



DECEMBER 31, 2018

2018 TELECONFERENCE MINUTES

MARCIA J.
ACA WSO SECRETARY



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Adult Children of Alcoholics®/Dysfunctional
Families
World Service Organization, Inc.

MONTHLY TELECONFERENCE MINUTES

January 13, 2018

2PM EST 712-432-0075 PIN: 427266#

Press *6 to mute or un-mute.

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.

- A. Call to Order:** Open with the Serenity Prayer
- B. Roll Call of Board Members:** Mary Jo L., Bill D., Majbrit M., Marcia J., Jim B., Charlie H., David McB., Carole C., Jeffrey F.
- C. Establish Quorum:** Quorum established.
- D. Minutes:** Motion to approve the December 9, 2017 Teleconference Minutes (Marcia J.)
SECOND: David McB.
DECISION: Motion passes unanimously
- E. Guest Introductions:**

Benjamin J. DC	Erin CA Vice-Chair DTSC	Margaret O PA	Robin TX
Bonnie K-M TX081/IG600 Ballot Com, IG Chair	Gina C. IN Evansville GSR	Matt WI West Great Lakes IG, SSC	Scott AK
Brody F. CA1175 DTSC Chair	Jim R. NY109/ABC Chair	Miles Belleville Ont. Co- Chair 2018 AWC OPPM SSC	Sue V. CAN IG558 Co- Chair 2018 ABC
Denise Anchorage, AK021 Lit	Laura L. CA IG620 WSO Rep Archives SSC	Mona Chicago, IL	Susan C. NY Phone Bridge
Erhardt, Germany	Mardi M. MT026 ComLine	Pat CA	Tamara P. Lit Committee

- F. Tradition One:** Our common welfare should come first; personal recovery depends on ACA unity.

G. Committee Reports:

1. **ACA WSO Treasurer's Report and Finance Committee:** Bill D.

The Finance report is posted in [Treasurer's page of the Repository](#).

Balance Sheet: We currently have total cash accounts of \$414,093.42. We have current assets inventory of \$549,835.04. Our total assets are \$691,917.45. This is up from November which appears due to an increase in the cash accounts of about \$8,000.00 and an increase in the inventory accounts of about \$32,000.00, inventory being our books, literature, and other miscellaneous items. On the other side of the ledger, the accounts payable increased from \$0.00 in November to \$46,770.08 to offset the increase in the assets. We received inventory and we had some outstanding invoices for it, so that's why the assets went up, but that's also why the accounts payable went up.

Profit/Loss: These are a little bit different than the draft copies we received from the accountant on Wednesday. The final copies came back to us on Friday and we have not had time to review them, so this report goes with the earlier version. We show a net loss of \$6953.00 for December. This can be attributed to having three pay periods for our special workers this month instead of the more common two pay periods. Also, book sales were slightly off in December, but that is not so unusual because of the holidays.

7th Tradition: Donations increased a couple of thousand dollars from November. We received \$9,163.64 this month, some of which is probably end of year giving, but we are very grateful and encouraged by the added income.

Finance Committee: We are working on the completion of our migration to Quick Books with the Shopping Cart and other channels. We will be setting up a meeting in January to work on the interface between some of our channels and Quick Books through Webgility. Inventory continues to be set up and we are changing our Chart of Accounts to a more traditional format with a numbering system which will change the looks of the financial documents. We are beginning our accrual-based accounting. We will be easing into that in January. We also completed our draft budget for 2018 which has been submitted to the Board for approval.

2. **European Committee:** Majbrit M.

There is not much to report for the month of December. A report will be posted in the [European Committee section of the Repository](#).

3. **Executive Committee:** Majbrit M. None

There was no activity to report during December.

4. **Literature Committee:** Charlie H.

The monthly report is posted on [Literature Committee page of the Repository](#).

There were 15 attendees at our last Quarterly Meeting that were not part of the Literature Committee. This allowed for a conversation with some great input. Please attend our Quarterly Meetings if you are interested. It is a great help to the committee. Our next meeting will be held

on the first Saturday of April, April 7, 2018 at 11:30 a.m. eastern US.

Our Literature Policy is about ready for publication on the website. It is hard to give an exact time table for achieving the goals we set because of our careful process, and the fact that we are all volunteers. We are hoping to create a list of publishing priorities that might be updated quarterly to give the fellowship an idea of the timeline for desired projects, including those requested at past ABCs.

ComLine: The latest issue of the *ComLine* was published on January 2, 2018. Please have content submissions for our next quarterly issue to be published in April, by the end of Feb. The next issue goes out the same month the ABC/AWC will be held in Toronto. Remember that we can publish any pertinent information in that issue. The focus of the issue will be Steps/Traditions/Concepts 4, 5, and 6.

Literature Development: We are working on two projects using a team approach. This allows for conversation and feedback on our writing rather than the isolation of one person writing in isolation. If you would like to become one of our team volunteers, contact Charlie H. or Tamara P. at litstaff@adultchildren.org. There have been three telephone meetings of the team working on the *Little Big Red Book (LBRB)*, which is progressing well. We have a tentative date of January 20 for starting work with the team working on *The Loving Parent Workbook*.

Evaluation Committee: We are planning to relaunch the Evaluation Committee in February. Part of the relaunch will be the development of a standard evaluation process for our committee. We are starting the work by using a trifold that has been created with other 12-Step audiences in mind. The trifold was tested out at an AA Convention in FL. As we evaluate that flier, we will be noting our process at the same time. We hope to have this flier ready for presentation in April at the ABC.

5. **DC Oversight Committee:** Mary Jo L.

The DCOC is currently managing inventory transition between sites and keeping stock in the right place to fill orders. We are in the process of hiring new staff, and a job posting will soon be posted on the [ACA website](#).

6. **Distribution Office:** Report given by Jim B.

There are currently 1970 registered meetings and 82 registered Intergroups. The registered meeting list increased because of the reinstatement of 142 meetings that had been automatically dropped because of an auto-expire function on the website. While this function has been turned off, we strongly encourage group representatives to make appropriate changes to their listings as they happen, or at least once per year, so we do not have incorrect information on the site. There is a space for added information when putting in your listing. If people need to go to a special door, a building on the premises of the meeting site, or there is something else that will make their attendance easier, please use that to indicate such things.

7. **Members and Public Service Committee (MPS):** Bill D. /Carole C.

A report of the month's activities will be placed on the [MPS page of the Repository](#). If anyone has a copy of the minutes for the last MPS meeting, please contact Carole C. at wsotrustee@gmail.com.

We are closer to hiring an MPS special worker. The resumes are in and ready to be acted upon. We have received a call from South Africa and are planning to reach out to them and on other MPS calls to help set up meetings rather than stopping at giving them a contact meeting. If anyone is planning to go anywhere in Africa, please let us know. Materials shipped do not always arrive. We have hand-carried materials on occasion.

We have one Regional Service Committee (Region 2) and are waiting for direction and information from the Service Structure Committee. There is currently a list and search function for Intergroups on the [website](#). The committee will now start going through the list to see if they can ascertain which meetings are attached to each intergroup.

