



Adult Children of Alcoholics World Service Organization

2019 Book of Motions

January 2019– November 9, 2019

Marcia J.
Board Secretary
April 2017 – April 2019

Miles C.
Board Secretary
April- August 2019

Erin D.
Board Secretary
August - October 2019

Jim B.
Board Secretary
November 2019 -

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January 12, 2019

Motion 2019_0112_01: Adoption of Regional Map for the United States and Canada

Motion: To approve the adoption of the new Regional Map for the United States and Canada that has been developed and recommended by the Service Structure Committee. (Service Structure Committee)

Background: The Service Structure Committee has researched and had discussions about several map variations. The one being recommended realizes that a closer connection among groups will involve other service structures that are currently being discussed by the committee. This Regional Map is intended to be flexible so that areas that are naturally working together, which may be divided on the map, can choose to continue their connection. It also takes into consideration that the Bylaws of ACA designate a finite number of seats on the Board of Trustees, including Regional Trustees, and that we are a world-wide organization. Work on the map for the rest of the world will begin at the 2019 AWC with a projected approval of that map at the 2020 ABC. **Motion passes with one abstention by Bill D.**



Motion 2019_0112_02: Approval of Accounting Review by Vasquez & Co.

Motion: To engage the Vasquez & Company CPA firm to perform an Accounting Review of the ACA WSO Financials and perform a year-end inventory count for the sum of \$8,500. (Finance Committee)

Background: For the past two years ACA WSO has had its financial records and system audited by Vasquez & Company, a Los Angeles based CPA Accounting firm. This year the Finance Committee feels a Review will provide adequate assurance instead of a full audit. This motion was unanimously approved by the 4

members of the committee. Attached is the proposal to perform the Review minus the \$500.00 negotiated for the auditors to perform the year-end inventory count. **Motion passes with one objection by Pat H. and an abstention by Majbrit M.**

Motion 2019_0112_03: Feasibility Study for Hiring a CPA Firm and an In-house CPA

Motion: To have the finance committee do a feasibility study about hiring a CPA firm or an in-house CPA. (Finance Committee)

Background: ACA is approaching the million dollar gross sales mark, at which time regular audits will be required. The finance committee has discussed the necessity of getting a CPA. Hiring an in-house accountant rather than outsourcing was also suggested. **Motion passes unanimously.**

Motion 2019_0112_04: Authorization of payment for pallet racks and electricity for Signal Hill

Motion: To authorize up to \$2,000 to install added pallet racks and electricity for the Signal Hill warehouse. (David McB)

Background: This installation will not cause problems with building inspections. The last installation passed, despite blocking a door. This will increase our capacity by 12 pallet spaces. **Motion passes unanimously**

Motion 2019_0112_05: Update of OPPM Section V. Duties of Officers for the Secretary and Treasurer.

Motion: That the Board approve clarifications and additions to OPPM SECTION V. DUTIES OF OFFICERS for the Secretary and Treasurer. (OPPM Committee)

Background: Changes are being proposed to more specifically define a) the Secretary's responsibilities about Board Motions as well as ensuring appropriate people sign the Conflict of Interest statement (see Appendix VIII), and b) the Treasurer's responsibilities about publication of 7th Tradition contributions and the WSO tax return. **Motion passes unanimously**

Motion 2019_0112_06: Holiday pay for employees on Christmas and New Year's Eve

Motion: To grant the WSO employees the day off before Christmas and New Years with their normal holiday pay. (Finance Committee)

Background: Since both Christmas and New Year's fall on Tuesday the board has been petitioned to close the office on both Mondays to give the employees that time with their families. The cost to WSO would be partially offset as there would be no expense for employee gifts this year. A summary of hours and costs not including taxes are attached. **Motion passes unanimously**

Motion 2019_0112_07: Adoption of Board Norms of Conduct

Motion: To adopt the Norms of Conduct that will help encourage respect and civility in WSO interactions.

Background: While the 12th Tradition reminds us to place principles before personalities, the fellowship has indicated the seriousness about addressing behaviors so that everyone feels safe in meetings. This, by extension, should also apply to service work. **Motion passes unanimously.**

Motion 2019_0112_08: Approval of Travel Authorization Form

Motion: To approve a Travel Authorization Form

Background: The Travel Policy in the OPPM says the Board must provide final approval for travel; however, there is no mechanism for documentation. A travel form will provide the proper paper trail. This form should be used whether travel was already approved as part of a budget or not. Additionally, no one will be allowed

to approve their own travel. **Motion passes unanimously.**

Motion 2019_0112_09: Addition to OPPM Section VI. Fiscal Policies

Motion: To add to OPPM Section VI. Fiscal Policies that “Any expenditure in excess of \$2,000 for the purchase of a single item or service should have bids from three (3) suppliers, if possible.”

Background: This memorializes a business practice that the Board has already unofficially been following. Acceptance of the lowest bid is not necessarily required. Bids will be reviewed and specifically approved in advance by the Board of Trustees. Long term contracts such as those for recurring printing orders, office rent, etc., are excluded from this requirement. **Motion passes unanimously**

February 9, 2019

Motion 2019_0209_01: Location for the 2020 ABC/AWC

Motion: That the 2020 ABC and AWC be awarded to the Southeast Florida Intergroup IG650.

