



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

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**MONTHLY TELECONFERENCE MINUTES
July 11, 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 Webinar ID: 228-809-511

Webinar:	Dial US	Dial International
https://zoom.us/j/228809511	US: +1-669-90-06833 (San Jose) PIN: 228809511#	Zoom International Dial-in Numbers <ul style="list-style-type: none"> • DEN: +45 89 88 37 88 • SWE: +46 8 4468 2488 +46 8 4468 6646
	US: 1-929-205-6099 (New York) PIN: 228809511#	<ul style="list-style-type: none"> • Full list of international Numbers https://zoom.us/j/adSv3hv19d

- A. Call to Order by Charlie H, WSO Board Chairperson
- 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 – Yes, all board members present
- D. Note on Zoom booming issues (Sharon F) – asked people to not use their video cameras during the first part of the meeting to help us manage the meeting. We may use the waiting room if there is an issue, use mute all, or block chat. We will be adding a pass code soon.
- E. Guest Introductions

Laura D – IG Rep Colorado	Kathy – CA 837	Mary Jo – Chair of OPPM and BPC	Lucia S – South Florida – Vice Chair of Finance
Carole C – Member Services Chair	Delinda H – Arizona – Lit Committee	Marcus – GEBACA IG – Spirituality Inclusion working group, Preamble	Greg R – Nominating Committee Chair

Marcia J – Archives Chair	Nancy G – IG CA 1064	Sue V – Chair of Global Members	Barbara – Delegate for Concord CA
Karin S – APB Working Group Chair	Pam – IG Chair Central Coast – past board member	Christopher – NE Region Treasurer	

F. Chair Report – Charlie H

Discussed Partnerships – The AWC in 2020 was a great example of WSO partnerships with Global Members, and the European Committee and many others. We are doing more partnerships with local groups, intergroups, and regions – the CT intergroup is doing an event today on healthy boundaries. WSO is offering a higher capacity zoom meeting. Contact WSO via the events page or on Slack.

G. Tradition Seven – (Bill D) Every ACA group ought to be fully self-supporting, declining outside contributions.

H. Minutes:

- a. (Bill D) Motion to approve the June 13th, 2020 Teleconference Minutes
 Second: Sharon
 Discussion: None
 Decision: All in Favor

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

Balance Sheet

[CLICK HERE TO VIEW THE JUNE 2020 BALANCE SHEET](#)

In reviewing the Balance Sheet we can see ACA WSO ended the month with \$715,201 in Total Assets. This is an increase of \$1,971 from the previous month of \$713,230.

Our Total Cash and Cash Equivalents increased by \$17,084 which is offset by our inventory asset decreasing -\$13,441 due primarily to book sales. In spite of everything, we are in good financial condition.

WSO’s Total Liabilities and Equity was \$715,201 at the end of the period. This still leaves us with a Year-To-Date net income of \$74,994. This is largely due to the cancellation of the ABC AWC which WSO has subsidized much of the expenses in the past to keep costs down for members.

Profit & Loss Statement – Previous Month

[CLICK HERE TO VIEW THE JUNE, 2020 PROFIT & LOSS STATEMENT to PREVIOUS MONTH](#)

Looking at the P&L we can see Total Income for the month was \$107,891 which was significantly down from \$121,777 the month before. This was a decrease of \$13,879 in income, which is still about a 5% increase over our budgeted income amount of \$102,420. The decreased income is primarily a direct result of drop off in 7th Tradition Contributions. Please remind your fellow members we depend on the group's contributions fund the rapidly expanding fellowship services.

The combined Cost of Goods Sold (COGS) was \$61,815 which was slightly less than the prior month's COGS due to lower sales. This left WSO a Gross Income of \$46,076 before expenses.

Overall WSO Expenses were \$36,595 compared to \$33,438 the month before. These expenses include payroll, overhead, and operating expenses. After deducting the expenses from the Gross Profit WSO was left a net income of \$9,480 for the month.

P&L Actual to Budget

[CLICK HERE TO VIEW THE JUNE, 2020 PROFIT & LOSS ACTUAL TO BUDGET](#)

This report that shows us how we are performing monthly compared to the approved budget. We are ahead of budget for the month in total revenue by \$5,471 due to the free month of rent and better than forecast Amazon sales.