Other information:

H & I: 24 books and 510 booklets have been sent to professionals. 7 orders were completed for Hospitals and Institutions.

Public Information: We have sample PSAs done by professional in Miami, but they still need editing and background as well as vetting by the committee.

The Traveler: Went out on Dec 15 mail list 3218 subscribers. If you have news about WSO, contact Bill or Carole to be put into the next issue.

Virtual Meeting Committee: No resolution but new meeting software should help. The committee is making progress, but there are still problems, mostly in the fellowship time after meetings.

8. **Service Structure Committee:** Marcia J.

The [full report](#) as well as [minutes of the committee meetings](#) can be found on the Service Structure Committee pages of the Repository.

The committee was informed of the timeline for implementation of the Nominating Committee, which the WSO Board created and accepted during December. A Vision Statement and a Mission Statement for Regional Service Committees. This will hopefully guide the creation of goals for Regions.

Vision Statement: Regional Service Committees build bridges of communication and support to bring Adult Children out of isolation and into fellowship.

Mission Statement: Whenever an adult child reaches out, the Regional Service Committees will be there with information and support: to connect people within the fellowship, to encourage participation as trusted servants, and to grow meetings full of experience, strength and hope throughout the world.

9. **Website/Database Committee:** Jim B.

The monthly report, complete with user statistics for December, is available on the [Website Committee](#) page in the Repository.

The committee is always interested in new members. We are especially seeking people with some experience using Word Press. The Repository has been moved from its old site to acawso.org. The old site is being retired. Information from this TC will be posted on both sites. Committee Chairs will want to know that their username and password are the same for both sites. We are interested in your feedback. If you have difficulty, contact Jim B. We will soon be moving the main website, adultchildren.org, to Word Press as well. We are hoping to give full scale report to Intergroups and Regions on the new site.

We are working with the Toronto committee to broadcast the conference for those who cannot attend. We will be researching possible ways to provide for remote voting.

10. ABC Committee: Jim R.

The monthly report can be found on the [ABC Committee](#) page of the Repository.

The ABC website is now on WordPress and has a new logo. It has already received 617 views. A Toronto Attractions page is being added. Planning for the ABC has been slowed by the holidays. There is a flyer on the website to download. Please help us spread the word.

Registrations received are 105 for the Convention and 25 for the ABC. We have reservations for 61% of the 350 hotel rooms that we promised to fill at \$159 CAN. When we get to 350 the price will go up. Shared accommodations will be facilitated. We currently have 35 volunteers working and are expecting 100 by the time of the ABC/AWC. Thanks to Susan C. from San Diego and Jim B. for all their help and counsel.

Planning for Conference programming is underway. A preview of a couple of workshops: *Frozen Inner Children Play* and *Narcissism: How do you love yourself when you have a Narcissist in your life?* Constant ACA meetings will be held during the convention.

We have received and are reviewing an application from Sweden to host the 2019 ABC. We still need to decide a date and location for the 2019 Conference (AWC).

The committee held a phone meeting with the Delegate Training Subcommittee. A welcome letter is being formulated to direct delegates to links that explain the ABC process. Telephone conference training has been under discussion. Incorporating the recommendations of last year's surveys, the teleconference trainings will cover Q. and A., the twelve concepts, *Roberts' Rules of Order*, ballots, and the OPPM. There will be on-site workshops on both Thursday and Friday relevant to what the delegates will experience on each particular day at the ABC. Next meeting is Jan. 17.

Jim R. sent out information to committee chairs about reports for the ABC Binders. There are two types of report: an outline with brief information that can be used to create a more formal report. These reports are due by February 15. Committees should consider whether they want to make a presentation outside of their report at the ABC and see about getting onto the agenda.

Ballots have gone out and we have 8 responses so far. The end of February is the deadline for submitting meeting voting results as to which ballot measures will be discussed at the ABC.

11. **Nominating Committee:** Carole C.

The first two committee members have to be chosen by the board. Board Liaison Carole C. is recruiting those members. Once chosen, they will be recruiting other members to the committee. The board will be effectively out of it at that point, other than having a liaison.

12. **OPPM Committee:** There have been revisions to the OPPM. You can get a copy of the revisions so far from the site. We are hoping for an update that covers current practice in time for the ABC.

H. **Read into the Record—Specific Concurrences:** These motions are being read into the record as they were voted on by specific concurrence outside of a board meeting because of the urgency for approval.

1. **Motion:** Request approval to authorize shipment of 3 pallets of books from Ware-Pak to Signal Hill for a cost of \$711. (DCOC)

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

SECOND: David McB.

DECISION: Motion passes unanimously

I. **Read into the Record—Working Session motions:** these motions are being read into the record as they were voted on during a working session of the Board.

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

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

SECOND: Carole

DECISION: Motion passes unanimously

2. **Motion:** Request specific concurrence to purchase 5,000 copies of the Laundry Lists Workbook for \$17,555. (DCOC)

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

SECOND: Marcia

DECISION: Motion passes unanimously

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

SECOND: David

DISCUSSION: Naming conventions for the revised OPPM are still not agreed upon. A new committee dealing with documents may be formed, and could pursue information on best practices for this purpose.

DECISION: Motion passes unanimously

4. **Motion:** Request the Board's specific concurrence to order 5,000 copies of the newly formatted

Identity Papers booklet at a cost of \$2,827. (Mary Jo) 12/18/17

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

SECOND: Bill D.

DECISION: Motion passes unanimously

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

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

SECOND: Majbrit M.

DECISION: Motion passes with 7 votes

NAY: Bill D.

ABSTENTION: Jim B.

MINORITY OPINION: Bill D. gave a report on his objections to this motion. He wonders if that sort of activity could endanger our non-profit status and thinks it has not been investigated and settled properly. Putting off payment creates accounting difficulties. He believes we could have found other options that were much cheaper for both WSO and the Danes. For example, choosing a different printer we could have printed 1,000 books for a negligible amount of money more than was spent to print 500. Realizing the Danes did not have the money for that amount, we could still have given 500 books to Amazon. The Danish population count suggests that those books could have been easily sold.

Board Response: People who spoke about why they voted to pass the motions indicated that this was in actuality very much the same motion we have passed before in connection with the European literature, and this was the second part of an order that was already approved previously. Denmark does not have access to Amazon. A study of all of the objections voiced in the Minority Opinion will be taken up by the Board before new transactions are initiated.

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

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

SECOND: Carole C.

DISCUSSION: We were clear that we did not want to have anyone from the finance committee the first time around. This time we are using the same auditors, the same RFP. The main concern in year one was the possibility that we might be steered to a particular auditing company prejudicial to our organization. Pat is on the Finance committee. The auditing firm plans every phase of the audit. We are not in a position to direct them. They have professional standards and will do what they need to do regardless of the chair. Since Pat is not a trustee involved in other

financial decisions, we have less reason to worry. We do not have a WSO policy for choosing the person to lead the audit. We need to write a policy. The Finance Committee is writing up procedures at presence.