Background: This Intergroup has presented an Application that gives the Board full confidence that they will be able to host next year's event in a very professional manner. Many people who will be part of this Host Committee were part of the 2016 Host Committee that was held in Delray Beach, FL, which will be extremely helpful for them. **Motion passes unanimously.**

Motion 2019_0209_02: Changes to OPPM Section VI. ACA WSO Fiscal Policies

Motion: To make further changes to Section VI. ACA WSO Fiscal Policies, Subsection C. Expenditure Approvals, of the OPPM.

Background: Changes to items 4 and 5 in this subsection and add new item 6 that further define levels of expenditure approvals. **Motion passes unanimously.**

Motion 2019_0209_03: Contract for Alexia P.: Russian Yellow Workbook Layout

Motion: Approve a contract to hire Alexia P. to design the layout and create a print ready PDF for Russian language Yellow Workbook (for hard copies in A4 format), at a cost of 616.50 Euros, or about \$699.

Background: The Moscow Intergroup has completed its translation of the Yellow Workbook. Alexia will supervise a Lithuanian designer, who will use a WSO Yellow Workbook design template to lay out the book at a reduced hourly rate. **Motion passes unanimously.**

Motion 2019_0209_04: Contract for Alexia P.: Swedish Yellow Workbook Layout

Motion: Approve a contract to hire Alexia P. to design the layout and create a print ready PDF for Swedish language Yellow Workbook (for hard copies in A4 format), at a cost of 1,026 Euros, or about \$1,165

Background: The Swedish fellowship intends to submit its translation of the Yellow Workbook in early February, with a goal of printing and delivering a substantial order in time for the ABC/AWC in Malmo, Sweden. Because of the time constraints, and the importance of completing the order in time for the AWC, Alexia will personally lay out the Swedish YWB. **Motion passes unanimously.**

Motion 2019_0209_05: Approval of payment to Patricia Wilshire for work done on audit.

Motion: To approve accounting work at an estimated cost of \$1,200 for Patricia Wilshire to perform tasks the audit reviewers have asked WSO to provide.

Background: The auditors require approximately 20 accounting reconciliations, ledgers, and schedules from

WSO in order to perform the 2018 review. The Fin Comm, including the incoming treasurer, unanimously recommends our accounting vendor, Wilshire Financial Services, being engaged to provide this detailed information. **Motion passes unanimously.**

Motion 2019_0209_06: Approval of RFPs for accounting and bookkeeping services.

Motion: To send out the Accounting and bookkeeping services RFP created by the Finance Committee.

Background: The RFP document is attached to these minutes. Care was taken to give WSO many choices in decisions regarding the outcome of this RFP. **Motion passes unanimously.**

Motion 2019_0209_07: Approval of travel funds to New York City.

Motion: Approve travel funds from the 2019 budget of the Public Services Committee for two members of the PSC. Miles C. and David McB. to travel to NYC to work with AA GSO to secure a presence for ACA at the 2020 AA international Convention in Detroit. They will also meet with AA publishing officers for input on our publishing efforts. All monies used will be considered part of the approved budget for 2019.

Background: This trip is covered by unused budget from 2018. There will be between 50,000 and 60,000 AA members at the convention in Detroit, which will give our organization good publicity.

Tabled for more information.

March 9, 2019

Motion 2019_0309_01: Financial arrangements for German Yellow Workbooks

That WSO make an upfront payment to the European printer of 2,106 Euros (approximately \$2,380) for printing and delivery of 500 German Yellow Workbooks to the German ACA Service Committee, and that it authorize a repayment plan, in which the Germans will pay WSO a total of 3,482 Euros (about \$3,934) in four quarterly payments between June 2019 through March 2020. This will take into account the traditional gift by WSO of 300 books at cost to the countries who have translated and are publishing their first run of books. The remaining 200 books will be dealt with under an agreement with the German ACA Service Committee.

Background: The German-Austrian-Swiss ACA Intergroup has scheduled its first national recovery day March 29-31 and wishes to order 500 Yellow Workbooks, which will greatly enhance ACA's presence with adult children in Germany. The proposed agreement will enable the committee to make the purchase and repay WSO, using sales revenue under a structured agreement. The Intergroup has been informed as part of this agreement that no further books will be printed until the first order is fully repaid. **Motion passes unanimously.**

NOTE: A second motion was passed during the Board Working Session on 2-28-19 (see below) that increased the quantity from 500 to 600 books.

Motion 2019_0309_02: Financial arrangements for Swedish Yellow Workbook

That WSO authorize an agreement to sell 1,500 Swedish-language Yellow Workbooks to the Swedish national intergroup for EUR 11,623 with the following payment schedule: Slightly more than half of the total cost of the sale, which includes printing, delivery and WSO's margin (EUR 6,000/USD 6777), is due; approximately one-half of the remaining balance (EUR 2,823) is due within 90 days of taking delivery of the books; and the remaining balance (EUR 2,800) is due within 180 days of taking delivery of the books.

Background: The Swedish national intergroup wants to have its newly translated YWB available at the

ABC/AWC in April 2019. Completing this agreement now will enable the books to arrive on time while avoiding any potential complications that may arise from Brexit. Under the payment plan, all costs of printing and delivery plus an additional amount to cover part of the WSO's margin will be paid up front by the Swedes. Two additional payments will cover the WSO's remaining margin balance of this sale.

Motion passes unanimously.

Motion 2019_0309_03: Changes to OPPM Section IV. ACA WSO BOARD OFFICERS.

To approve changes to OPPM Section IV. ACA WSO BOARD OFFICERS.

Background: These are changes to overall information about Board Officers and does not include specific officer responsibilities. The Board has been given specific documentation with the changes.

