee Report

Statement or Description of Purpose

The Archives Committee collects and preserves the business and historical records and artifacts of ACA in the form of oral histories, digital records, and written documents. The committee makes the information and materials available to the Board of Trustees, the employees of the Distribution Center and the fellowship of ACA in an organized and convenient manner.

Chair / Vice Chair

Marcia J., Chair, [IA]; Charlie H., Vice Chair, [VA]

Members

Laura L., [CA]	Frances G., [MT]	Kadri Liisa, [Estonia]	Ingrid D., [ME]
Katrina R., [NY]	Sarah O., [NJ]	Toni P., [IL]	

WSO Website - Repository URL of meeting minutes / reports

<https://acawso.org/category/archives/>

Committee Contact information

Marcia J. archives@adultchildren.org **Charlie H.** chair@adultchildren.org

Zoom: <https://zoom.us/j/218950010> 1st Thursday of each month

Bullet list of the committee activities since 2019 ABC

- Committee reorganized with Marcia J. appointed as Chair and Charlie H. as Vice Chair.
- A call for membership was put out through the Traveler.
- A new mission statement was created and approved.
- Work was started on a Deed of Gifts document.
- Sorting of materials scanned at Signal Hill was begun.
- Research on a Document Retention Policy was done.

Detailed descriptions, as needed

The committee is set up so that individual members can propose projects that they will do themselves after committee approval.

Goals for the year ahead

- Formalize procedures for Oral History Interviews and create necessary documents.
- Identify recording devices and transcript services for Oral History Interviews.
- Find more committee members willing to do Oral History Interviews and train them.
- Do at least one Oral History Interview per month.
- Create a WSO Documents Library on the Repository.
- Find a scanning procedure that allows manipulation of the print on scanned documents.
- Finish historical Books of Motions and Books of Minutes from available scanned materials.
- Begin work on a history of the Big Red Book.
- Begin work on the history of the original ACA Handbook.

The Audit Committee Report

Inception Date

January 2018

Chair:

Vacant

Members:

Bill D., Treasurer

Lucia S., Vice Chair Finance Committee

Statement of Purpose

The Audit Committee was formed to oversee all aspects of financial audits of the World Service Organization.

Bullet list of committee activities

- Received approval from the WSO Board to conduct a 2018 review of the WSO Financial Statements.
- The reviewed Financial Statements are part of this report to the delegates of the ABC.
- Participated via telephone and emails with the audit firm to determine the reports and information required to conduct the review field work.
- Worked with our former bookkeeper and current accounting firm to gather the auditor's information requests.
- 2018 review was delayed several times by change in financial services providers and change in WSO Treasurer role.
- Review final report presented to WSO Board in April 2020.



Adult Children of Alcoholics World Service Organization, Inc.
Reviewed Financial Statements
As of and for the Year Ended December 31, 2018
With Independent Accountants' Review Report



**Adult Children of Alcoholics World Service Organization, Inc.
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OFFICE LOCATIONS:
Los Angeles
Sacramento
San Diego
Manila

Independent Accountants' Review Report

The Board of Trustees

Adult Children of Alcoholics World Service Organization, Inc.

We have reviewed the accompanying financial statements of Adult Children of Alcoholics World Service Organization, Inc., a California nonprofit corporation, which comprise the statement of financial position as of December 31, 2018, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of company management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Accountants' Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountants' Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.



**Emphasis of Matter***Adoption of New Accounting Pronouncement*

As discussed in Note 2 to the financial statements, the Organization adopted new accounting standards, FASB ASU 2016-14, Not-for-Profit Entities (Topic 958) – Presentation of Financial Statements of Not-for-Profit Entities. This has been applied retrospectively to all periods presented.

Report on 2017 Financial Statements

The 2017 financial statements of Adult Children of Alcoholics World Service Organization, Inc. were audited by us, and we expressed an unmodified opinion on them in our report dated August 13, 2018. We have not performed any auditing procedures since that date.

