



**Adult Children of Alcoholic and Dysfunctional Families  
World Service Organization**

**1458 E. 33rd Street, Signal Hill, CA 90755**

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**MONTHLY TELECONFERENCE AGENDA  
August 8, 2020 2PM Eastern**

THIS IS A REGULARLY SCHEDULED MEETING WITH NOTICE GIVEN ON THE ACAWSO WEBSITE AND THE TRAVELER NEWSLETTER  
Please notify the secretary with changes, additions, or motions for this meeting.

**Zoom Meeting ID: 228-809-511**

<b>Zoom Meeting Details:</b>	<b>Dial US</b>	<b>Dial International</b>
Zoom ID: 228 809 511 Passcode: 90755	<b>US:</b> +1-669-90-06833 (San Jose) <b>US:</b> 1-929-205-6099 (New York)	<a href="#">Zoom International Dial-in Numbers</a> <ul style="list-style-type: none"><li>• <b>DEN:</b> +45 89 88 37 88</li><li>• <b>SWE:</b> +46 8 4468 2488 +46 8 4468 6646</li><li>• <b>Full list of international Numbers</b> <a href="https://zoom.us/j/228809511">https://zoom.us/j/228809511</a></li></ul>

- A. Call to Order – Open with the ACA Serenity Prayer
- B. Roll Call of Board Members – Bill D, Charlie H, David McB, Erin D, Fredrik H, Jim B, Miles C, Rich R, Sharon F
- C. Quorum established
- D. Guest Introductions
- E. Tradition Eight - Adult Children of Alcoholics should remain forever non-professional, but our service centers may employ special workers
- F. Minutes:
  - a. (Jim B) Motion to approve the July 11th, 2020 Teleconference Minutes  
Second:  
Discussion:  
Decision:
- G. Chair Report – Charlie H

H. Treasurer's Report – Bill D <https://acawso.org/category/treasurer-reports/>

I. Committee Reports: All reports can be found on the business website: <http://acawso.org>

1. Executive Committee: David McB <https://acawso.org/category/executive-committee/>
2. Archive Committee: Marcia J <https://acawso.org/category/archives/>
3. Diversity, Inclusiveness and Accessibility Ad hoc Committee: Jim B <https://acawso.org/category/diversity/>
4. European Committee: Fredrik <https://acawso.org/category/european-connection/>
5. Finance Committee: Bill D <https://acawso.org/category/finance/>
6. Hospitals and Institutions: Rich R <https://acawso.org/category/h-and-i-committee/>
7. Information Technology (IT) Committee: Sharon F <https://acawso.org/category/information-technology/>
8. Literature Committee: Charlie H <https://acawso.org/category/literature-committee/>
9. Member Services Committee: Carole C <https://acawso.org/category/member-services/>
10. Public Services Committee: Miles C <https://acawso.org/category/public-information/>
11. HR Ad Hoc Committee Rich R <https://acawso.org/category/human-resources/>
12. WSO Office: Nick C <https://acawso.org/category/wso-office/>
13. DCOC: Bill D <https://acawso.org/category/dist-ctr-oversight/>
14. Service Network Committee: Jim B <https://acawso.org/category/service-network-committee/>
15. ABC AWC Committee: Miles C <https://acawso.org/category/abc-committee/>
16. Delegate Training Subcommittee – Erin D <https://acawso.org/category/delegate-training/>
17. Ballot Prep Committee: Mary Jo <https://acawso.org/category/ballot-prep/>

18. OPPM Committee: Mary Jo <https://acawso.org/category/oppm/>

19. Ad Hoc Committee on Meeting and Service Safety – Erin D  
<https://acawso.org/category/ad-hoc-meeting-and-service-safety-committee/>

20. Nominating Committee: Greg R <https://acawso.org/category/nominating-committee/>

#### J. Motions passed at a Board Working Session on June 18th

1) **Motion:** (Jim, Seconded by Sharon) To improve the Proposal and Ballot Timeline and introduce town hall discussions to better inform the ACA Group Conscience. Date Changes are as follows:

- August 1st – Call for Proposals
- October 31st – Proposals Due
- November 30th - WSO Analyses Due
- December 31st - Translations due
- January 8th – Ballot Published to all groups via email
- January and February Town Halls to review Ballot Proposals – Authors invited to introduce and answer questions about proposals
- February 15 – Ballot Voting Opens
- March 31st – All Ballots due
- April 3rd – Publication of Ballot results

**Background-** The changes allow more time for WSO analysis and proposal translation. Having town hall discussions before ballot voting is opened will help groups be more informed on their decision making. The town halls will be recorded and posted on the service website for easy access for groups and delegates. The Ballot Proposal committee will be piloting a new Proposal Writing Workshop that will be scheduled for dates in August and September.