Motion passes unanimously.

Motion 2019_0309_04: Changes to OPPM Section XXI. ACA WSO Website.

To approve changes to OPPM Section XXI. ACA WSO Website.

Background: The Website section of the OPPM has not been updated in six or more years. The information in this document reflects current practice. **Discussion:** Approve after changes to first section. Change "Best Practices" to "Privacy." **Motion passes unanimously.**

Motion 2019_0309_05: Commemorative coins for the 2019 ABC/AWC

To approve the design and production of 900 commemorative coins for the 2019 ABC/AWC in Malmo, Sweden, at a cost not to exceed \$1,700.

Background: Last year for the Toronto ABC/AWC and 40th ACA Anniversary we ordered 700 coins at a cost of approximately \$1,100. Besides those that were given away to attendees, some were also sold to attendees, sold to the Toronto Intergroup, and approximately 180 have been sold on our shopping cart at \$3.00 each. About 1/2 of the original cost was recouped as a result of those sales.

Motion passes unanimously.

Motion 2019_0309_06: Revision of the license agreement with the Moscow Intergroup (MIG).

To revise the license agreement with the Moscow Intergroup (MIG), in accordance with a formula negotiated between the MIG and the Literature Committee. This allows the MIG to receive closer to 50 percent of profit from Big Red Book and Yellow Workbook sales after costs.

Background: The MIG operates a sophisticated distribution operation that serves multiple Russian fellowships and uses wholesale channels to get ACA literature to health professionals. Despite a workload that exceeds that of most intergroups, the current revenue sharing agreement gives the MIG less than a quarter of the profit after major costs are accounted for. The new formula more equitably reflects their contributions. **Motion passes unanimously.**

Motion 2019_0309_09: Approval to print 600 German language Yellow Workbooks.

To approve the printing of 600 total German language Yellow Workbooks, with 500 to be sent to the German fellowship and 100 to remain at the printer for a later use to be determined by WSO, following study by the Publishing Study Group.

Background: At the request of the intergroup, WSO will not sell through Amazon Germany for at least three to six months, until after the Intergroup has sold most or all of its first shipment. WSO also will explore pricing strategies that do not inappropriately compete with IG sales. **Motion passes unanimously.**

Motion 2019_0309_10: Changes in bank account signatories.

That the Board Secretary prepare and sign the appropriate documentation to show that Pat H., the incoming WSO Treasurer, and Charlie H., the incoming WSO Board Chairperson, are to be added to the WSO bank accounts as signatories and to receive appropriate debit and credit cards. And for the record, after the ABC, Bill D., current Treasurer, and Mary Jo L., current Board Chairperson, will be removed as signatories from all accounts.

Background: This is a routine motion meant to ensure that the Treasurer Elect and the Board Chair Elect are added to all WSO bank accounts with the appropriate level of account management authority.

Motion passes unanimously.

Motion 2019_0309_11: Creation of a fraud hotline.

To authorize the creation of a fraud "Hotline" to receive information about knowledge or suspicions of fraud. It could also be used by employees to report incidents of harassment, unsafe working conditions, violence or violations of laws or regulations. This will allow WSO to address such situations in a timely manner to avoid adverse consequences for all parties involved.

Background: This was a 2016 recommendation from the Auditors, which the Board agreed to implement.

Motion passes unanimously

Motion 2019_0309_12: Approval of travel funds to visit AA Headquarters in New York City.

Approve travel funds of approximately \$1,500 for two members of the Public Services Committee, Miles C. and David McB., to travel to NYC to visit AA GSO. The intent is to secure a presence for ACA at the 2020 AA international Convention in Detroit. There is expected to be between 50,000 and 60,000 AA members at the convention, which will give our organization good exposure. They will also meet with AA publishing officers for input on our publishing efforts. All monies used will be considered part of the approved budget for 2019.

Background: Since the 2019 budget has not yet been approved and this is an important project, advance funds from the budget are requested. The rest of the yearly budget for this committee will reflect the use of this money up front. **Motion passes unanimously.**

April 13, 2019

Motion 2019_0413_01: Approval of 2020 location for the ABC/AWC

To approve the Florida Host Committee's selection of The Renaissance Boca Raton Hotel for the 2020 ABC/AWC.

Background: Our Florida Board members believe the prices negotiated are reasonable, given the costs in southeast Florida. The Florida Host Committee needs to move forward on this so they can negotiate the final contract as soon as possible. **Motion passes with nine votes. Majbrit M. did not vote.**

Motion 2019_0413_02: Appointment of Delegate Training Subcommittee Vice Chair.

To approve the appointment of Chris W. from Pennsylvania as the Delegate Training Sub-Committee Vice Chair. She will step into the role of Chair after the upcoming ABC.

Background: Approval of this appointment is in line with the guidelines in the OPPM, Section X.

Motion passed unanimously

Motion 2019_0413_03: Approval of Bank of America Debit and Credit card for Nick Calandrino.

To approve a Bank of America Debit and Domestic Credit card for Nick Calandrino, the WSO Operations Manager, with a credit card limit of \$2,500 and the normal bank daily limit on the debit card. Adherence to spending guidelines as spelled out in the OPPM, which include the requirement for pre-travel authorization for all travel and the \$750 limit on budgeted expenses within his area of the budget are required for use of the card.

Background: The Operations Manager needs these cards to conduct routine WSO business. There is currently only a debit card in the name of one of the other employees in the office for paying authorized office expenses. **Motion passed unanimously**

Motion 2019_0413_04: Approval to seek tax consultant.