Glendale, California April 3, 2020

Adult Children of Alcoholics World Service Organization, Inc.
Statements of Financial Position

		December 31	
		2018	2017
		<u>(Reviewed)</u>	<u>(Audited)</u>
ASSETS			
Current assets			
Cash and cash equivalents	\$	1 96,539	\$ 4 12,446
Certificate of time deposit		100,441	-
Accounts receivable		3,300	1,471
Inventories, net		173,655	120,357
Prepaid expenses		8,115	11,585
Other current assets		<u>418</u>	<u>489</u>
Total current assets		<u>4 82,468</u>	<u>546,348</u>
Noncurrent assets			
Property and equipment, net		19,754	8,954
Intangible assets, net		77,292	86,408
Deposits		<u>3,117</u>	<u>3,117</u>
Total noncurrent assets		<u>1 00,163</u>	<u>98,479</u>
Total assets	\$	<u>5 82,631</u>	<u>\$ 6 44,827</u>
LIABILITIES AND NET ASSETS			
Current liabilities			
Accounts payable	\$	1 1,449	\$ 5 5,289
Accrued expenses		7,896	11,151
Advances from customers		-	3,544
Deferred rent		-	712
Other current liabilities		<u>1,320</u>	<u>7,700</u>
Total current liabilities		<u>2 0,665</u>	<u>78,396</u>
Net assets			
Without donor restrictions		<u>561,966</u>	<u>566,431</u>
Total net assets		<u>561,966</u>	<u>566,431</u>

Adult Children of Alcoholics World Service Organization, Inc.

Total liabilities and net assets \$ 5 82,631 \$ 6 44,827

Statements of Activities

	Years ended December 31	
	2018	2017
	(Reviewed)	(Audited)
Revenues and support		
Revenues from sale of books and other literature items	\$ 8 54,018	\$ 7 17,337
Cost of sale of books and other literature items	<u>(218,755)</u>	<u>(204,395)</u>
Net revenues	6 35,263	512,942
Contributions	117,011	79,871
Other income	<u>56,723</u>	<u>90,874</u>
Total revenues and support	<u>808,997</u>	<u>683,687</u>
Expenses		
Program services	674,577	580,509
Management and general	<u>138,885</u>	<u>119,939</u>
Total expenses	<u>813,462</u>	<u>700,448</u>
Change in net assets	(4,465)	(16,761)
Net assets at beginning of year	<u>566,431</u>	<u>583,192</u>
Net assets at end of year	\$ 561,966	\$ 566,431

Statement of Functional Expenses
Year ended December 31, 2018
(Reviewed)

Service	Management Program and General	Total
<hr/>	<hr/>	<hr/>

Adult Children of Alcoholics World Service Organization, Inc.

Salaries and wages	\$ 1 71,460	\$ 28,056	\$ 1 99,516
Employee benefits	1 24	-	1 24
Employer taxes	14,671	2,342	1 7,013
Professional services	1 8,891	92,226	1 11,117
Office expenses	10,489	1,701	1 2,190
Information technology	30,350	-	3 0,350
Occupancy	34,227	8,028	4 2,255
Travel	26,425	6,198	3 2,623
Conferences, conventions, and meetings	5 2,023	-	5 2,023
Depreciation and amortization	1 5,405	-	1 5,405
Insurance	1,320	310	1 ,630
Postage and shipping	1 01,244	-	1 01,244
Outside services	1 80,333	-	1 80,333
Bank fees	1 4,790	-	1 4,790
Sales tax	2 ,670	-	2,670
Other expenses	<u>1 55</u>	<u>24</u>	<u>1 79</u>
Total	\$ <u>674,577</u>	\$ <u>138,885</u>	\$ <u>8 13,462</u>
	<u> </u>	<u> </u>	<u> </u>

Adult Children of Alcoholics World Service Organization, Inc.

Statement of Functional Expenses
Year ended December 31, 2017
(Audited)

	Service	Management Program and General	Total
	<u> </u>	<u> </u>	<u> </u>
Grants to domestic organizations	\$ 5,615	\$ -	\$ 5,615
Grants to foreign organizations	1 3,053	-	1 3,053
Salaries and wages	1 31,383	18,856	1 50,239
Employee benefits	1 6	-	16
Employer taxes	11,651	1,613	1 3,264
Professional services	1,828	63,094	6 4,922
Office expenses	1 5,243	1,066	1 6,309
Information technology	3 4,315	1,597	3 5,912
Occupancy	3 2,926	4,719	3 7,645
Travel	5,425	-	5,425
Conferences, conventions, and meetings	36,375	15,590	5 1,965
Depreciation and amortization	4 2,966	1,022	4 3,988
Insurance	959	12,232	1 3,191
Postage and shipping	8 4,504	-	8 4,504
Outside services	1 44,056	-	1 44,056
Bank fees	1 6,863	-	1 6,863
Sales tax	3,331	-	3,331
Other expenses	-	150	1 50
	<u> </u>	<u> </u>	<u> </u>
Total	\$ 580,509	\$ 119,939	\$ 7 00,448
	<u> </u>	<u> </u>	<u> </u>

Adult Children of Alcoholics World Service Organization, Inc.