Our expenses were also lower than budgeted by \$8,447 due in part to cancellation of events and travel due to Covid 19. Overall for the month we out performed the budget by \$10,856.

If after your review you these financial statements you have any questions, please feel free to contact me at treasurer@adultchildren.org or on Slack at Bill_D_Treasurer.

7th Tradition Contribution Report:

WSO received \$7,376.75 in 7th Tradition Contributions for the month from members, groups, and intergroups. This is down approximately 33% from the \$11,000 per month we budgeted. A big thank you to those who contributed to help ACA continue to expand to meet the growing need of the program throughout the world.

WSO has created an electronic 7th Tradition basket using Venmo @acawso for contributions from inside the US and can still also easily accept contributions worldwide in our online shopping cart at shop.adultchildren.org. We can also accept Zelle transfers by sending them to treasurer@adultchildren.org.

To see the 7th Tradition Contributions for the month click the link below or go to the 7th Traditions tab in the right-side menu of the acawso.org website.

[CLICK HERE TO VIEW THE 7TH TRADITION CONTRIBUTIONS FOR THIS MONTH](#)

In closing if you are interested in service at the world level we would welcome you to join our committee and learn more about the finances of WSO while helping us build solid bonds with our members, groups, intergroups, and regions.

J. 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/>

There were no specific executive committee meetings this month. We are working in larger groups with the rest of the board on a number of issues.

2. Archive Committee: Marcia J <https://acawso.org/category/archives/>

No report for this month

3. Diversity, Inclusiveness and Accessibility Ad hoc Committee: Jim B <https://acawso.org/category/diversity/>

Currently meeting once a month. We are trying to get more people to attend with wider diversity on the committee. We ask people to reach out on a personal basis and invite people to our committee. We are looking at changing the time to accommodate as many people as possible.

We discussed tradition 10 and what is an outside issue and how as ACA's we can still share how we are affected by these issues.

4. European Committee: Fredrik <https://acawso.org/category/european-connection/>

- The meeting of the EC was the largest held to date!!!
- Continue to meet with different countries about literature – translating and printing.
- Looking to have service sponsors for IG's and countries to share ESH.
- There are open service positions in the EC – please join us,

5. Finance Committee: Bill D <https://acawso.org/category/finance/>

- Our committee was zoom bombed
- Met with the accountants to review our numbers
- Sales Tax Working Group hit a milestone – automated 18 states
- Working on RFP for procedures style audit – 3 responses so far sent to board
- Continue to review finance areas of the OPPM – sent comments on Travel section
- Would like to present a mid year review of the budget – possibly at the July SPM
- Bookkeeper training is underway to ensure we have good procedures and a backup

Question: Can we get the 7th tradition flier updated with region info while the new trifold is being developed. Yes, we can.

6. Hospitals and Institutions: Rich R <https://acawso.org/category/h-and-i-committee/>

- Question 1: Therapist in the UK has a request for literature – is there a local Intergroup that can help support this ? Suggestions include – ask at the EC meeting, there is some damaged material in storage in the UK that can be used just for the cost of postage.
- Question 2: Can we have a therapist buy something on amazon and we reimburse them? It could be done – but there are likely better ways to handle this. And lets make sure we reach out to the UK intergroup.

7. Information Technology (IT) Committee: Sharon F
<https://acawso.org/category/information-technology/>

- Volunteers: Sharon F (chair), Cheryl F, Christine B. Toronto, Mary Jo L, and Michelle H
- Content Audit Volunteers: Danielle J and Megan D Meetings
- Committee meets weekly on Wednesdays at 1pm ET
- Content Audit meets every 2 weeks on Fridays at 11:30am ET
- Working on getting liaisons for each committee
 - a. Ballot Prep and OPPM Committees - Mary Jo L
 - b. Delegate Training SC - Cheryl F
 - c. Literature Committee - Christine B
- Looking at how best to expand our use of zoom to make scheduling and recording easier to manage
- Content Audit is looking at all of the pages on adultchildren.org to review links, content, etc.
- Provided technical guidance on partnered workshops
- Service opportunities exist – How best to leverage our G-Suite for non-profit account
- Help with a building an ACA APP
- Contact @Sharon F on Slack or email webservant@adultchildren.org