To approve seeking a tax consultant to assist WSO in setting up the proper tax registrations, collections, and remittances for its online sales channels as well as assist with international tax related issues.

Background: As this work could possibly exceed the \$2,000 threshold and require competitive bids, it is likely we should have an RFP. This would allow WSO to obtain apples to apples competitive bids. The RFP could define the scope of services and allow the prospective bidders to bid on the same service. The responsibility for this task will reside in a committee of the board rather than the office.

Motion passed unanimously

Motion 2019_0413_05: Financial arrangements for Danish meditation books.

That WSO authorize an agreement to sell 1,000 Danish-language *Strengthening My Recovery* meditation book to the Danish national intergroup for EUR 6,900 with the following payment schedule: EUR 4,000, which includes printing, delivery and a portion of WSO's margin, is due before printing; approximately one-half of the remaining balance (EUR 1,450) is due within 90 days of delivery of the books to the Danish Intergroup; and the remaining balance (EUR 1,450) is due within 180 days of delivery.

Background: The Danish national intergroup recently translated its *Strengthening My Recovery* meditation book and has reached an agreement with WSO to publish and purchase 1,000 copies. Completing this agreement now will avoid any potential complications that may arise from Brexit. Under the payment plan, all costs of printing and delivery plus an additional amount to cover part of the WSO's margin will be paid up front by the Danes. Two additional payments will cover the WSO's remaining margin balance of this sale. Financial details are described in an attachment, "Danish Meditation Book (SMR) Sales Proposal."

Motion passed unanimously

Motion 2019_0413_06: Approval of Region Certification requirements.

That the Board of Trustees accept the recommendation of the Service Structure Committee for requirements to certify Regions and allow them to send a Regional Representative to the Board of Trustees.

Background: The suggested requirements have been created to give guidance to those working to form Regions as well as those who are available to assist them upon their request.

Motion passed with nine votes. Bill D. voted against acceptance.

Motion 2019_0413_07: Approval of room costs

To pay room costs for those who are working for WSO for significant hours at the Board's collective discretion at the ABC/AWC from April 22-29. **Motion passes unanimously.**

Motion 2019_0413_08: Changes to OPPM Section XIX - ABC and AWC.

That the Board approve proposed changes to OPPM Section XIX - ABC and AWC except for not changing the Brief History and Purpose in the ABC section and with the clarification that subsidies for delegate travel have to come from their own group.

Background: Changes have been made to further clarify and document current practices for the ABC Section of the OPPM in advance of the ABC. Also included is an introduction to the AWC. Payment for delegates who can't afford travel will come from their groups, not WSO.

Motion passed with nine votes and one abstention.

Motion 2019_0413_09: Price increases for items sold on Amazon US.

That the Board approve price increases for items sold on Amazon US as follows: Hard Cover BRB - from \$18 to \$20, Soft Cover BRB - from \$18 to \$19.50, Yellow Workbook - from \$14.50 to \$16, Soft Cover Med Book - from \$12 to \$13.25, Hard Cover Med Book - from \$12 to \$15, Laundry Lists Workbook - from \$18.50 to \$19.50 and Newcomer's Booklet - from \$3.00 to \$4.00. The DCOC and the Operations Manager are given the flexibility to work with prices within parameters. The parameter discussed was to let these prices stand for a month and report on how the price changes are working before any more adjustment is done.

Background: The profit margin on Amazon sales is considerably less than books sold through the WSO Shopping Cart. We want to encourage purchases through the Shopping Cart to better help WSO financially. Most price increases are in the 10% range with the exception of the following: a slight difference between the cost of the hard cover and soft cover BRB; raise the hard cover med book price higher because it was the same as our shopping cart; keep the Laundry Lists Workbook under the price of the BRB; increase the Newcomer's Booklet price to break even. **Motion passed unanimously.**

Motion 2019_0413_10: Travel approval for Eleni M. to ABC/AWC.

To pay for Special Worker Eleni M. to go to the ABC/AWC.

Background: Eleni, as a special worker for the Members Service Committee, has been working with the committees and will be able to help at the table being set up to talk to those interested in working on WSO Committees.

Motion passed with five votes, two objections, and two abstentions.

Motion 2019_0413_11: Sales details for ABC/AWC Host Committees.

To extend the 30% Intergroup discount on all products in the WSO Shopping Cart to ABC/AWC Host Committees, and to subsidize half the destination shipping charges. Regular quantity restrictions are waived.

Background: This motion recognizes the hard work and dedication of the ABC/AWC Host Committees, and it institutionalizes something that has already been put into practice for Malmo.

Motion passed unanimously.

Motion 2019_0413_12: Approval of new chair for Service Structure Committee.

To approve Jim B. as Chair for the Service Structure Committee.

Background: Marcia J. will be leaving the Service Structure Committee after chairing for 2 years. Jim B. has been attending the meetings since November 2018, and has an interest in spearheading the creation of a Service Handbook, which is one of the goals for the committee in 2019-2020. **Motion passed unanimously.**

Motion 2019_0413_13: Change in status of Hospitals and Institutions (H&I) subcommittee.

To take H & I from its current subcommittee level of the MSC and PSC Committees in order to make it a standing committee.

Background: There is rapid growth in the fellowship. The current location of H & I subcommittees in two standing committees is inefficient to its mission to get information about our program to Mental Health Workers, Counselors, Health Workers and Penal Systems both domestically and globally.