DECISION: Motion passes unanimously

7. **Motion:** To approve signing the Audit Engagement letter to Vasquez & Company LLP.

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

SECOND: Carole C.

DISCUSSION: It would have been nice to receive a lower price bid since some of the preliminary work was done last year.

DECISION: Motion passes unanimously

J. New Business

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

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

SECOND: Carole C.

DISCUSSION: We decided to consult Intergroups about this decision. Nobody of the four groups connected objected. At least one group would like to discuss the percentage of the savings going to the Intergroup.

DECISION: Motion passes unanimously

K. 2017 ABC Motions and Status

1. **Create a new OPPM Committee** to continue the work of a complete revision of the 2012 OPPM.
—Complete
2. **2017-1: Use of “I” Statements—Passed**
Propose posting a statement on the website under Resources entitled, *Why the Use of “I” Statements is So Important*. **Not yet done.**
3. **2017-3: Becoming Your Own Loving Parent Workbook.—Passed**
Propose that the WSO create a workbook on Becoming Your Own Loving Parent. Referred to Literature Committee. A November 5 report in the Repository notes that, “...a meeting [has been] scheduled for “*The Loving Parent Workbook*” (working title: Loving Parent). Loving Parent is based on the content of chapter 8, and its development will follow the LBRB.
4. **2017-4: “Sponsor” vs. “Fellow Traveler” —Passed**
Propose that the WSO revise BRB Chapter 11 and the sponsorship pamphlet for clarity and consistency. Recommend use of the term “Fellow Traveler.” Referred to the Literature

Committee. Referred to the Literature Committee.

5. **2017-8: Create Telephone Conference Meeting Committee—Complete**

6. **2017-10: Prescription Medication References—Passed**

Propose change on p. 13 of BRB from “refrain from all prescription medication use” to “refrain from all prescription medication misuse.” Referred to the Literature Committee.

7. **2017-13: Use of the term “Closed.” — Complete**

Propose a clarification from the WSO of the term “closed” wherever it is used.

8. **2017-15: Laundry List Rewording—Passed**

Propose that the first statement in the Laundry List read as: “These are characteristics we seem to have in common due to being brought up in an alcoholic or otherwise dysfunctional household.” Referred to the Literature Committee.

9. **Publish the results of motions that are made and passed at Board working sessions** outside of the monthly TC. *This is being done in the Agenda and the Minutes of the Monthly TC.*

L. Guest Comments:

1. **Laura:** There used to be a South African Intergroup listed. Can we check to see if it still exists? A website was given.
2. **Sue V.:** Toronto Pearson International Airport is closest to the Convention. There have been bounce backs on litstaff@aca.org Charlie will check this out. The 12-Step flyer discussed earlier can be used in the Ontario Regional Conference, but Charlie H. would like to get the evaluation and the final conference approval first. After that will send a printable copy. The Repository is moving to acawso.org but the main website, adultchildren.org, is not changing at present.
3. **Denise:** We currently only have one Region globally. If you are interested in the process of creating the recommendation for Regional Service Committees, please contact Marcia to join the Service Structure Committee.
4. **John in MA:** Suggests that we put email contacts as well as names in the agenda. The emails could be next to committee chair contact information.

Motion to close the meeting: Bill D.

SECOND: Carole C.

DECISION: Motion passes unanimously

Close with the Serenity Prayer

Announcements: The next ACA WSO Board Teleconference is scheduled for February 10, 2018 at 2PM ES



MONTHLY TELECONFERENCE MINUTES
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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.

- A. Call to Order:** Mary Jo L. opened the meeting at 2:01 PM EST with the ACA Serenity Prayer
- B. Roll Call of Board Members:** Mary Jo L., Marcia J, Jim B, David McB, Majbrit, Bill D., Jeffrey F., Charlie H., Carole C.
- C. Quorum Established**
- D. Minutes:** Motion to approve the January 11, 2018 Teleconference Minutes (Marcia J.)
Second: Carole C.
Discussion: Correction Pat H. Audit Committee Chair
Decision: Motion passes unanimously
- E. Guest Introductions**

Brody F. CA1175 DTSC Chair	Jim R. Brooklyn, NY109/ABC Chair	Matt WI West Great Lakes IG, SVC	Pat H. CA Audit Committee Chair
Denise Anchorage, AK021 Lit	Kristian WA Long Island	Mikkel DN340	Sue V. CAN IG558 Co-Chair 2018 ABC/AWC Host Cmte
Erin PA076 Vice-Chair DTSC	Laura L. CA IG620 WSO Rep, Archives Cmte Chair	Miles Belleville Ont. Co-Chair 2018 ABC/AWC Host Cmte, OPPM SSC	Svetlana Calgary GR
Greg R. TX Lonestar IG	Mardi M. MT026 ComLine Editor	Mona Chicago, IL206	Tammie G. WSO GM CA079
Jerry E VA104	Marina CA	Pam CA IG 64	

- F. Tradition Two:** For our group purpose there is but one ultimate authority - a loving God as expressed in our group conscience. Our leaders are but trusted servants, they do not govern.

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

1. Executive Committee—Majbrit M.

The Executive Committee gave approval to the following purchases:

- A new computer external monitor, keyboard, and mouse for the General Manager's laptop. The DCOC previously approved the purchase. The cost will be less than \$200.00
- An order for 5,000 "25 Questions" pamphlets from ABC Press at a cost of \$331.00
- A docking station and monitor for General Manager's computer to cost around \$300.00
- Comment: It was later decided that the docking station was not currently needed, so the money was not used.

2. Treasurer's Report: Bill D.

- ACA WSO started the year with strong financial performance for January primarily due to increased literature sales and a large 7th Tradition contribution. The P&L Statement shows sales were up \$14,318 (minus COGS) over December as the WSO inventory has consistently been available due to improved purchasing methods.
- We ended January with \$96,786 in total income and \$81,479 in total expenses for net income of \$15,307.
- In the expense section of the P&L there were no unexpected expenditures for the month. Freight and shipping costs were up about \$4,000 as a result of the increase of inventory and sales. A payment of \$5,000 retainer for the audit was made to the CPA firm conducting the audit. Wages were back down to normal because there were only two pay periods in January instead of three as we had in December.
- 7th Tradition Contributions are shown on the 7th Traditions tab in the side menu.

3. Finance Committee—Bill D.

- The Finance Committee continues to work on our accounting system upgrades and has been focusing this past month on improving our chart of accounts, moving from cash based accounting system to accrual accounting, and making recommendations to the board for modifications to the Fiscal Policy section in the OPPM.
- The Committee placed the annual budget before the board in December and it was adopted in January. We plan to provide regular reports to the board and committee chairs to enable them to see how the organization is doing financially compared to the budget and more specifically, how each area is performing as compared to the projected budget.