8. Literature Committee: Charlie H <https://acawso.org/category/literature-committee/>
- Quarterly call was postponed as it fell on July 4th. New date is August 1st at 11:30
 - Approved – Literature evaluation Policy has been updated. It is going to the board for review
 - Christine B from Toronto is helping with IT for the literature
 - Another Christine B from CT is helping coordinate literature volunteers, sign up here, <https://acawso.org/literature-committee-contact-form/>
 - Comline is running late – will be in the next 1 to 2 weeks.
 - Question – any new workshops – none scheduled now – but soon
9. Member Services Committee: Carole C <https://acawso.org/category/member-services/>
- We meet the 1st Wednesday of the month at a new time – 7PM UTC
 - Operating procedure for committees it to have
 - Committee approved splitting the Teen and Young Adult committees into 2 committees, waiting for Board Approval
 - Global Members working on International Literature distribution with other committees
 - Global Members is working with a number of different countries – Australia, Japan, Kenya, and Vietnam
 - Traveler submissions must be in by the 21st of the previous month
 - Question – Are we looking for additional coeditors for the Traveler experienced with Mailchimp?
10. Public Services Committee: David McB or Miles C <https://acawso.org/category/public-information/>
- PSC were kicked off the call with MSC so we have nothing to report
 - Asking people for help with getting the Public Service Announcements out so when face to face meetings start again – people will know about us.
11. HR Ad Hoc Committee Rich R <https://acawso.org/category/human-resources/>
- Please see the posted report. Let me know if you have any questions.
12. WSO Office: Nick C <https://acawso.org/category/wso-office/>
- Office has been breaking shipping records on a regular basis as
 - The office may be under strict shelter in place again. We will see.
 - We also broke an Amazon record. We had run out of yellow books there due to shipping complexities with Covid
 - 2722 Active Meetings, 107 Intergroups, 1 Region. Past 90 days: 208 new meetings, 560 updated. 1483 Meetings have not been updated in the past year.

- In production 10k HC BRB, In production 3000 Welcome chip, In production 7500 LLWB, Just in 100 ACA sponsorship trifold, Just in 50 Issues for Meetings trifold, Just in 50 Conducting a Business mtg

13. DCOC: Bill D <https://acawso.org/category/dist-ctr-oversight/>

- Reviewed and approved the monthly inventory statistics, reviewed orders, and inventory movements by the office
- The Amazon UK inventory was redistributed to mitigate Amazon's long-term storage fees
- The WSO inventory management project next steps for us is to compare a month-to-month rollforward with actual results on the following month's count
- The committee adopted the draft inventory SKU Addition and Removal Form and the office successfully used it to add the 2020 Virtual AWC SKUs to Shopify and the CPAs to add them in Quickbooks. They were also used to remove inactive SKUs from Amazon US
- Assisting with the bookkeeper backup training and documented procedures
- Approved German language yellow book printing
- Working with Global Members to get a literature out to South Africa
- Office staff added to the DCOC channel to help with communication

14. Service Network Committee: Jim B <https://acawso.org/category/service-network-committee/>

- Town Halls for the ACA Preamble – August 10 and 11
- Town Halls for the Service Manual – August 24 and 25th
- Personal shares are being included in the service manual and is recovery focused.

15. ABC AWC Committee: Miles C <https://acawso.org/category/abc-committee/>

- Engaged Helms Briscoe to work on the Florida 2021 contract to cover ourselves with covid
- Planning for a hybrid virtual and face to face ABC-AWC
- We are working on updating the handbook so people know what to do for an ABC-AWXC when they put in a bid to host one.
- 2022 planning meetings are under way and the event planner is supporting that also

16. Delegate Training Subcommittee – Erin D <https://acawso.org/category/delegate-training/>

- Survey – we had 82 replies

- Working on an ABC handbook for delegates
- Looking for someone with experience with adding graphics
- Comline has a delegate's corner and we are looking to support this
- Traditions 7 and 8 were recorded and will be posted soon.

17. Ballot Prep Committee: Mary Jo <https://acawso.org/category/ballot-prep/>

- Getting ready for the August 1 call for proposals
- Have 2 motions being worked on. One to change some of the dates for the proposal process and another to simplify the proposal definition – asking it to be limited to 300 words and having the proposal and a background only.
- We will be scheduling some workshops for the fellowship on Writing a Proposal and what the new process is.