Motion passed unanimously.

Motion 2019_0413_14: Approval of chair for H&I Committee.

To approve Miles C. as Chair for the H & I Committee.

Background: Miles C. has been Chair of both the MSC and PSC subcommittees of H & I. He will be able to continue his work in the new H & I Committee. **Motion passed unanimously.**

Motion 2019_0413_15: Approval of ACA Service Network Definition.

To approve that the Service Network of ACA be made up of Meetings, Intergroups, and Regions and recognize that other entities may arise in the future at which time they will be defined and incorporated into the ACA Service Network.

Background: The Service Structure Committee was tasked to study our organization and others to identify needs and get ideas to address them. One need was to breach distance between WSO and the Meetings, which affects communication, donation, and service on the part of the fellowship. Upon study and debate, the Service Network Committee recommends the entities named. **Motion passed unanimously.**

Motion 2019_0413_16: Rename the Service Structure Committee.

To rename the Service Structure Committee to the Service Network Committee.

Background: There has been much discussion and general agreement that the above name change would reflect the work of this committee in a better way than the current name.

Motion passed with nine votes in favor and one abstention.

2019 ABC April 25-26, 2019

Motion abc_2019_01: Adopt a Diversity Statement for ACA. (Ballot Proposal 9)

ABC delegates voted to 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.”

Motion abc_2019_02: Approve a Proposed Mission Statement for ACA. (Ballot Proposal 7)

ABC delegates voted to create a working group to review the original draft mission statement and revise it to address wording concerns expressed by delegates. A revised version will be resubmitted for consideration at the 2020 ABC.

Motion abc_2019_03: Approval of Meeting Safety Card developed by the APB Working Group.

ABC delegates directed the Addressing Predatory Behavior working group to convene at least two open discussion sessions, available to all volunteers, and revise the 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.

May 11, 2019

Motion 2019_0511_01: Submission of closing talk to xa-speakers.org.

To submit the closing 2019 AWC talk to xa-speakers.org, a collection of recordings from 12-step speaker meetings, conventions and workshops, such as Alcoholics Anonymous, Al-Anon Family Groups and Narcotics Anonymous.

Background: This site has many other 12 step and 12 tradition group recordings. We have received a number of requests from the fellowship to share some mp3 recordings. This site does not use social media or sharing which avoids potential issues with the 12 traditions. **Motion passed unanimously.**

Motion 2019_0511_02: Adoption of the ACA Diversity Statement.

To 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.”

Background: This Diversity Statement was approved at the 2019 ABC.

Motion passed with 2 abstentions.

June 8, 2019

Motion 2019_0608_01: Authorization to purchase 15,000 YWB from Bang.

That the WSO Board approve the purchase of 15,000 Yellow Workbooks at a cost of \$28,096 plus shipping of approximately \$2,544 per the attached quote from Bang Printing.

Background: The previous 10K order for YWB was made after receiving a 10K book order about 2 months prior to that. By ordering larger quantities we will not need to order as frequently. With the cost savings of ordering 15,000 of them instead of 10,000 being 46.69 cents per book, we can order 15,000 books and get a total savings of \$7,003 in printing costs over what it would normally cost to print them. That is enough savings to pay for storage for 5,000 of them for 5 or 6 months if necessary and still have over \$6,000 in savings leftover. **Motion passed unanimously.**

Motion 2019_0608_02: Approval of Onisko & Scholz as ACA accounting firm.

To hire the firm of Onisko & Scholz as our new outside accounting firm, replacing Wilshire Financial Services, with a \$5500/month retainer fee for their services.

Background: The Finance Committee was tasked by the Board with finding a replacement for our current outside accounting firm, Wilshire Financial services. An RFP was sent out to half a dozen Signal Hill area accounting firms and the Finance Committee reviewed the responses. The responses were narrowed down to two candidates. After checking customer references and conducting telephone interviews with both firms, the Finance Committee chose Onisko & Scholz for the following reasons: the firm has considerable experience with Non-Profit Organizations and has clients who sell through Amazon. It is familiar with Sales Tax Nexus in each state, is the closest in location to the Signal Hill office, and has already gone to the office and seen some of our systems.

The firm's retainer fee will be reconciled against actual at year end. Any overpayment will be returned to WSO or carried over to the following year. We paid Wilshire Financial \$55,166.00 last year. Onisko & Scholz will outsource our payroll function to ADP, and our monthly fee will be less than \$500/month. ADP will file all of our payroll taxes in every state we have an employee. **Motion passed unanimously.**

July 13, 2019

Motion 2019_0713_01: Free access to AWC MP3 Recordings for Host Committee members.

That WSO provide free access to named AWC Host Committee members for MP3 talks from that convention year.

Background: Host committees are often very busy during the AWC weekend and miss many of the recovery workshops that are held. It would be nice to recognize their service by providing free access to the MP3 talks held from the year that they are supporting the AWC. This is prompted by a request from the 2019 AWC host committee. The Host Committee will present a list of volunteers to receive the free downloads, and the request must be reviewed and approved by the WSO Board's Host Committee Liaison.

Motion passed unanimously.

Motion 2019_0713_02: Change of authorization, signatories, and ownership of WSO accounts

To provide appropriate information to all banks doing business with the Adult Children of Alcoholics World Service Organization (WSO) to authorize WSO's current Treasurer, Patricia Hubbard, as the owner and authorized contact for all WSO accounts, and by extension, a full signatory, and to ensure that the current WSO Board Chair, Charles Hall, is a co-owner and an authorized contact and full signatory for WSO accounts. WSO authorizes that any other owners be removed from the account.