**Results:** All in favor – Bill – absent

2) **Motion:** (Jim, Seconded by Rich) To establish the maximum length of an ABC Proposal submission to 300 words with a modified format of Proposal and Background (history and reasoning). Attachments and links to other information may not be included.

**Background-** There has been frequent criticism in the past of lengthy Proposals, and an indication that it is one reason that groups abstain from voting on them; often groups have limited time within their business meetings to discuss the Ballot. Fewer words may encourage greater participation. As to format, rather than have groups present a Proposal that includes the Issue, History/Reasoning, and Argument in Favor (originally imported from another Fellowship), simplifying it to a Proposal and Background may help facilitate a better understanding of the issue. For proposing groups, the line between History/Reasoning and Argument in Favor has often been blurry and repetitive.

Additionally, the Ballot Prep Committee will be conducting workshops intended to help groups create Proposals that are succinct and persuasive. Proposing groups will be given an opportunity to present other supportive information during Town Hall meetings that will be held after the Ballot is published.

**Results:** All in favor – Bill – absent

**K. Motions passed at a Board Working Session on July 25th**

- 1) **Motion:** (David, Seconded by Bill) Spend up to \$3,000 on computers for the office. One desktop for the OM, equivalent to the desktops bought for Keara and Gloria, and 2 laptops, one for the OM and one for the accounting staff member

**Background-** OM and Accounting staff member have very old laptops that are dying. They need better machines to do their work. Includes Tax, etc. Software will be transferred from their current machines, no additional cost

**Results:** All in Favor

- 2) **Motion:** (Bill, Seconded by Sharon) To adopt a policy for implementing a form to be filled out by WSO credit/debit card holders and turned in to Accounting Staff monthly (whenever they incur charges) that lists those charges made during the month and indicates the reason/cost center.

**Background:** The O&S accountants who perform our monthly accounting service have requested and prepared a reporting form for credit card expense reporting. This is an accounting best practices internal control tool that will make the posting of those expenses more efficient and will ensure the expenses are coded to the correct account. The form was modified in Finance and approved unanimously before being sent to the DCOC for review where it was also unanimously approved by committee and staff. The form is attached to this motion.

ACA Credit Card Expenditure Tracking

1. Each person who is assigned a WSO credit card(s) should be aware of all expenditures being made.			
2. Please document the expenditures that are made on your card(s) and attach receipts to this form.			
3. Please do not omit any cells. For the "Purpose" column, please indicate a specific committee, related PO/Sales number, or indicate it is an office expenditure. This will determine where it is code			
4. This document should be maintained on a routine basis to prevent a build up of work and ensure this form is submitted by the proper date, as discussed next.			
5. This document is to be finalized and returned to Accounting@acawso.org no later than the end of the first business day following the last day of the month.			
Cardholder's Name			
Date Prepared			
Last 4 #'s on card			
Date	Description	Purpose	Amount

**Results:** All in Favor – Erin absent

- 3) **Motion:** (Charlie, Seconded by Bill) Authorize Charlie H to proceed with signing the Hotel Contract for the 2021 ABC-AWC with the Marriot Renaissance in Boca Raton Florida.

**Background:** The contract has been updated to reflect the concerns introduced by Covid. We have had the support of Julie from Helms Briscoe with the contract (Impossibility clause, etc.). The deposit previously paid for the 2020 event is being applied to this contract.

**Results:** All in Favor – Erin absent

- 4) **Motion:** (Bill, Seconded by David) To increase the limit on the OM's credit card from \$2,500 to \$5,000

**Background:** The Finance Committee and accountants have reviewed the current credit card limit and the request from the OM to increase his limit and recommends an increase to the limit of the OM's credit card from \$2,500 to \$5,000.

**Results:** All in Favor – Erin absent

#### L. Motions passed at a Board Working Session on August 6<sup>th</sup>, 2020

- 1) **Motion:** (Sharon, Seconded by Jim) That the Loving Parent Guidebook Reparenting Check-In Workshop audio be approved for posting to the shopping site at the cost of \$3.

**Background** - This workshop was sponsored by WSO, namely Literature Committee and supported by IT Committee. A statement was read, at the beginning, to alert attendees that an audio recording was being made that would be posted on a WSO website for download. The presenter, Bonnie M, signed a release form giving rights to WSO to post the audio. Two Board members attest that there are no Tradition violations in the recording.