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

- Working on 2 main sections – the committees section and appendix 10 – the new ABC Motions section

19. Ad Hoc Committee on Meeting and Service Safety – Erin D

<https://acawso.org/category/ad-hoc-meeting-and-service-safety-committee/>

- Had our first meeting and focused on how to get more members involved
- Sending a traveler announcement with a survey
- Next meeting is July 19th at 12 PM Eastern
- Developing a mission statement
- Looking how to incorporate a previous slack channel as an open forum
- Contact Erin D on Slack to join the committee channel

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

Trustee Applications for 2020; 2021

The Nominating Committee is prepared to start vetting applicants to fill Board positions unexpectedly vacated during the last year. We encourage qualified members of the Fellowship to apply for Trustee positions now, especially members outside North America.

We are especially seeking Fellow Travelers who identify as other than male. We are especially interested if you have experience in IT, finance, or as an executive secretary.

See <https://acawso.org/category/nominating-committee/> for guidelines, forms and process information.

CALL FOR NOMINATING COMMITTEE MEMBERS!

We have been conducting interviews for two applicants for the Nominating Committee. These applicants are from the US.

We currently have three positions available on the committee. We are especially seeking a Fellow Traveler who identifies as other than female with 2-3 years in ACA from outside North America. If you or someone you know is interested and qualified, contact chairnomcom@acawso.org and submit an application (see <https://acawso.org/category/nominating-committee/>)

Request members of the Fellowship review NC process (see <https://acawso.org/category/nominating-committee/>) and suggest improvements.

K. New Motion Presented

- a. **Motion:** (Rich, Seconded by Miles) That the ACA WSO trustees approve the application of the North East USA region to become a recognized ACA Region.
Background: The application has been reviewed by the Member Services Regions sub-committee and they recommend for the board to approve the application. The application shows the North East Region to be demonstrating the areas recommended in Appendix 2 of the OPPM for Region Certification.
Discussion: Justine F the standing chair for the North East Chair gave a summary of the service work the region is doing.
Question: This covers the new England States, Mid-Atlantic States, Maine to parts of Northern Virginia that are shown in the current OPPM Appendix 2 Map as region 5.
Results: All in Favor

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

- 1) **Motion:** (Bill, Seconded by Sharon) To hire Lucia S. as a 1099 contractor to perform the bookkeeping duties at a rate of \$30 per hour during Gloria's leave of absence.

Background- Gloria works as a part time accounts payable bookkeeper for WSO and is scheduled to go out on leave for an extended, but yet to be determined period of time. During this absence it is essential to WSO accounting operations that her duties continue to be fulfilled. Lucia has served as a volunteer first on the audit committee in 2016 and then on the finance continuously since 2017. She is a professional CPA and has worked as a financial accounting professional for over 40 years.

Results: All in favor – Charlie - absent

- 2) **Motion:** (Bill – Seconded by Rich) To approve the purchase two additional user licenses for Quickbooks, Right Networks, and Webgility for office staff Nick C. and Keara S. for an approximate cost of \$2,760 per year.

Results: all in favor – Charlie absent

Background: The LOM and IT committee suggested obtaining user licenses for two members of the office for software used in our bookkeeping processes. The 3 quotes obtained from the vendors that combine to provide our remote access are as follows:

- i. Quickbooks - due to a 20% discount promotion for having 6 or more users the cost will be \$35 per month per user for the next 12 months then increase by about 20% per month after one year.
- ii. Right Networks - remote desktop apps is \$30 per month per user.
- iii. Webgility - \$50 per per user per month.

The monthly total for 2 additional users is \$230 per month.

- 3) **Motion:** (Bill, Seconded By Sharon) That the WSO Board agree to the scope listed below for an Agreed Upon Procedures style independent accounting examination and authorize the Finance Committee to prepare an RFP and solicit 3 bids from accounting firms other than O&S based on this scope.
 1. Inventory including the inventory counts as well as inventory management processes of

purchasing, storing, recording and sales involved with the inventory management. This will likely generate a list of internal controls from the auditors that would be beneficial for WSO going forward.