Background: A similar motion approved in March of this year may not have been explicit enough for all banking institutions, and there continues to be some roadblocks to reassigning primary access to all WSO accounts. **Motion passed unanimously.**

Motion 2019_0713_03: Paid leave day for eligible WSO employees

To approve one paid leave day that any eligible WSO employees may choose to take at their discretion during the calendar year. This paid leave day does not carry over to the following year nor is it able to be cashed out.

Background: Our employees work extremely hard and the LOM and the OM have suggested giving July 5th off this year as a paid holiday. A concern is that this will lead to the employees requesting the day after Thanksgiving off, Christmas Eve day off and/ New Year's Eve Day off. Rather than start down a slippery slope, offering a floating holiday that each employee controls empowers each employee to make their own decision. It is a "use it or lose it" basis. The cost of this floating holiday is around \$650 in salaries and employer taxes. **Motion passed unanimously.**

Motion 2019_0713_04: Hotel for October Strategic Planning Meeting

To approve holding October's Strategic Planning Meeting on October 24 - 28, 2019 in Long Beach, CA at the Cove Hotel.

Background: The Cove Hotel has been used by both Bill D and David McB. During business in Signal Hill. David McB reached out to The Cove and has obtained a quote from them for the conference rooms and the lodging rooms. The rooms quoted are for 2 Queens or 1 King bed. I have worked out a budget for rooms, food and conference rooms. The amount for the above comes to \$7200. Dinners and airfare are not included in this budget. **Motion passed unanimously.**

Motion 2019_0713_05: Single SKU# System for literature and chips

That the Distribution Center adopt a single SKU# (Stock Keeping Unit #) system on literature and chips.

Background: The Distribution Center currently has two different SKUs for all literature and chips. This causes confusion, and it has been determined that a single SKU system can serve the needs of intergroups and other members. **Motion passed unanimously.**

August 10, 2019

Motion 2019_0810_01: Revision of Ballot Measure Support Requirements

That WSO revise Annual Business Conference rules so that 60 percent passage by ABC delegates is required to enact a motion.

Background: The current 66.7% requirement has been in effect for years. In the last few years, fellowship involvement has grown substantially. Limiting proposals for the ABC to a rigid 66.7% has prevented debate on many proposals that had strong fellowship interest but fell short by a narrow margin. Lowering the limit to 60% would reduce the frustration felt by many groups and make the ABC more accessible, while making sure that proposals considered at the ABC have substantial fellowship backing. **Motion passed unanimously.**

Motion 2019_0810_02: Participation on the Nomination Committee by Former Board Trustees

To revise the OPPM so that former board members must have left the board two years before they are eligible to serve on the Nominating Committee.

Background: The motion is intended to correct a drafting error in the original motion creating the Nominating Committee. When the Service Structure Committee (now the Service Network Committee) discussed this measure in 2017, it was considered important that former board members gain some separation and detachment from their time on the board before participating in the vetting and nomination of future board members. A recent review of the final committee report and board motion revealed that this provision had been omitted.

Motion passed unanimously.

Motion 2019_0810_03: Change of Name for the Board ABC Committee

To change the name of the ABC Committee to the ABC/AWC Committee.

Background: Until 2015 there was no World Convention. Since 2016 it has exploded in size, importance and budget. Yet no official committee is responsible for being a lead group in working with the host committee. Unofficially the ABC has continued to handle the AWC but it is important to change the name so that it is clear the ACA World is part of the area of responsibility.

Motion passed unanimously.

September 14, 2019**Motion 2019_0914_01: Vice Chair of Website and Database Committee**

To approve Sharon F. as Vice Chair of Website and Database Committee. (May 23, 2019)

Background: Sharon has been on the committee for over a year, and has been a welcome addition. Her willingness to serve at the ABC was a great help. Having only one person at the helm puts us in significant risk if something should impede his service. **Motion passed unanimously.**

Motion 2019_0914_02: Bang Book Order

To approve an order of 10,000.00 to Bang for Big Red Books. (May 23, 2019)

Motion passed unanimously.

Motion 2019_0914_03: Vice Chair of Archive Committee

To approve Charlie H. as Vice Chair and Board Liaison to the Archive Committee. (July 11, 2019)

Background: This was a request from the Chair, Marcia J. **Motion passed unanimously.**

Motion 2019_0914_04: Secretary for ACAWSO

To approve Erin D. as Secretary of ACA WSO. (August 1, 2019)

Background: Erin would like to exchange her position as ABC/AWC chair with Miles so she has more time to get up to speed as the committee Vice Chair. **Motion passed unanimously.**

Motion 2019_0914_05: Chair and Vice Chair of ABC/AWC Committee

To approve Miles C. as Chair of the ABC Committee and Erin D. as Vice-Chair. (August 1, 2019)

Background: Erin would like to exchange her position as ABC/AWC chair with Miles so she has more time to get up to speed as the committee Vice Chair. **Motion passed unanimously.**

Motion 2019_0914_05: Request change to OPPM Appendix IV

Approval to delete the sentence in section titled, "*Purpose of the Committee*", lines 4-6:

- a. "Once it becomes fully established, the Nominating Committee will also vet, identify and orient potential candidates for other ACA trusted servant positions, such as WSO committee members."