Statements of Cash Flows

	Years ended December 31	
	(Reviewed)	(Audited)
Cash flows from operating activities		
Change in net assets	\$ (4,465)	\$ (16,761)
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities:		
Depreciation and amortization	15,405	43,988
Provision for inventory loss	-	2,206
Changes in operating assets and liabilities:		
Decrease (increase) in:		
Accounts receivable	(1,829)	-
Inventories	(53,298)	22,904
Prepaid expenses	3,470	(7,501)
Other current assets	71	11,297
Deposits	-	-
(Increase) decrease in:		(3,117)
Accounts payable	(43,840)	29,224
Accrued expenses	(3,255)	(10,235)
Advances from customers	(3,544)	3,544
Deferred rent	(712)	712
Other current liabilities	(6,380)	4,182
	<u>2018</u>	<u>2017</u>
Net cash provided by (used in) operating activities	<u>(98,377)</u>	<u>80,443</u>
Cash flows from investing activities		
Purchase of property and equipment	(14,923)	(3,612)

Adult Children of Alcoholics World Service Organization, Inc.

Purchase of certificate of time deposit	(100,441)	-
Purchase of intangible assets	(2,166)	-
Cash used in investing activities	<u>(117,530)</u>	<u>(3,612)</u>
Net change in cash and cash equivalents	(215,907)	76,831
Cash and cash equivalents at beginning of year	<u>4 12,446</u>	<u>335,615</u>
Cash and cash equivalents at end of year	\$ <u>1 96,539</u>	\$ <u>412,446</u>

**Adult Children of Alcoholics World Service Organization, Inc.
Notes to Financial Statements**

Years ended December 31, 2018 and 2017

NOTE 1 ORGANIZATION

Adult Children of Alcoholics World Service Organization, Inc. (ACA WSO) (the Organization) is a California nonprofit public benefit corporation, which was founded in 1987. ACA WSO was organized to serve the Fellowship of Adult Children of Alcoholics.

The Board of Trustees of ACA WSO is comprised of volunteer members elected to serve in the capacity of corporate trustees according to the laws of the State of California. The ACA WSO Board of Trustees manages the day-to-day operations. Any ACA member who is willing to give time and energy in service may apply to serve on the Board of Trustees, or as a volunteer or committee member. All ACA members are invited to participate in the work of ACA WSO. Service work is encouraged as a means of accelerating personal recovery.

ACA WSO maintains a telephone line, a postal, a website, and e-mail addresses as a stable communication base for the Adult Children of Alcoholics (ACA) program. The ACA WSO Literature committee prepares the Organization's literature for conference approval, prepares the quarterly newsletter (the ComLine), and along with the Board, protects the copyright interests of the Organization.

The primary purpose of the ACA program is to carry the message of recovery to all who suffer from being raised in an alcoholic or otherwise dysfunctional environment (Step 12). The program was founded on the belief that family dysfunction is "a disease that infected us as children and affects us as adults". Their membership also includes adults from homes where alcohol or drugs were not present; however, abuse, neglect or unhealthy behavior was.

ACA WSO is a connection between these individuals and ACA meetings, Intergroups, and Regions. Its sole purpose is to serve the fellowship of ACA by maintaining services for those who might be seeking, through ACA, the means for recovering from being raised in an alcoholic or otherwise dysfunctional home.

ACA WSO receives direction from the delegates at the Annual Business Conference (ABC), phone calls, letters, e-mail, and the ACA fellowship (Regions, Intergroups, meetings, and individuals). Tasks that the organization now performs include hosting the ABC; answering phone calls, letters, and e-mail; publishing literature, a list of worldwide meetings, Regions and Intergroups, a quarterly newsletter (the ComLine), and a website; making sure recovery information available to the membership. The website alone is visited by 32,167 unique visitors monthly who are seeking information regarding meetings and literature.

As a 12-Tradition program, ACA WSO's entire support comes from membership donations and the sale of its own literature. Regions, Intergroups, meetings, and individuals are encouraged to send 7th Tradition contributions. Members occasionally send bequests and personal donations for natal and recovery birthdays, and celebrations of milestones in recovery. Others contribute according to their own means in gratitude for their emotional recovery.