2. Analysis of Amazon and Shopify clearing accounts.

3. A review of Cost of Goods Sold.

4. Sales Revenues.

5. Review of all Cash Accounts and their internal controls procedures to include bank accounts, credit cards, Paypal, Transferwise, Venmo, etc.

6. Itemized cost of accounting and all accounting related software from 1/1/20 through 6/30/20.

Results: All in Favor

Background: The background is that the Finance Committee, with the input of our current CPA's, voted to recommend WSO did not have an audit or review performed this year due to the major change from a bookkeeping service to a full service accounting firm in midyear 2019. The other reason was to save money because we are going to be paying about \$80,000 in back sales taxes this year. The board asked for a joint meeting with the Finance Committee and accountants to further discuss this recommendation. During the discussion the accountant suggested an alternative of having specific areas looked at by independent auditors to keep the costs of an audit or review down. This was discussed and endorsed by the Finance Committee with the caveat that the scope be structured so the cost would not meet or exceed that of a Review.

M. Motions passed at a Board Working Session on July 2

- 1) **Motion:** (Bill D, Sharon F Seconded) To engage Helms Briscoe as the event planner for the 2021 ABC AWC

Background: The complexities of Event Management have been compounded by the COVID19 and require more specific expertise.

Results: All in Favor, Erin Absent

- 2) **Motion:** (Bill, seconded by Sharon) Sell a few cases of (LLWB, Step Book, Red Book, and Meditations) at the Intergroup rate, to the South Africa Intergroup with WSO absorbing the shipping costs.

Results: 7 in Favor, 1 Against, 1 absent

Background: This is a one-time order to help support the fellowship grow there.

Minority Opinion – The IG offered to pay *some* shipping expenses and we should encourage them to be self-supporting. Covering a percentage of the shipping costs would be healthy for both the IG and for WSO.

2A) Done via Specific Concurrence related to this motion

Motion - To amend the previously adopted motion to sell literature to the South Africa IG with a shipping discount to allow for quarterly payments.

Background - Due to the quantity of books that is being sold the small SA IG is requesting approval to make quarterly payments for the order.

- 3) **Motion:** (Jim, Seconded by Bill) Reprint 1,000 German language Yellow Workbooks at a cost of approximately \$4,000 and sell through Amazon Germany

Results – 7 In Favor, Erin and Fredrik were absent

Background: The last print was a smaller order and we can get a price break for orders over 500. And we expect increased demand once they are on Amazon. Let's send some to the office so we can list them on shopify also for US based sales.

N. Motions passed at a Board Working Session on July 9th

- 1) **Motion:** (David, seconded by Charlie) Move from a single person LOM (liaison to the Office Manager) model to a group that consists of the 4-person Executive Committee, the IT Chair and the HR Chair. This will be reviewed after a 6-month period.

Background: We have had the single LOM model for almost 2 years and information flow with the OM is going well. And we want to increase our good information flow between the OM and the board. This is a compromise of a number of models proposed.

Results: 5 In Favor, 2 against, 1 Absent (Fredrik), 1 Abstaining (Rich)

Minority Opinion: (Jim) The liaison role is supposed to shield Nick from having to communicate with the entire board. This model has 6 of the 9 board members on it. A smaller group would be better to flow information between the OM and the Board. (Bill) There is concern that this new group will hinder the good recent progress made with Nick attending the DCOC. It is not clear what will be discussed where and this impacts the effectiveness of the DCOC.

- 2) **Motion:** (Bill, seconded by Miles) To approve the printing of 1,000 German language YWB by Martins the Printer in the UK at a cost of approximately \$3,900 USD. This excludes the nominal set up fees and shipping.

Background: WSO paid for the design and layout of the German language YWB and ordered 100 last year in conjunction with an order for 500 for the German IG. The 100 were for WSO to put on Amazon to broaden the reach of the ACA message. The 100 were held back 6 months from Amazon at the request of the German fellowship in order for them make a start selling their books. That time frame and then another 6 months was honored. Recently the board passed a motion for WSO to print 1,000 books and begin selling them on Amazon. We registered for a VAT license last year and are ready to proceed.

The DCOC discussed 3 printing alternatives. 1) Print in US at Bang and ship to UK; 2) Use Martins Printing in the UK; and 3) Use Pajo AS Printers in Estonia. Printing at Bang was ruled out due to high cost of shipping. Bill presented a cost comparison of a quote from Martins versus Pajos. Martins can print the books for a savings of about \$630 for the order over Pajos quote.