4. Literature Committee: Charlie H.

- *The ComLine* is preparing for the release of the quarter two newsletter containing stories, poetry, art, and articles about steps, traditions, and concepts 4, 5, and 6 on April 1. The submission deadline is February 28th. Remember to send a signed copyright permission form with your submission. Stories from international members and anything about the

upcoming ABC are very welcome. Submissions can be send to litstaff@adultchildren.org

- *The ComLine* contains material that is inspirational, and is completely different from the *Traveler*, which is more of a news bulletin.
- The first meeting to begin work on the *Becoming Your Own Loving Parent Workbook* was held in January. This project was promoted by Bonnie M. from San Diego, and she is also chairing the committee. Work is also proceeding on the *Little Big Red Book* (LBRB)
- Tamara P. held first meeting of the evaluation team. This team provides a critical service in making sure materials are ready to become Conference Approved. The team is currently working on the trifold created to let other 12 Step Fellowships know what ACA is about.
Lit
- The Executive Committee approved new literature development policy explaining and giving guidelines for planning and launching a literature project. The committee hopes this policy will be posted online within a month. The literature committee is also working on a policy for translation groups.

5. **Members and Public Service Committee (MPS):** Bill D.

- The free literature for professionals has continued to receive more requests. The outreach is working to spread the word. The numbers signing up for the *Traveler* keep growing, which also spreads the word. We were asked for some sample literature from an AA group in Oklahoma, which we see as positive.
- More intergroups are participating in the reduced price for books. New Jersey is receiving one case per month.
- Carole C. has been instrumental in updating resumes and interviewing for our MPS Special Worker, who we hope to hire soon.

6. **European Committee:** Majbrit M.

- Welcome to new committee member from the Board of Trustees, Charlie H. The committee is currently building their database of meetings and contacts, as well as creating new procedures for the committee.
- The Greeks have completed their translation of the BRB, YWB and the Meditations book and are ready for the next step. Charlie proposed a meeting with Robin, Charlie and Majbrit to discuss how to proceed.
- We are looking for bids for us to host the European Meeting 2018 Conference and we are talking with fellowships already submitting their bids. Malmo, Sweden will be the site of the 2019 ABC, and the Swedish fellowship is working on it right now.
- The UK is holding ACA Awareness Week Feb 12-18. There will be a Convention in London on March 17. If you are interested, you can check their website at aca.london.convention@gmail.com

- There is need for financial aid if people from Europe are going to attend the 2018 Toronto ABC/AWC. There is currently no provision for this from the WSO. More conversation about this topic will occur at the Board level.
7. **WSO Office:** Mary Jo L/Tammie G.
- There are currently 1,987 active meetings, which is an increase of 17 meetings. There are currently two more intergroups, bringing that number to 84.
 - Tammie G. is currently interviewing applicants for positions at the Signal Hill office as general office help and warehouse associate.
8. **DCOC:** Mary Jo L
- The committee meets weekly to keep apprised of the business done at the office and warehouse. Current projects include the termination of our Ware Pack contract as we currently have space to keep more materials in our new office. We can now make sure that all orders for California can be filled in California, which helps with shipping. We have had a good response since we lowered the price from \$600.00 to \$100.00 on the intergroup book savings. We are also looking for a new or used forklift to use in the warehouse.
9. **Audit Committee**—Pat H.
- Pat H. will be the chairperson for the Audit Committee this year. We are early in the process. A physical inventory has been done at Signal Hill, and the committee has received a long list of information needed by the auditing firm by mid-March. Tammie G. and our accountant are working to gather this material.
10. **Service Structure Committee:** Marcia J.
- Work on the Nominating Committee was finished and committee recommendations were approved at the end of December. Carole C. has been recruiting the two members the board will approve to start the work of this committee. Once those are chosen, they will do the rest of the recruitment. We are hoping this will provide a separation between the Board of Trustees and those who solicit and vet applications for new trustees. It was decided that the Nominating Committee will make their own report at the ABC.
 - During January the committee began discussions about the report and presentation for the 2018 ABC. Vision and Mission Statements for Regions were finalized. We are now ready to look at suggestions for a regional map to replace the last version, which we believe to be about twenty years old.
11. **Website/Database Committee:** Jim B.
- Our new website to replace the Repository, <http://acawso.org>, has been launched. We are hoping to call it something other than “the repository.” The site includes a link to events sponsored by Regions and Intergroups. When sending brochures or information, please do not use last names out of respect for our tradition of anonymity. We will not publish last names or personal information. We also require a generic rather than personal website and phone contact.
 - Plans are underway to migrate the adultchildren.org website to WordPress. This will

include enhancements to the Meeting List search, adding, and updating. As well as provide full scale support for Intergroups and Regions.

- We will be working with the ABC hosting committee to make the audio available for users to listen during the conference. We are also looking at other tools to make remote participation in the ABC possible.

12. ABC Committee: Jim R.

- Thirty-five people are currently working as volunteers to plan the 2018 ABC/WSO in Toronto, Ontario. During the event, there will be 75 to 100 volunteers. We have 298 “room nights” booked of our required 350. There should be no problem filling the rest of the rooms. The committee is trying to getting extra rooms at the same price. There are currently 140 participants registered for the AWC and 25 registered for the ABC. We have added another international participant, this time from Argentina.
- The website has been enhanced with additional information for delegates. The site has been averaging 35 – 60 enquiries per day. The program team is ready to finalize the program and once done, highlights will appear on the website.
- Other 12-Step programs will be allowed to set up hospitality rooms that they pay for. The time has come for the finalization of the room layouts and approval by the Board.
- Committee chairs need to submit reports for the binder as soon as possible. Jim R suggests that perhaps the binders could include some sample literature if there is any. He is currently putting together a “dummy binder” in order to see how all the information will be laid out.
- The ABC Committee has received and is recommending approval of a bid from Swedish intergroups to host the 2019 ABC in Malmo, Sweden. The committee will work with them to finalize the rules for content, copyright, and presenters.

Motion: To gratefully accept the offer of the Swedish Intergroup in Malmo to host the 2019 ABC. (David McB)

Background: The bid has been received and considered adequate by the ABC Committee, which is recommending that we accept the hospitality of this group.

Second: Majbrit M.

Decision: Motion passes unanimously

- The Delegate Training Subcommittee finalized plans for two identical teleconferences for delegates to the convention to be held on March 11 and April 1, 2018. The topics will include an informal review of some useful links and question and answer session. There is dial-in information on the Slack channel. A letter of welcome to 2018 delegates has been approved. We are waiting for final dates and information before sending it out. The committee is looking for help to implement a Buddy system. They also want to be sure delegate surveys are available before delegates leave the convention.
- The Ballot Proposal Committee reports that 26 ballots have been returned. Feb 28 is the

deadline to put in ballot decisions from meetings.

13. **OPPM Committee**—Mary Jo L

The committee is still revising with 4 sections to be ready for approval in next two weeks. Many revisions already accepted, and the most current OPPM under links section at <http://acawso.org>

14. **Nominating Committee:** Carole C.

There are currently 3 applicants for two committee positions. One is already doing a lot of paperwork. Carole will present the first two applicants to the board this month. The chair of this new committee will have to be sent to the ABC by WSO.