Approval to delete the sentence in section titled "General Duties". Paragraph 4, lines 1-2:

- a. "As already mentioned, over time the Committee will expand its role to vet and nominate qualified candidates for other key WSO volunteer positions, such as committee chairs and vice chairs."

Background: A key operating principle of the Nominating Committee is ensuring that there is a clear separation of the Committee from the Board in the identification and vetting of new Trustees. The Committee has maintained this clarity by employing an open process while maintaining in confidence the

names and information about candidates and their references. The process for identifying and vetting members of WSO Committees will require continued interaction with individual Trustees and the Board as a whole. This is counter to the Nominating Committee operating procedures and separation from the Board.

Motion passed unanimously.

Motion 2019_0914_05: Hiring for development of dedicated website for ACA translation activities.

To hire Alexia P., to develop a dedicated web page and downloadable materials to guide ACA translation activities, at an estimated cost of \$2,773.

Background: Translation is essential to carrying the message to adult children who aren't native English speakers. As the volume of translation grows, it has become important that translation teams have detailed, easily understood instructions to enable them to work quickly and consistently. An online section about translation will ultimately reduce WSO staff time and frustration for local translation teams by giving everyone a consistent process to use. The Board will be consulted if it appears likely that the \$2,773 cost estimate will be exceeded. **Motion passed unanimously.**

October 12, 2019

Motion 2019_1012_01: New ABC/AWC Bidding Packet

To approve the finalization of the ABC/AWC Bidding Packet.

Background: The ABC/AWC Committee has been preparing a standardized bid packet for future use. The packet will be put on the acawso.org webpage. **Motion passed unanimously.**

Motion 2019_1012_02: Registration Announcement for 2020 ABC/AWC

To approve the announcement that it is now possible to register for the 2020 ABC/AWC, and to publish it in the October Traveler.

Background: Registration is now available on the 2020 ABC/AWC website with a link on adultchildren.org. A summary of the information necessary will be put in the *Traveler* and follow-up information will be found on the website. The only remaining question concerns a possible tax on the food items at the convention. As of now, those taxes will be incorporated into the price.

Motion passed unanimously.

Motion 2019_1012_03: Resignation of WSO Treasurer

To accept the resignation of Pat H. as Board Treasurer effective September 19, 2019.

Background: After long consideration Pat decided to step down as Treasurer and Board of Trustee. Both positions require a substantial commitment of time and energy which she will devote to her local community. While Pat states the decision is final, it has been an honor to serve the WSO and she is grateful for the opportunity. **Motion passed unanimously.**

Motion 2019_1012_04: Approval of new WSO Treasurer

To approve of Bill D. as Board Treasurer.

Background: Bill D. has served as Treasurer from April of 2017 to 2019. He will be able to resume this position knowing the financial situation and aware of future plans. **Motion passed unanimously.**

Motion 2019_1012_05: UK Licensing Agreement

To approve a licensing agreement with the UK Intergroup to allow the printing of the BRB and several booklets using fulfillment agents in the UK. Profits and royalties at the rate of 50% IG 50% WSO will be paid

quarterly. Agreement to be valid for reprinting until Oct 1, 2020.

Motion passed unanimously.

Motion 2019_1012_06: Renewal of Russian Publishing License

To renew the Russian book-publishing license.

Background: This renews a license to the Russia-Moscow Intergroup to publish books in that country. It continues a successful working partnership and is needed to enable them to publish a new round of BRB and YWBs. **Motion passed unanimously.**

Motion 2019_1012_07: Meeting Safety Card Approval

To approve the meeting safety card created by the Addressing Predatory Behavior working group for testing within the fellowship.

Background: This is to complete compliance with a 2019 ABC vote, which called on the working group to hold at least two public town halls (they held three) and make a draft safety card available for fellowship comment by September. **Motion passed unanimously.**

November 9, 2018

Motion 2019_1109_01: Resignation of Secretary

To accept the resignation of Erin D. as Board Secretary.

Motion passes unanimously.

Motion 2019_1109_02: Approval of Secretary

To accept Jim B. as Board Secretary

Motion passes unanimously.

Motion 2019_1109_03: Approval of 2021 ABC/AWC Bid

To accept the recommendation from 2021 ABC/AWC Committee to that the bid by SF-East Bay California for the 2021 ABC/AWC be accepted.

Background: As discussed during the strategic retreat, the ABC/AWC Committee was to review the 2021 bid on Saturday, Nov. 2, and give the board comments on Nov. 7. The Board needs to either vote on an ABC AWC recommendation or give guidance on communicating to the SF-East Bay host committee. **Motion passed with one abstention**

Motion 2019_1109_04: Online Sales Tax Payment

Begin collecting sales tax revenue in any online sales where needed for WSO to comply with local state tax laws.

Background: States are changing rules as to when Sales Tax is due, and research shows we need to start collecting taxes in a number of states. We have a definite list now and more are likely to be added soon.

Discussion: There was a minority opinion that suggested we make it more generic sonew states could be added without a new motion. We decided to move forward as is and require at least one more motion to add new states. **Motion passes with Carole C. voting “nay”**

Motion 2019_1109_05: Approval of ABC/AWC Memorandum of Responsibilities

To approve the ABC/AWC Memorandum of Responsibilities

Background: The document clarifies the roles and responsibilities between the WSO, ABC Committee, and

the local host committee for the ABC and AWC.

Discussion: This was written with the ABC committee and former AWC hosts to help clarify roles for 2020 and future ABC/AWCs. It will be updated as further clarification is needed.