O. Motions passed via Specific Concurrence since the Last Board Teleconference

- 1) **Motion:** (Sharon, seconded by Bill) That the following individuals be approved for access to the stated WSO Systems.

Results: All in Favor

Background: Per the WSO IT User Access Policy, IT Committee collaborated with others on access to the following systems:

- Right Networks Access, in collaboration with Finance Committee
- Shopify, in collaboration with the Finance Committee and the Operations Manager

In addition to the Primary User Access information stated in the User Access Policy, the following are recommendations for other levels of access to a WSO owned system:

Financial System – “Right Networks” – includes Webgility and QuickBooks Enterprise Standard

1. *Lucia S – Finance Committee Vice-Chair – finance@acawso.org – user
2. **Gloria – Special Worker – accounting@acawso.org – user
3. **Brett – Vendor/Accountant – bbradbury@oniskoscholz.com – user

Shopify – shop.adultchildren.org

1. **Brett – Vendor/Accountant - bbradbury@oniskoscholz.com – Full
2. **Nick – Operations Manager – om@acawso.org – Full
3. Charlie – WSO Board Chair – chair@adultchildren.org – Limited
4. **Gloria – Special Worker – accounting@acawso.org – Limited
5. David McB – Liaison to Operations Manager - dmcbwso@gmail.com – Limited
6. **Keara – Special Worker – office1@acawso.org - Full
7. **Jose – Special Worker – warehouse1@acawso.org – Limited

* Signed NDA on file

** Per HR Committee meeting on Tuesday, Jun 9, 2020 – All special workers will sign the IT NDA, which covers information gathered via system and duties

- 2) **Motion:** (Sharon, seconded by Fredrik) That the following individuals be approved for access to the stated WSO Systems.

Results: All in Favor

Background: Per the WSO IT User Access Policy, IT Committee recommends the stated access be given for the following systems:

In addition to the Primary User Access information stated in the User Access Policy, the following are recommendations for other levels of access:

Website – ACAWSOEC.org – European Committee Website

1. Fredrik H., Board Trustee and EC Chair – Administrator
2. *Marjo K., EC Webservant – Administrator
3. *Markus S., EC Vice Webservant – Administrator

Website – ACAWorldConvention.org

1. *Cheryl F., IT Committee Volunteer – Editor

* As a non-Board of Trustees volunteer, a nondisclosure agreement will be signed and kept on file with the Board Secretary

- 3) **Motion:** (Sharon, seconded by Bill) That the following individuals be approved for access to the stated WSO Systems.

Results: All in Favor

Background: In addition to the Primary User Access information stated in the User Access Policy, the following are recommendations for other levels of access to a WSO owned system:

Financial System – “Right Networks” – includes Webgility and QuickBooks Enterprise Standard ^{1 – see note}

1. **Keara – Special Worker – office1@acawso.org – User
2. **Nick C – Operations Manager – om@acawso.org – User

Shopify – shop.adultchildren.org ^{1 – see note}

1. *Carol G – Finance Committee Volunteer – limited
2. *Lucia S – Finance Committee Vice-Chair – finance@acawso.org – limited

TaxJar – for state tax autofiling

3. *Carol G – Finance Committee Volunteer – Admin
4. **Keara – Special Worker – office1@acawso.org – Member
5. **Brett – Vendor/Accountant – bradbury@oniskoscholz.com – Admin
6. *Lucia S – Finance Committee Vice-Chair – finance@acawso.org – Admin
7. **Jonathan B – Vendor/Accountant – jbryson@oniskoscholz.com – Admin
8. **Nick C – Operations Manager – om@acawso.org – Member

1 – Note: Same access to both systems that Gloria currently has

* Signed NDA on file

** Per HR Committee meeting on Tuesday, Jun 9, 2020 – All special workers will sign the IT NDA, which covers information gathered via system and duties

- 4) **Motion:** (Sharon, seconded by Bill) That the following individuals be approved for access to the stated WSO Systems.