H. Read into the Record—Specific Concurrences: These motions are being read into the record as they were approved outside of a board meeting via online communication because of the urgency for approval. The Board member who concurred first is shown as the Second for the motion.

1. **Motion:** To seek and engage an accounting firm to perform the objectives and associated tasks below. A cost not to exceed \$9,000 is requested to be paid out as a retainer of approximately \$2,000 with the resulting fees to be paid for work on an hourly basis as invoices are submitted.

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

Background: We have the consultant who can make the software changes needed. We want to have cohesive accounting policies and procedures: a scalable accounting system that can handle increased sales and inventory currently and when our contract ends with Ware Pak. This expert will help to get our accounting systems set up properly. We have withdrawn the previously approved tax compliance review by an accounting firm and believe WSO will benefit more by spending those funds in this area.

Second: Marcia J.

Discussion: This will help improve overall transparency in WSO financial matters.

Decision: Motion passed unanimously

2. **Motion:** Request approval for the purchase of 5,000 each of the *Tool Bag* and *ACA Is...* trifolds at a total cost of \$731 including delivery. (Bill D.)

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

Second: Marcia J.

Decision: Motion passed unanimously

I. Read into the Record—Working Session motions: these motions are being read into the record as they were voted on during a working session of the Board.

1. **Motion:** To approve the 2018 budget. (David McB.)

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

Second: Marcia J.

Discussion: The budget sets a target of \$75,000 for 7th Tradition contributions. Concerns about reaching that goal were expressed. We continue to try to raise awareness of the need for 7th Tradition contributions. WSO expenses are projected to be higher than in the past.

Decision: Motion passed unanimously

2. **Motion:** To approve the two PSAs to move to final editing and preparation for release to the fellowship. (Bill D.)

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

Second: Marcia J.

Discussion: A preference was stated about changing “...*alcoholic and dysfunctional families...*” to “...*alcoholic and otherwise dysfunctional families...*” -making the point that alcoholic homes are also dysfunctional. This can be done in future projects. There is no wish to delay this project any further.

Decision: Motion passed unanimously.

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

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

Second: Charlie H.

Discussion: A concern is that the budget provided only for \$18/hour, so it could require an adjustment. We are grateful to get the services needed at the requested price range.

Decision: Motion passed unanimously.

4. **Motion:** To approve the purchase of 5,000 *Crosstalk Booklets* from Bang Printing at an approximate cost of \$2,074 which includes printing and estimated freight to Signal Hill. (DCOC)

Background: The DCOC has evaluated the sales trends of this booklet and recommends a purchase of 5,000 from an offset printer to obtain better quality and lower cost. This will be the largest order of Crosstalk Booklets ever placed. The attached quote from Bang says *Identity Papers*, however the cost is the same for all similar size booklets according to Bang.

Second: Carole C.

Decision: Motion passed unanimously

5. **Motion:** To approve the purchase of 5000 softcover Meditation books at an approximate cost of \$9,500 from Bang Printing. (Mary Jo)
Background: This purchase is more than 10% above previous quantities ordered.
Second: Jim B.
Decision: Motion passed unanimously

6. **Motion:** To authorize payment to California Employers Association (CEA) for the HR Audit that was completed in January.
Background: The GM Liaison committee reviewed the three quotes obtained by the GM and thought this was the best choice. It was inadvertently approved without sending it to the board for approval, so that is being corrected with this motion.
Second: Carole C.

Discussion: California requires hard copies of HR files, which should be in the fire-proof file cabinet originally purchased for that purpose. Tammie will check with CEA about backing up files on the cloud. Per the auditor, and in her presence, materials in the files that were not required were disposed of properly. Anything found to be incomplete is being taken care of by Tammie.
Decision: Motion passes unanimously

7. **Motion:** To purchase 3,500 copies of the hard cover *Strengthening Our Recovery* meditation books from Bang Printing at a cost of approximately \$9,204 including shipping. (Bill D.)
Background: The DCOC has evaluated the sales and costs of this book and recommends this quantity be purchased. It will provide us with enough books until later in the year. It is the largest quantity of hardcover meditation books WSO has ever ordered. (Mary Jo)
Second: Marcia J.
Decision: Motion passed unanimously

J. **New Business:** None

K. **2017 ABC Motions and Status**

1. **Create a new OPPM Committee to complete the revision of the 2012 OPPM.** —Complete

2. **2017-1: Use of “I” Statements**—Passed
Propose posting a statement on the website under Resources entitled, *Why the Use of “I” Statements is So Important*. Not yet done.

3. **2017-3: Becoming Your Own Loving Parent Wkbk.**—Passed
Propose that the WSO create a workbook on Becoming Your Own Loving Parent. Referred to Literature Committee.

4. **2017-4: “Sponsor” vs. “Fellow Traveler”** —Passed
Propose that the WSO revise BRB Chapter 11 and the sponsorship pamphlet for clarity and consistency. Recommend use of the term “Fellow Traveler.” Referred to the Literature Committee. Referred to the Literature Committee.

5. **2017-8: Create Telephone Conference Meeting Committee**—Complete
6. **2017-10: Prescription Medication References**—Passed
Propose change on p. 13 of BRB from “refrain from all prescription medication use” to “refrain from all prescription medication misuse.” Referred to the Literature Committee.
7. **2017-13: Use of the term “Closed.”** — Passed
Propose that the first statement in the Laundry List read as: “These are characteristics we seem to have in common due to being brought up in an alcoholic or otherwise dysfunctional household.” Referred to the Literature Committee.
8. **2017-15: Laundry List Rewording**—Passed
9. **Publish the results of motions that are made and passed at Board working sessions outside of the monthly TC.**
This is being done in the Agenda and the Minutes of the Monthly TC.

L. Guest Comments

1. **Pam:** We’ve come a long way baby....all the way to a forklift! Her intergroup created some Inner Child Bears to donate to the ABC. She was asked to send a photograph in an email to acaworldconvention@gmail.com in order to work this out.
2. **Miles:** Participants at the 2019 ABC in Malmo, Sweden should fly into Copenhagen and take a train to the location. It is only a 15 minute train ride.
3. **Sue V.:** The 2019 committee is asking about space for a website. We can put another tab on the 2018 convention website when we are ready. Majbrit has people who have good ideas how to do this. She will be the liaison. Frederick, who will be leading the committee, plans to be in Toronto where more information can be shared.
4. **Jerry DC:** Changing the minimum for the intergroup discount from \$600 to \$100 has been a major step forward for the IGs. Thank you. He is puzzled about Amazon and its competition with the intergroups. The 30% discount brings books to \$11 each. Shipping is 20% of the order, so really we get a 10% discount (\$13.50 each). Amazon is \$18 with free shipping if you are a Prime member.
Response: The original purpose of this discount was to give Intergroups some cash flow. 2/3 of all sales go through our website, 1/3 through Amazon. We applied for an Amazon US account hoping it would help us get accepted for an Amazon UK account, and it did. The Amazon price is high enough that we felt it wouldn’t negatively impact Intergroups. We also needed to be lower than third party sellers who were undercutting us if our price was too high. We found \$18.00 keeps that competition at bay. We are also getting a better handle on our numbers and are hoping our shipping prices can go down as we look for other sources. We do not want to disadvantage the Intergroups.