Adult Children of Alcoholics World Service Organization, Inc.
Notes to Financial Statements

Years ended December 31, 2018 and 2017

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The accounts are maintained on the accrual basis of accounting for financial reporting purposes, which recognizes income for the period earned and expenses when incurred, regardless of the timing of payments.

Cash and Cash Equivalents

ACA WSO considers all highly liquid investments with original maturity of three months or less to be cash equivalents. Cash and cash equivalents consist of cash deposited with financial institutions.

Investment

Investments primarily represent certificates of deposit with maturity of more than one year. Certificate of deposits are reported at cost, which approximates fair value.

Fair Value Measurements

Fair value is defined as the exchange price that would be received for an asset or paid to transfer a liability (an exit price) in the principal or most advantageous market for the asset or liability in an orderly transaction between market participants at the measurement date. Assets and liabilities are measured at fair value using a three-level fair value hierarchy that ranks the quality and reliability of the information used to measure fair value. The three levels of inputs used to measure fair value are as follows:

- Level 1:* Quoted prices are available in active markets for identical assets or liabilities as of the reporting date.
- Level 2:* Pricing inputs are other than quoted prices in active markets included in Level 1, which are either directly or indirectly observable as of the reporting date.
- Level 3:* Pricing inputs include significant inputs that are generally unobservable from objective sources. These inputs may be used with internally developed methodologies that result in management's best estimate of fair value.

An asset's or liability's level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. All assets and liabilities for which the fair value measurement is based on significant unobservable inputs or instruments which trade infrequently and therefore have little or no price transparency are classified as Level 3.

ACA WSO's financial instruments include primarily cash and cash equivalents and accounts payable. ACA WSO uses the following methods and assumptions to

Adult Children of Alcoholics World Service Organization, Inc.
Notes to Financial Statements

Years ended December 31, 2018 and 2017

NOTE 2

estimate the fair value of each class of financial instruments for which it is practicable to estimate such value:

Cash and cash equivalents - The carrying amount approximates fair value because of the short maturity of those instruments.

Accounts payable - The carrying amount of accounts payable approximates fair value because of the short-term nature of the obligations.

Inventories

Inventories consist of books and other literature items. Inventories are stated at the lower of cost or market, determined using the weighted average method. Allowance for inventory loss is used to reduce the value of the inventory to market value.

Property and Equipment

Property and equipment are stated at cost or, if donated, at estimated fair value on the date of the donation. Minor replacements or renewals and maintenance and repairs are charged to operations. Expenditures that will materially increase the value of the properties and extend their useful lives are capitalized. ACA WSO capitalizes all purchases of property and equipment with a cost of \$1,000 or more. Gains and losses on disposition of depreciable property, if any, are included in operations in the year of disposal.

The provision for depreciation is computed using the straight-line and declining balance method over the estimated useful lives of the assets which range from five to seven years.

Machinery and equipment	5 - 7 years
Furniture and fixtures	7 years

Intangible Assets

Intangible assets are stated at cost. The provision for amortization is computed using the straight-line method over the estimated useful lives of the assets which range from five to ten years.

Software	5 years
Website development	10 years

Self-created copyright and trademark are not subject to amortization.

Net Assets

Net assets, revenues, gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of ACA WSO and changes therein have been classified and are reported as follows:

Net assets without donor restrictions: Net assets that are not subject to donorimposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. These net assets may be used at the discretion of the Organization's management and the board of directors.

Adult Children of Alcoholics World Service Organization, Inc.
Notes to Financial Statements

Years ended December 31, 2018 and 2017

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors, and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of ACA WSO or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity. As of December 31, 2018 and 2017, ACA WSO does not have net assets with donor restrictions.

Adult Children of Alcoholics World Service Organization, Inc.
Notes to Financial Statements

Years ended December 31, 2018 and 2017

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Net Assets (continued)

Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statements of activities. Donor restricted contributions whose restrictions are met within the same year as received are reported as contributions without donor restrictions in the accompanying financial statements.

Revenue Recognition:

Sales of books and other literature items

Sales are recognized as revenue at the point of sale.

Contributions

Contributions received are recorded as net assets without donor restrictions or net assets with donor restrictions, depending on the existence and/or nature of any donorimposed restrictions. Contributions that are restricted by the donor are reported as an increase in net assets without donor restrictions if the restriction expires in the reporting period in which the contribution is recognized. All other donor restricted contributions are reported as an increase in net assets with donor restrictions, depending on the nature of restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions.