Results: All in Favor

Background: In addition to the Primary User Access information stated in the User Access Policy, the following are recommendations for other levels of access:

Website - ACAWSO.org

1. *Christine B (Toronto) – Volunteer Literature Committee Liaison to IT Committee – Author Level
Access – uploading documents, editing events, posts, reports and announcements for Literature Committee

Website - ACAWorldConvention.org

1. *Michelle H - IT Committee Volunteer - Editor Level Access - graphics, design and layout

* As a non-Board of Trustees volunteer, a nondisclosure agreement has been signed and kept on file with the Board Secretary

- 5) **Motion:** (Bill, seconded by Sharon) To approve payment of approximately \$2,003.92 plus interest to the State of Missouri for back sales taxes owed for sales of our books from February 2017 thru May 2020.
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.
Results: All in Favor
- 6) **Motion:** (Bill, seconded by Sharon) To approve payment of approximately \$4,150 plus interest to the State of North Carolina for back sales taxes owed for sales of our books from March 2017 thru March 2020.
Background: Due to legislation passed in the state a prior 3 year 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.
Results: All in Favor
- 7) **Motion:** (Bill, seconded by Jim) To approve payment of approximately \$2,731.36 plus interest of about 8% (about \$218) to the State of Ohio for back sales taxes owed for sales of our books from March 2017 thru February 2020.
Background: Due to legislation passed in the state a prior 3 year 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.
Results: All in Favor
- 8) **Motion:** (Bill, seconded by David) To approve payment of approximately \$705.81 plus interest to the State of South Carolina for back sales taxes owed for sales of our books from November 2018 thru May 2020.
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.
Results: All in Favor
- 9) **Motion:** (Bill, seconded by Sharon) To approve payment of approximately \$7,355.15 plus interest to the State of Washington for back sales taxes owed for sales of our books from January 2016 thru June 2020.
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.
Results: All in Favor
- 10) **Motion:** (Bill, seconded by Miles) To approve payment of approximately \$1,788.73 plus interest to the State of Indiana for back sales taxes owed for sales of our books from January 2017 thru December 2019.

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.

Results: All in Favor

P. Guest Comments

- Josh W – What happens if we can't get to all of the items at the ABC? Can we do a midyear check in for the board and the fellowship? Something so we do not need to wait a whole year
- Sue V – Gratitude for the boards help in getting literature to south Africa. Also for the boards work on international literature publishing. And reminder about upcoming service events for the Australian fellowship, see the events calendar
- Marcus from the East Bay – having a problem updating a meeting – it is not getting updated on the website. An FYI that there is an app called teamup that is getting meeting information. There is a form to submit a request for help with meetings on adultchildren.org. Self service updates should take about 1 business day. Not sure about the help requests from the form. Covid has everyone busy.
- Carole C – What number is the NE Region? – We are using the current Map – so the NE Region is Region 5.
- Pam – Thanks to Bill D as the inspiration for region 2 getting started again, and Carole for running with it.
- Delinda H – 1) How do we ensure privacy and security on zoom 2) How do we handle the 7th Tradition 3) how do we manage 7th tradition and group conscience for hybrid meetings. Feedback – please join the discussion on slack. Most groups are creating venmo or paypal and other accounts to collect 7th tradition and support the group and the other WSO Service entities. 2nd and 4th traditions help guide the group conscience as groups discuss being hybrid or how to move forward. Some groups may need to split into 2 groups, a zoom group and a face to face group. We are starting to see hybrid meetings also. Anonymity is also an issue – as you do not know who is listening on the other end. Reminder that the next meeting safety committee is July 19th. Finding a balance between meeting safety and newcomers finding meetings.

Q. ANNOUNCEMENTS

Next WSO Board Teleconference Meeting is Saturday August 8th at 2PM Eastern

R. Motion To close – David, Miles

S. Closing Serenity Prayer

T. Motions from the 2020 ABC for the Board to Consider

Motion	Status
<p>Proposal 3 - 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.</p>	<p>Actively being worked on by the Service Network Committee – Town hall Reviews scheduled for August</p>

<p>Motion from Proposal 8 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 sub committee is starting to form, led by Helen W
<p>Motion from Proposal 10 - Passed 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 – Will follow up after the loving parent guidebook is issued.
<p>Proposal 13- 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". Declined to Board’s Motion that already addresses this for BRB and other literature</p>	Assigned to the Literature special worker but has not started yet.
<p>Floor Motion from the 2020 ABC 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 is now meeting.