- **Carole:** We may be getting people to ACA because they run across our literature on Amazon.
 - **Greg:** Our last order was 13% shipping costs. We give people a 10% discount. It solidifies our relationships with the groups rather than making money. We haven't had much competition with Amazon. Four or five people have walked in new to the meetings with a book in hand.
 - **David McB:** There is quite a bit of activity on Amazon, which were about a third higher. We might be able to move up a dollar.
 - **Sue V.:** We too have people who come in with books. Some people use them when traveling. Or want eBooks
5. **Laura:** Does the Delegate getting started pdf need to be sent to the conference for approval? An internal document is all that is necessary.
 6. **Jim R.** would like information on whether or not the new PSAs will be presented at the 2018 ABC. He would also like to know about format.

M. Motion to close the meeting: Carole C.

Second: David McB

Decision: Motion passes unanimously.

Meeting Closed at 3:36 PM EST with the Traditional Serenity Prayer

Announcements: The next ACA WSO Board Teleconference is scheduled for March 10, 2018 at 2:00 p.m. Eastern time



Adult Children of Alcoholics®/Dysfunctional
Families
World Service Organization, Inc.

MONTHLY TELECONFERENCE MINUTES

March 10, 2018

2PM EST 712-432-0075 PIN: 427266#

Press *6 to mute or un-mute.

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.

A. Call to Order: Mary Jo L. called the meeting to order with a recitation of the ACA Serenity Prayer.

B. Roll Call of Board Members:

Present: Carole C, Mary Jo L, Marcia J, David, Bill D., Charlie H, Jim B.

Absent: Majbrit, Jeffrey

C. Quorum established.

D. Minutes: Motion to approve the February 10, 2018 Teleconference Minutes (Marcia J.)

Second: Bill D.

Discussion: Treasurer should be up in the officer reports rather than in the committee reports.

Decision: Motion passes unanimously.

E. Guest Introductions

Armin W. Bremen	Eleni MPS Special Worker NY	John MA	Mardi M. MT026 ComLine Editor
Brody F. CA1175 DTSC Chair	Gina C. IN Evansville GSR	IG 66 Josh DC	Matt WI West Great Lakes IG, SVC
Bonnie K-M TX081/IG600 Ballot Com, IG Chair	Greg R. TX Lonestar IG	Germany /Karla	Paul CT
Darmody Calgary	Jim R. Brooklyn, NY109/ABC Chair	Kristian NY IG	Pam CA IG 64

F. Tradition Three: The only requirement for membership in ACA is a desire to recover from the effects of growing up in an alcoholic or otherwise dysfunctional family.

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

1. **Executive Committee**—Majbrit M.

The Executive Committee authorized the following:

- Paying expenses for an extra day in Toronto for Mary Jo L. in order to be present if there are any last minute issues or decisions.
- An extra working meeting for the Board of Trustees on March 1 because of the number of issues needing to be dealt with.
- Payment of \$570.35 for the purchase of 5,500 assorted flat sheets of the trifold used in literature assortment and new meeting packets.

2. **Treasurer's Report:** Bill D.

A summary of our financial information was given by Bill D., as well as information about the activity at the Distribution Center. A generous contribution from the fellowship in Finland through their intergroup. This was part of a rise in 7th tradition contributions. To see individual contributions, go to the new acawso website where you will find the link [7th Tradition Contributions](#). The complete report as well as links to the financial spreadsheets is available on the new acawso website under the link to the [Treasurer's Report](#)

3. **Finance Committee:** Bill D.

The Finance Committee continues to meet every Wednesday at noon via teleconference and work to improve our accounting and financial systems along with other matters pertinent to the financial wellbeing of WSO. The committee worked this past month on numerous projects including reviewing the financial statements, accrual accounting, international bank account, vetting and recommending an external consultant to get our accounting and inventory management systems upgraded, and making recommendations to the board for modifications to the Fiscal Policy and Expense Reimbursement sections of the OPPM.

To find information about the four meetings held during February, go to the February [Treasurer's Report](#).

4. **Literature Committee:** Charlie H.

- The WSO Literature Development Policy has been redrafted. The new policy outlines procedures for submitting a new or change literature proposal, the evaluation, development, and production processes, and provides criteria guidelines for members considering a proposal, as well as a timetable estimate.
- We have re-established the quarterly Literature Committee call schedule going forward for the first Saturday of each quarter at 11:30 a.m. eastern US. The next quarterly call will be on April 7 at 11:30 AM (USA) EDT. The committee tries to have at least one open-ended conversation, so all are welcome to call in and give their input. Call-in information can be found on the Literature page in the Repository.
- The Literature Development subcommittee is working on the following projects:
 - *The Little Big Red Book (LBRB)* being led by Charlie H.
 - *The Loving Parent Workbook (LPW)* being led by Bonnie M.

- *Emotional Sobriety (Welcome to Other 12-Step Fellowships)* trifold led by Charlie H. Content has been finalized for presentation to ABC with a new cover design.
- In other news, the Literature Evaluation subcommittee has evaluated a couple of trifolds, with two more coming up. Charlie H. and Majbrit M. are working on a new translation policy. Mardi is working without a typesetter at the ComLine right now, and finds her learning curve to be quite large.

5. **Members and Public Service Committee (MPS):** Bill D.

- [MPS statistics](#), [The Traveler](#), and the new [PSAs](#) are can be found by clicking the triangular arrow next to the MPS Committee on the Repository. MPS is working on a script that can be used when contacting news outlets about the PSI. 3900 people are being by The Traveler, which is going out in a week. There has been some conversation about announcing the ComLine with a link in The Traveler. It could provide access to new and back issues.

WSO COMMITTEES	WSO COMMITTEES
Meeting Minutes	Meeting Minutes
Teleconference Agendas	Teleconference Agendas
Treasurer's Report	Treasurer's Report
7th Tradition Contributions	7th Tradition Contributions
▶ Literature Committee	▶ Literature Committee
▶ Member & Public Service Committee	▶ Member & Public Service Committee
European Committee	Africa Outreach
▶ WSO Office	MPS Statistics
Audit Committee	InterGroups
▶ Service Structure Committee	Regions
Web Site Committee	Public Information
▶ ABC Committee	The Traveler Newsletter
OPPM	Hospitals & Institutions (H&I)
Nominating Committee	Virtual/Telephone Meetings
Executive Committee	European Committee

- The new special worker for MPS, Eleni M. was introduced. She is very excited to be on board and hopes to meet some of the fellowship at the conference in Canada. We are excited, too! Welcome to service!
- Literature Placement Guidelines and a Log will be forwarded to the Board for approval before posting on the website. There is a continuing request for information about our organization from therapists and institutions for information.
- The committee was asked to prepare guidelines for publishing events and flyers on the Events page of the website. One guideline that would specify "No last names" or "emails containing full names" on any flyer, is a possibility. The MPS committee will continue to work on this issue and eventually create guidelines for the website. If you have events to promote get them into the events webpage by going to acawso.org. Information about the nominating committee and new board members has been posted there.
- An MPS organizational chart (February 18, 2018) was reviewed by the committee. Also a request was submitted to the 68th Annual AA Convention in Florida for a table and possible

workshop.