Functional Allocation of Expenses

The costs of providing ACA WSO's various programs and other activities have been summarized on their functional basis in the statement of activities. The statement of functional expenses presents the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the program and support services benefited by the expenditure. Certain costs are allocated among the program services and supporting services. Expenses such as salaries and wages, employee benefits, employer taxes, professional services, office expenses, occupancy and travel, are allocated based on estimates of time and effort. All other expenses are allocated based on identification of the specific use of the resources.

Income Tax Status

ACA WSO is exempt from taxation under Internal Revenue Code Section 501(c)(3) and California Revenue and Taxation Code Section 23701(d). Accordingly, no provision for income taxes has been made in these financial statements.

**Adult Children of Alcoholics World Service Organization, Inc.
Notes to Financial Statements**

Years ended December 31, 2018 and 2017

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Income Tax Status (continued)

An organization is required to recognize in the financial statements the impact of the tax position if that position will more likely than not be sustained on audit, based on the technical merits of the position. ACA WSO has evaluated its tax positions and the certainty as to whether those positions will be sustained in the event of any audit by taxing authorities at the federal and state levels. The primary tax positions evaluated relate to ACA WSO's continued qualification as a tax-exempt organization and whether there are unrelated business income activities that would be taxable. Management has determined that all income tax positions will more likely than not be sustained upon potential audit or examination; therefore, no disclosures of uncertain income tax positions are required.

ACA WSO's income tax returns remain subject to examination for all tax years ended on or after December 31, 2014 with regard to all tax positions and results reported. As of and for the years ended December 31, 2018 and 2017, ACA WSO had no unrecognized tax benefits, tax penalties or interest.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

New Accounting Pronouncement

On August 18, 2016, FASB issued ASU 2016-14, Not-for-Profit Entities (Topic 958) – *Presentation of Financial Statements of Not-for-Profit Entities*. The update addresses the complexity and understandability of net asset classification, deficiencies in information about liquidity and availability of resources, and the lack of consistency in the type of information provided about expenses and investment return. ACA-WSO has adjusted the presentation of these statements accordingly. The ASU has been applied retrospectively to all periods presented.

Reclassifications

Certain amounts in the 2017 financial statements have been reclassified to enhance comparability and to conform to the 2018 presentation. The reclassifications have no material effect on the previously reported statement of activities.

NOTE 3 CONCENTRATION OF CREDIT RISK

ACA WSO maintains its cash accounts with certain banks and financial institutions. Balances with these certain banks at times may exceed federally insured limits. ACA WSO's cash accounts with certain bank exceeded the FDIC's insured limit by \$36,851

in 2017. There was no excess in insurance limits in 2018. ACA WSO believes it mitigates this risk by monitoring the financial stability of institutions holding material cash balances.

The following represents ACA WSO's financial assets at December 31, 2018 and 2017:

ACA WSO's goal is to maintain financial assets to meet 90 days of operating expenses and inventory purchases (approximately \$250,000). In addition to the financial assets available to meet the general expenditures in the next twelve months, the Organization operates on a balanced budget and anticipates collecting sufficient revenue to cover purchases and general expenditures.

At December 31, 2018 and 2017, inventories consist of the following:

2018	2017
------	------

Adult Children of Alcoholics World Service Organization, Inc.
Notes to Financial Statements

Years ended December 31, 2018 and 2017

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Books	\$ 1 43,689	\$ 9 3,109
Other literature items	<u>29,966</u>	<u>27,248</u>
Total	<u>\$ 1 73,655</u>	<u>\$ 1 20,357</u>

NOTE 6 PROPERTY AND EQUIPMENT

At December 31, 2018 and 2017, property and equipment consist of the following:

	2018	2017
Machinery and equipment	\$ 2 8,156	\$ 1 4,271
Furniture and fixtures	<u>5,533</u>	<u>4,495</u>
Total	<u>33,689</u>	<u>18,766</u>
Less accumulated depreciation	<u>(13,935)</u>	<u>(9,812)</u>
Net	<u>\$ 1 9,754</u>	<u>\$ 8 954</u>

Provision for depreciation for the years ended December 31, 2018 and 2017 amounted to \$4,123 and \$2,428, respectively.