**Results:** All in Favor

#### M. Motions passed via Specific Concurrence since the Last Board Teleconference

- 1) **Motion:** (Sharon, seconded by Fredrik) WSO Board directs the IT Committee to develop, communicate, and update protocols as needed to make sure WSO accounts and meetings are safe from Zoom Bombing.

**Results:** All in Favor

**Background:** WSO's goal is to keep our meetings and workshops open to all members of ACA as well as protect the meetings from intruders (i.e. Zoom Bombing). As the technology changes, we will need to adapt our practices to remain open and safe.

- 2) **Motion:** (Sharon, seconded by David) WSO to purchase 3 additional Zoom hosting accounts at the cost of \$14.99 per month for each. And make suggested Zoom host account assignments and procedure changes – Each Committee to manage its own scheduling practices/preferred settings, determine who will transfer recordings, and determine where transferred recordings will be stored

**Results:** All in Favor

**Background:** WSO committees' usage of Zoom for meetings has grown since the original purchase in Spring of 2019. Having committees manage their settings and recordings will be more manageable.

- 3) **Motion:** (Bill, seconded by David) To approve payment of approximately \$883.13 plus interest to the State of Wisconsin for back sales taxes owed for sales of our books from December 2018 thru December 2019.

**Results:** All in Favor

**Background:** Due to legislation passed in the state a prior sales tax liability was created for WSO. The sales tax working group registered WSO with the state and secured a Voluntary Disclosure Agreement eliminating penalties. WSO is paying the taxes and interest.

- 4) **Motion:** (Erin, seconded by Sharon) Adopt the Ad-hoc Meeting and Service Safety Committee Proposed Mission Statement:

To address safety issues related to virtual meeting environments during the coronavirus pandemic, and develop a long-term strategy and potential resources to help the ACA fellowship effectively address other chronic safety issues.

**Results:** All in Favor

**Background:** The new committee worked on this mission statement that reflect the spirit of the 2020 ABC Floor motion

- 5) **Motion:** (Bill, seconded by Sharon) To approve payment for 2,350 Euros to TB Accountants to register and/or file VAT tax returns in Europe for the UK, Spain, Poland, and the Czech Republic.

**Results:** All in Favor

**Background:** Since we sell books through Amazon in Europe we are required to adhere to the tax laws of each country. We are required to file prior returns in Great Britain and register for VAT tax in Spain, Poland, and the Czech Republic. TB Accountants who is the firm doing our VAT tax work in Europe as of two months ago have submitted a proposal to do this work.

## N. Guest Comments

## O. ANNOUNCEMENTS

Next WSO Board Teleconference Meeting is Saturday September 12<sup>th</sup> at 2PM Eastern

## P. Motions passed from the 2020 ABC

<b>Motion</b>	<b>Status</b>
<b>Proposal 3</b> - The ACA Preamble will be sent back to the Service Network with comments so they can make updates and get more fellowship feedback. The passed motion is to send the Preamble back to the Service Network Committee for wordsmithing, with our workgroup's thoughts.	Actively being worked on by the Service Network Committee – Town hall Reviews planned for August

<p><b>Motion from Proposal 8</b>  We move that we direct the literature committee to create educational resource(s) that assist adult children with establishing healthy safe boundaries.</p>	A Literature subcommittee is starting to form.
<p><b>Motion from Proposal 10 - Passed</b>  We propose that . . . the WSO create a daily reparenting reader similar in structure to the Strengthening My Recovery (SMR) daily reader. Reparenting tips, meditations, etc. would draw from the forthcoming Loving Parent Guidebook, the Big Red Book, other ACA literature, including new material, and ACA member submissions. The daily reparenting reader will complement the upcoming Loving Parent Guidebook, which helps ACAs learn and apply reparenting tools. The proposed reparenting reader will provide daily inspiration and support us to reparent ourselves with gentleness, humor, love, and respect.</p>	Pending
<p><b>Proposal 13-</b> We propose that . . . The "Alcoholic/Dysfunctional Families" part of the title on the cover of the Big Red Book be moved up to be consistent with the Title Page, Page I. "Adult Children of Alcoholics Alcoholic/Dysfunctional Families". Also that the spine be changed to read "Adult Children of Alcoholics/Dysfunctional Families".  <b>Declined to Board's Motion that already addresses this for BRB and other literature</b></p>	Pending
<p><b>Floor Motion from the 2020 ABC</b>  Motion to create a committee to address fellowship safety for the immediate and continued purpose of providing guidance and resources to meetings transitioning between in-person and virtual meetings and addressing fellowship safety issues within all formats and venues during the current coronavirus pandemic and thereafter.</p>	Ad Hoc Committee has formed and is active

Q. Motion To close

R. Closing Serenity Prayer