Motion passed unanimously

Motion 2019_1109_06: 7th Tradition Allocations (Addition to OPPM)

Add the following guidance to the web page, and other material regarding the Seventh tradition: WSO suggests that Intergroups, after their prudent reserve is met, donate excess funds at the rate of 60% to the regions and 40% to WSO.

Background: This is recommended by Region 2, as an extension of guidance for intergroup donations in the BRB, Page 599.

Second: Miles C.

Discussion: This is the similar suggested allocations for meetings.

Motion passed unanimously.

Motion 2019_1109_07: Book of Motions Link on the Repository

To create a link on the Repository to the Book of Motions. This would be an entire page rather than a link to one year.

Background: The board of trustees and the fellowship have questions about matters previously settled by motion. Having a link to motions available on the Repository will make their access easy for all who want to look at them. This will also add to Board transparency. If approved Marcia would work with Jim to create a link. **Motion passed unanimously.**

Motion 2019_1109_08: Creation of a Deed of Gifts Document

To authorize Archives to generate a one-page Deed of Gifts for material submitted to WSO for archival purposes.

Background: ACA has no document to assert ownership of materials donated to WSO. A Deed of Gifts protects ACA from subsequent disputes over use of materials entrusted to our care.

Motion passed unanimously.

Motion 2019_1109_09: Membership Survey

To authorize MPS to send the membership survey out to the fellowship.

Background: Additions requested by the Board were added. **Motion passed unanimously.**

Motion 2019_1109_10: Access for 2019 ABC/AWC Hosts to 2019 Workshop Recordings

To provide the ABC Host Committee with access to all workshop recordings from the 2019 AWC until the end of the calendar year.

Background: There is a big push for LHC to select workshops. They have asked for recordings from 2019 in order to help with the selection and recruiting process. Access will be terminated after the vetting process.

Motion passed unanimously.

Motion 2019_1109_11: Non-disclosure Agreement between WSO and Martin's Printing in the UK

To authorize signing of a Non-disclosure Agreement between WSO and the vendor who will be printing and distributing ACA Literature in the UK effective. Martin's Printing will agree to copyright confidentiality when the UK signs the licensing agreement.

Background: The UK Intergroup will work with Martin's, a local printing and fulfillment vendor. In signing

they agree to print ACA literature but not violate the copyright. Use of the Non-disclosure agreement has been checked with a copyright lawyer. **Motion passed unanimously.**

December 14, 2019

Motion 2019_1214_01: Name Change for Website/Database Committee

Change the name of the Website/Database Committee to Information Technology Committee.

Background: The committee is doing work in many areas besides the website, so this recognizes the increased scope and workload of the committee. **Motion passed unanimously.**

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Motion 2019_1214_02: Ratify Information Technology Chair

Ratify Sharon F as the Chair of the Information Technology Committee starting January 1st, 2020.

Background: Sharon has been a key committee member and vice chair. The current chair recently took on the role of the secretary for the Board.

Discussion: Do we think we need to have a format vote to recognize committee chairs – YES.

Motion passed unanimously.

Motion 2019_1214_03: Approve ABC/AWC Budget for 2020

To approve the 2020 ABC AWC Budget.

Background: Bill D. presented a comparison of previous ABC budgets before presenting a 2020 Budget of expected income and expenses. 2020 Revenue is expected to be \$54,700.00; 2020 Expenses are projected to be \$52,894.00. This leaves a projected profit of \$1,806.00. The following are not included in the expenses: DJ (needs to be reviewed with the 2020 Local Host and ensure it is clear in the memorandum of understanding) and Trustee expenses.

Motion passed unanimously

Motion 2019_1214_04: Approval of OPPM Committee Mission Statement

To accept the following OPPM Mission Statement as presented to the Board and amended by friendly amendments:

The OPPM (Operating Policy and Procedures Manual) is the primary WSO policy document for the Board and its Committees. In alignment with Board motions, 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.

Discussion: Two friendly amendments were made to the original statement.

Motion passed unanimously.

Motion 2019_1214_05: Approval of "Return of Property" Statement

To accept the updated OPPM Return of Property statement

Background: the existing policy was not clear about a timeframe and was updated to be more clear and consistent. The policy is now as follows:

Within two weeks after the end of their Board tenure or tenure in a specific role within the organization, Trustees shall return all such property to the Board Secretary, or to the next individual filling that role. In the case of any additions being made to Board property that incurs financial costs, prior approval is necessary, and receipts must be provided for reimbursement.

Motion passed unanimously.

Motion 2019_1214_06: Approval of Language Update for “Right of Petition

To approve the updated language in the OPPM concerning the “Right of Petition.”

Background: Wording was changed having to do with Regions. **Motion passed unanimously.**

Motion 2019_1214_07: Cost of Living Adjustment for WSO Hourly Workers

To give all WSO hourly employees a 1.6 % Cost of Living Adjustment, effective Jan 1st 2020, in accordance with WSO Personnel Policy.

Background: Other Raises are done separately as part of an annual review.

Motion passed unanimously.

Motion 2019_1214_08: Greek BRB Approvals

To approve the design of the Greek BRB, as well as the creation of a BRB template for future translations, at a cost of \$1,325.

Background: We have a number of BRB translations coming due. As was demonstrated with the YWB, creating a template with all design coding will reduce per-book design costs for future translations, so this is an investment in ongoing BRB translations. A license agreement has been submitted to the Greek fellowship for local print on demand. **Motion passed unanimously**