NOTE 7 INTANGIBLE ASSETS

Intangible assets as of December 31, 2018 and 2017 are summarized as follows:

	2018	2017
Software	\$ 3,642	\$ 3,642
Copyright	6,962	4,796
Trademark	1,299	1,299
Website development	<u>108,381</u>	108,381
Total	120,284	118,118
Less accumulated amortization	<u>(42,992)</u>	(31,710)
Net	<u>\$ 77,292</u>	<u>\$ 86,408</u>

Provision for amortization for the years ended December 31, 2018 and 2017 amounted to \$11,282 and \$41,560, respectively.

NOTE 8 OPERATING LEASES

ACA WSO leases certain office space and distribution center under operating lease expiring in April 2020. The future lease payments are as follows:

Year ending December 31	Amount
2019	\$ 37,035
2020	<u>12,466</u>
Total	<u>\$ 49,501</u>

Total rent expense for the years ended December 31, 2018 and 2017 amounted to \$36,508 and \$30,192, respectively.

NOTE 9 SUBSEQUENT EVENTS

On January 30, 2020, the World Health Organization declared the coronavirus outbreak a "Public Health Emergency of International Concern" and on March 10, 2020, declared it to be a pandemic. Actions taken around the world to help mitigate the spread of the coronavirus include restrictions on travel, and quarantines in certain areas, and forced closures for certain types of public places and businesses. The coronavirus and actions taken to mitigate it have had and are expected to continue to have an adverse impact on the economies of many countries including the geographical area where ACA WSO operates. It is unknown how long this condition will last and to date, management of the Organization cannot reasonably estimate its complete financial impact to the Organization's financial statements.

Adult Children of Alcoholics World Service Organization, Inc.
Notes to Financial Statements

Years ended December 31, 2018 and 2017

ACA WSO has evaluated subsequent events for recognition or disclosure through April 3, 2020, the date the financial statements were available to be issued, and determined that no other events have occurred that require disclosures or adjustment to the accompanying financial statements.



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The Addressing Predatory Behavior Working Group Report

HIGHLIGHTS:

Service Positions: Chair: Karin S, Vice-Chair: Erin D (Board Liaison), Secretary: Josh W

MEET MONTHLY, 4TH SUNDAY OF THE MONTH AT 2 PM EST, <https://zoom.us/j/857810290>

ORIGINS OF APB WORKING GROUP—formation of APB working group inspired by AWC workshop on “Crosstalk and Meeting Safety” at 2018 AWC in Toronto. Formed as a “working group,” outside the parameters for committees defined in the OPPM, Section X, to channel the urgency that was felt by founding members to launch an initiative to support safety and address predatory behavior in meetings; the group has operated de facto as an ad hoc committee since its inception, with Board member involvement and oversight and in compliance with documentation and reporting requirements outlined in OPPM, Section X.

MISSION AND PURPOSE – mission statement approved in June 2018:

- (1) To provide education and resources for members, groups, intergroups, and newcomers to address predatory behaviors within the ACA fellowship.
- (2) To create safe spaces for open discussions about Predatory Behavior in the fellowship.

CREATING SAFE SPACES FOR OPEN DISCUSSION:

- A. APB workshop at 2019 AWC, with approximately 100 participants
- B. 3 Fellowship wide Townhall calls - at the behest of the motion approved at the 2019 ABC, the APB working group coordinated 3 fellowship wide townhall calls which were advertised broadly, specifically to delegates; with participants from around the world. These calls were executed via ZOOM webconferencing technology; they served to present and discuss language utilized in the proposed safety statement designed for presentation in meetings on a tent card.

PROVIDING RESOURCES:

- A. Special Edition ComLine on Addressing Predatory Behavior - completed in March 2019
- B. ACA Commitment to Addressing Predatory Behavior – approved by ACA WASO Board of Trustees on 10.03.2019, published at <https://adultchildren.org/free-literature-english-translated/>, with fellowship announcement to be made in February 2020 Traveler.
- C. Self-Check Inventories - a subgroup was formed in the summer of 2019 to develop a set of tools for ACA members to self-inventory their participation in a possible predatory dynamic with another member(s) before, during or after an ACA Meeting.
- D.

LOOKING AHEAD – Discussions within the working group and on the fellowship wide townhall calls held over the course of 2019 have indicated a great need felt among fellowship members to address broader concerns about meeting and fellowship safety in more comprehensive ways. This has led to increased interest within the working group to revisit our mission statement and expand the scope of our activities to include addressing fellowship safety in broader terms. This reflection occurs as the working group is exploring the possibility of formalizing its status as a Board approved committee.