- The Intergroup Forum on Slack is really taking off. Groups are sharing ideas. Bonnie would like to reanimate the intergroup subcommittee of MPS and submit ideas to next year's ABC. More intergroups are registering all the time. Laura L. has left the position of chair for the Regional subcommittee. We will need someone in that position. The Virtual Meeting subcommittee is still working on safety procedures.

6. **European Committee:** Majbrit M. (posted after this meeting)

- This month I had the privilege to connect a member from Panama to the Spanish service structure. He moved from Panama to Spain and would like to spread the message in both Spain and Portugal. An experience like that is why we do what we do. And we need all the help we can get.
- This month we have had contact with Norway. Sweden, Germany, Finland, Austria, and the UK.
- Things discussed were the traditions; what impact they have on how we treat one another in meetings, workshop; how to keep members attending the workshop through their realizations of their denial and pain. The ABC 2019 and how to build the host committee.
- We are collecting data about our local fellowships to update our European Committee web site, so please send any submissions to eu-secretary@acawso.com
- We would still like to remind all countries to register their ACA meetings with the WSO please see the link <http://www.meetings.adultchildren.org/meeting-register.html>

7. **DCOC:** Mary Jo L.

- Since the last teleconference The Literature Committee has been asked to reformat the Cross Talk Booklet. The committee has also been working on inventory issues concerning re-ordering and inventory levels. A procedure for re-orders that specifies who is responsible for each part of the procedure has been requested from the Literature Committee. A capacity plan for the California warehouse will help with ordering decisions. The inventory situation should be easier to deal with when all retail fulfillment is brought back to Signal Hill from the current 3rd party fulfillment center in Illinois. We are currently preparing to ship books to Amazon to be sold through Amazon Canada.
- We continue to work on making sure shipping charges are as accurate as possible on the Shopping Cart. Jim is working on low inventory alerts for the office.
- Tammie is in the process of hiring two full-time employees – Warehouse Associate and Office/Warehouse Associate. We are still considering bids to determine whether to purchase or lease a motorized forklift. We had some confusion about voicemails earlier in February concerning the handling of voicemails between MPS and the Office, which was cleared up. With the hiring of Eleni as an MPS Special Worker, it will take some of the pressure off of the office staff.
- We are suggesting to the Board that language be added to the Intergroup Discount

Registration form indicating that IGs that participate in the program should have a minimum number of meetings that they represent, and that they understand books are only to be re-sold to those meetings. This suggestion comes as a result of complaints received.

- **OPPM:** Mary Jo L.

At the request of the OPPM Committee, the committee reviewed and made further changes to Section XI of the OPPM for recommendation to the Board.

8. **Audit Committee:** Pat H.

The committee is working to get all the items to the auditor, and working with Patricia to get asset and depreciation schedules ready. Field work should occur around March 19.

9. **Service Structure Committee:** Marcia J.

- The Service Structure Committee met twice in January. The minutes are posted in the Repository.
- The report for the ABC was finalized and sent in to Jim R. to be put in the Delegate Binder. I am happy to report that ours was the second turned in, and met the deadline. It's the little things that make life worthwhile.
- Several committee members created versions of maps for the Regions of the United States. The discussion on this topic is ongoing. The committee hopes to work with the International community to decide worldwide Regional suggestions.
- We give a fond farewell to Laura L., who has been on our committee for a long time. We know she is busy with other great service endeavors. We also welcome Hanz from TN to be part of the committee.

10. **Website/Database Committee:** Jim B.

- The Database and Website Committee meets regularly via teleconference. If you are interested in participating, please send an email to webservant@adultchildren.org. We can use people experienced with web design, particularly Word Press. We are currently supporting websites at adultchildren.org, acawso.org, shop.adultchildren.org, acaworldconvention.org, and now abc.adultchildren.org (used starting in 2019).
- The new website with business documents is being used at acawso.org. There have been requests to post users full names associated with events and fliers on the events page. As this is a website available to the public, we cannot post full names in accordance with the 11th tradition and the principle of Anonymity at the public level.
- We are in the final stages of building a new WordPress website for adultchildren.org. Intergroups and Regions will be getting an enhancement on the new website. The Meeting list registration and update process will also be enhanced to provide better security and to ensure that meetings are added and updated by the group contacts. We are asking that all groups have a primary and secondary email contact that will be kept private and used for ensuring only they can update the meeting. If a group cannot have an email contact, we will work with them to make updates another way.

- Testing with remote voting tools is underway to provide some input into the ABC discussion of one of the proposals to be discussed. Also, some problems with MP3 Audio files on the shopping site were fixed.
- [Usage statistics](#).

11. ABC Committee: Jim R.

- 243 Ballots have been returned. The Ballot subcommittee is in the process of validating those ballots now. The results will be posted later this month.
- Reports for the Delegate Binder have been turned in by the Delegate Training Committee, the Service Structure Committee, and the Website Committee. Please have all reports turned in by March 31. The binder in skeletal format and reports are placed in the designated area as they come in.
- The first teleconference for delegate training will be held tomorrow, March 11. Not all delegates have received training. The April 1 training has been rescheduled for April 8 because of Easter. Hopefully that will make for a better turnout. Delegates will get general rules for engagement at the ABC itself. Training will involve knowing what to expect as to using the microphone, etc. We are in pretty good shape. Erin has been doing great work!
- The website acaconvention.org has information about the program and many other items of interest for delegates and visitors to Toronto. Information about 20 workshops is on the [website](#).
- The committee is looking for volunteers for both ABC/AWC. Don't forget to register for the Medieval Tour as well as banquets and lunches.
- The 2019 ABC will be held in Malmo, Sweden. The Board may want to consider the duration of this event: three days or four days? This information will help the Swedish Committee with planning the venue and the contents of the meeting.

12. OPPM Committee: Mary Jo L

The committee consisting of Mary Jo L., Jim R., Miles C, and Laura L. have been working very hard to make sure the most up-to-date and accurate OPPM possible is available at the 2018 ABC. Sections 6, 9, 10, and 11 have been completed. The current focus is on sections 19 and 20, and several other sections are under construction.

13. Nominating Committee: Carole C. /Greg R.

- The current committee consists of Greg R., chair and Laura L. Carole C. is the liaison between the committee and the Board. Three more members are needed for this committee. All documents for the committee are in the Repository.
- The committee has been up and running since March 7, because a lot of work has already been done by Laura L. Jim B. made some last minute uploads, so there is now an application and other information available on the [Nominating Committee](#) page of the Repository.