Creating Safe Spaces for Open Discussion

Since its inception, the working group has established multiple channels for two-way communication with members. This includes an e-mail address for confidential communications; the inclusion of members' shares on the topic of addressing predatory behavior in ACA meetings in a Special Edition ComLine; and an open channel for fellowship discussion of the topic on Slack: #addr_predbehav_forum.

In the first half of 2019, we also noticed an overlap of discussion on the Slack channel #addrsng_mtg_safety with topics that were of interest to the APB working group. When we investigated which group was monitoring this channel and handling issues of broader meeting safety, we learned (on the February 2019 monthly Board teleconference) that there was, in fact, no separate group addressing broader meeting safety issues, so we started monitoring this Slack channel, as well.

During the 2019 AWC in Malmo, Sweden, the Vice-Chair and Secretary of the working group conducted a well attended workshop (approx. 100 participants) on Addressing Predatory Behavior. This workshop is being repeated at the 2020 AWC in Boca Raton, FL.

Following instructions received from the 2019 ABC in April 2019, we held 3 fellowship wide town hall calls via ZOOM web conferencing technology to present and discuss language of the proposed ACA Commitment to Addressing Predatory Behavior. These calls were held on 6/22/19 (30 participants); 7/13/2019 (13 participants); and 9/21/2019 (11 participants). They were advertised broadly, particularly to delegates and drew worldwide participation.

Resources about Addressing Predatory Behavior may be found here:

- APB repository page: <https://acawso.org/category/apb/>
- Special Edition ComLine on Addressing Predatory Behavior: https://adultchildren.org/wpcontent/uploads/2019/02/Predatory_Behavior_ComLine_Final.pdf
- guidelines for addressing inappropriate behaviors, originally developed by the NCA ACA Intergroup: <https://acawso.org/2018/07/27/addressing-inappropriate-behaviors/>
- examples of group safety statements adopted by various meetings across the fellowship: <https://acawso.org/2018/11/12/examples-of-group-safety-statements/>
- ACA Group Safety Folio adopted by Costa Mesa meeting: <https://acawso.org/2019/02/24/groupsafety-folio-from-costa-mesa-group-ca-837/> <https://acawso.org/2019/02/24/group-safety-foliofrom-costa-mesa-group-ca-837/>
- ACA Commitment to Addressing Predatory Behavior: <https://acawso.org/2020/01/25/addressingpredatory-behavior-tent-card/> (fellowship announcement with link to publication).

A. Special Edition ComLine on Addressing Predatory Behavior

The Special Edition ComLine on Addressing Predatory was published in March 2019. It is available online at : https://adultchildren.org/wp-content/uploads/2019/02/Predatory_Behavior_ComLine_Final.pdf. Based primarily on member shares, this issue of the ComLine provides a comprehensive overview of predatory behavior as we currently understand it – how it occurs at and around ACA meetings and how it affects targeted members, the different forms predatory behavior may take, how meetings struggle to deal with the issue, and some tools and resources that members and meetings have found helpful in addressing predatory behavior. The shares published in this ComLine demonstrate that this issue is a major concern beyond the narrow definition of “13th stepping” already covered in the Big Red Book.

B. ACA Commitment to Addressing Predatory Behavior (APB tent card)

At the 2019 ABC, the Literature Committee submitted a draft safety statement for approval on behalf of the APB working group. This safety statement was intended for use as a tent card to be posted in meetings, or (depending on the group conscience of each meeting) to be included in the preamble read at the beginning of a meeting. While the ABC was in support of this endeavor, there remained questions about the language chosen in the drafting process. For this reason, the following motion was approved by ABC and the tent card document sent back to the APB working group pending further revisions. The approved motion reads as follows (posted at: <https://acawso.org/2019/05/04/2019-aca-annual-business-conference-summary/>): That the Addressing Predatory Behavior working group convene at least two open discussion sessions, available to all volunteers, and revise proposed literature about victimizing behavior inside and outside

ACA meetings. Following WSO board approval, the revised literature will be made available to the fellowship by September 2019, so that groups can test it and provide feedback to WSO. The working group and Literature Committee will incorporate fellowship suggestions as needed, and bring a final document back to the 2020 ABC for Conference Approval.

Based on feedback received at 3 fellowship-wide townhall calls (see above under Creating Safe Spaces for Open Discussion), a draft was finalized on 9/4/2019 and submitted to the Board for review and approval on 10/3/2019. The ACA Commitment to Addressing Predatory Behavior is published at <https://adultchildren.org/free-literature-english-translated/>.

C. Self Check Inventories

The Self-Check Inventory (SCI) subgroup was formed in the summer of 2019, based on draft language circulated within the APB working group. Suggested are questions for ACA members to examine their participation in a possible predatory dynamic with another member(s) before, during or after an ACA Meeting. The group's current purpose is to develop one or more Self-Check Inventories with an intent to post one or more Self-Inventories on the Addressing Predatory Behavior webpage and announce such posting in the Traveler. The group has no working drafts or working outlines at this time as it is in its formative stages.

Looking Ahead

Based on feedback received from members in monthly working group calls, in forum discussions on Slack, and in the fellowship-wide townhall calls, several topics were identified that need to be addressed as part of the broader topic of meeting safety, but don't necessarily qualify as predatory behavior. These topics include:

- Behavior occurring outside of meetings that has an impact on safety in meetings, such as inappropriate use of meeting contact list
- Safety concerns in untraditional environments, such as phone or other virtual meetings; how does use of phone conferencing or online technology impact members' concerns about safety?
- Problematic behavior of fellowship members in positions of service at broader levels of the fellowship beyond local meetings, such as Intergroup, Region, etc. What recourse do members have if affected by a member who is not part of their local meeting?
- How does the fellowship handle requests from members to participate in fellowship events such as the ABC/AWC, once they have been asked to leave their local meeting due to inappropriate behavior?
- Members' behavior in WSO committees

- Use of gossip/slander to engage in ‘victim blaming’ when a member tries to address problematic behavior within the fellowship.

While the reading on Tradition 9 in the BRB (p.533-535) discourages formation of safety committees in ACA meetings to avoid the temptation of trying to impose an exaggerated degree of organization on the fellowship to meet the safety needs of individual members, the APB working group has come to the conclusion that accounts of such issues are so prevalent fellowship-wide that a concerted effort to address them seems warranted.

Based on our work on the much narrower topic of predatory behavior, we would like to suggest a multipronged approach to dealing with broader safety concerns across the fellowship:

- Raise awareness of Traditions & Concepts and their role of keeping the fellowship safe, when practiced holistically
- Explore strategies for effective communication in times of conflict and educate fellowship members on how to implement these techniques
- Examine the notions of authority and perceived authority members bring to their involvement in ACA and provide education on healthy forms and expressions of authority that may occur within the group conscience process of the fellowship.

Based on these reflections, the APB working group is currently reviewing its original mission statement and considering expanding the scope of its activities to include addressing fellowship safety as a broader matter. As of January 2020, the working group is exploring the possibility of submitting a motion to the ACA WSO Board to formalize its status as a Committee for Fellowship Safety.

For comments and questions, please e-mail Karin S. at apb@acawso.org.

The Diversity Ad hoc Committee Report

Statement or Description of Purpose

The Diversity Ad Hoc Committee was created by the WSO Board on Feb 6th, 2020. This follows up from the 2019 Annual Business Conference approval of an ACA Diversity Statement. That statement can found on our website at <https://adultchildren.org/acadiversity/>

Chair / Vice Chair

Board Liaison: Jim B Florida

Chair: TBD

Co-Chair: TBD

Members

Kristian N

Chas

Julianne V

Carole C

WSO Website

<https://acawso.org/category/diversity/>

The committee is in the early stages of forming. A meeting schedule will be published soon.

Committee Contact information

secretary@adultchildren.org

Recent committee activities

The committee was created in February 2020 and is in the early stages of forming. Please join us!
The following motion created the Diversity Ad hoc Committee.

Motion (Jim B): That WSO creates an ad hoc committee to review Diversity in the ACA fellowship and the WSO and provide their findings and recommendations.

Second: Carole C

Results: All in Favor

Background: The ad hoc committee will be formed with a Board member as the interim chairperson. The interim chair will form the ad hoc committee with volunteers from the fellowship and then elect a chairperson. The interim chair will then become the board liaison to the ad hoc committee. The ad hoc committee is to provide a report by the December 12th, 2020 board teleconference. And can ask for an extension if needed.

Goals for the year ahead

- Reach out to members that may be interested in joining the committee
- Start having regular meetings
- Develop a plan – Diversity, Inclusiveness, Accessibility, Anonymity.
How to get more diversity in ACA meetings and service?
- Provide monthly reports to the Board
- Assess if more time is needed to deliver it's finding to WSO