- The committee is looking for candidates to fill two open Board positions. They hope to have recommendations to the Board by April 19. People can self-nominate or be nominated. This process gives everybody equal footing as long as they meet the criteria. Each candidate must fill out their own paperwork. Thanks to Greg and Carol for getting this process moving so quickly

H. Read into the Record—Specific Concurrences: These motions are being read into the record as they were approved outside of a board meeting via online communication because of the urgency for approval. The Board member who concurred first is shown as the Second for the motion.

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

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

Second: Charlie H.

Decision: Motion passes unanimously.

2. **Motion:** To approve the payment of \$950 to the Head, Johnson et al law firm of Tulsa, OK, for renewal of the ACA trademark design. (Mary Jo)

Background: This is a routine renewal of the trademark.

Second: David McB

Decision: Motion passes unanimously.

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

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

Second: Jim B.

Decision: Motion passes unanimously.

I. Read into the Record—Working Session motions: these motions are being read into the record as they were voted on during a working session of the Board.

1. **Motion:** To pay travel and lodging expenses for Tammie G, Gloria D., and Jim R. Also, to pay travel and lodging expenses for the new MPS worker and one member of the Delegate Training Committee. (Mary Jo)

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

responsible we need to limit the expense to those vital to the event.

Second: Charlie

Discussion: In the discussion a couple of other names came up. One is a dedicated volunteer in many WSO committees; the other is vice-chair of the Delegate Training Sub-Committee. As the motion's background states, we have tried to be fiscally responsible in making choices. and lodging could not be a reward for hard work because too many of our fellowship meet that qualification. It was also decided that the DTSC Chair and Vice-Chair could decide between them who will attend, or split the remuneration.

Decision: Motion passes unanimously.

This was approved on January 25 and not included in the TC approvals on February 10.

2. **Motion:** To pay for travel and expenses for the following individuals to attend the Toronto ABC/AWC: Pat H. (Audit Committee Chair, Finance Committee), and a member of the Nominating Committee. (Bill)
Background: WSO has paid for travel costs of committee members necessary to the functioning of the ABC and who need to present pertinent information.
Second: David McB
Decision: Motion passes unanimously.
3. **Motion:** To approve the design and purchase of 700 40th Anniversary Commemorative Medallions at a cost not to exceed \$1200. (Bill D.)
Background: These medallions will celebrate both the 40th Anniversary of ACA as well as the 2018 ABC/AWC in Toronto. A new vendor was found who is able to produce them at a much lower cost than previously used for this type of item. We have to move forward on this to make sure they are finished on time.
Second: Carole
Decision: Motion passes unanimously.
4. **Motion:** To accept the changes for Sections VI Fiscal Policy of the OPPM and the accompanying Reimbursement Policy. (OPPM Committee)
Background: The OPPM Committee and the Finance Committee have made changes to this section to bring everything in line with current Board and WSO practices. With the approval of this motion, these changes will be integrated into the OPPM with the appropriate notation.
Second: Carole C.
Decision: Motion passes unanimously.
5. **Motion:** To accept the changes for Section IX Executive Committee and Section X Committees of the OPPM. (OPPM Committee)
Background: The OPPM Committee has made changes to these section to bring everything in line with current Board and WSO practices. With the approval of this motion, these changes will be integrated into the OPPM with the appropriate notation.
Second: Marcia J.
Decision: Motion passes unanimously.
6. **Motion:** To approve a 2% cost of living raise for the hourly staff at the Signal Hill office. (DCOC)
Background: This is the continuation of a practice the Board initiated two years ago.

Second: Majbrit M.

Discussion: Friendly amendment—to approve an annual cost of living raise per ssa.gov for the hourly staff at the Signal Hill office.

Second: Majbrit M.

Discussion: Friendly amendment—to approve an annual cost of living raise per ssa.gov for WSO hourly staff.

Second: Majbrit M.

Decision: Motion passes unanimously.

7. **Motion:** To approve the amended budget. (Bill D.)

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

Second: Majbrit M.

Decision: Motion passes unanimously.

8. **Motion:** To retire the old repository on February 1, 2018. (Jim B.)

Background: There has been little negative feedback about the new repository other than the reports seem to come up in random order when the Reports link is used. There is also a suggestion that the menu currently on the bottom of the page be moved to the left-hand side for easier access. The old repository will be given a different URL so material it contains can still be accessed by Trustees.

Second: David McB

Decision: Motion passes unanimously

This was approved on January 25 and not included in the TC approvals on February 10.

9. **Motion:** To pay 50% of shipping costs for books sent to the Toronto host committee for sale at the ABC/AWC. (Mary Jo)

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

Second: Majbrit M.

Decision: Motion passes unanimously.

10. **Motion:** To authorize payment for the HR Audit that was completed in January. (Mary Jo)

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

Second: Carole C.

Discussion: The discussion consisted of debate on whether this is a motion or something that requires only Executive Committee approval.

Decision: This discussion will be taken off-line by Charlie H. and Mary Jo L.

This was unanimously approved on February 8 and missed being included in the TC approvals on February 10.

11. **Motion:** Request to affirm specific concurrence for approval to proceed with hiring Eleni Musmeci for the MPS Special Worker position. (Bill D.)

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

Second: Jim B.

Decision: Motion passes unanimously.

This was approved on February 8 and not included in the TC approvals on February 10.

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

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

Second: Bill D.

Discussion: *A notation should be added to the original June 10, 2017 motion that this change has been made. 171011*

Decision: Motion passes unanimously

13. **Motion:** That the Board accept the changes presented to them for Section XI – WSO Office of the OPPM. (Mary Jo)

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

Second: Carole

Decision: Motion passes unanimously

J. New Business: None

K. 2017 ABC Motions and Status

1. **Create a new OPPM Committee to complete the revision of the 2012 OPPM.** –Complete
2. **2017-1: Use of “I” Statements**—Passed – Complete
<https://acawso.org/2018/03/04/using-i-statements/>
3. **2017-3: Becoming Your Own Loving Parent Wkbk.**—Passed

Propose that the WSO create a workbook on Becoming Your Own Loving Parent. Referred to Literature Committee.

4. **2017-4: “Sponsor” vs. “Fellow Traveler” —Passed**

Propose that the WSO revise BRB Chapter 11 and the sponsorship pamphlet for clarity and consistency. Recommend use of the term “Fellow Traveler.” Referred to the Literature Committee. Referred to the Literature Committee.

5. **2017-8: Create Telephone Conference Meeting Committee—Complete**

6. **2017-10: Prescription Medication References—Passed**

Propose change on p. 13 of BRB from “refrain from all prescription medication use” to “refrain from all prescription medication misuse.” Referred to the Literature Committee.

7. **2017-13: Use of the term “Closed.” — Complete**

Propose that the first statement in the Laundry List read as: “These are characteristics we seem to have in common due to being brought up in an alcoholic or otherwise dysfunctional household.” Referred to the Literature Committee.

8. **2017-15: Laundry List Rewording—Passed**

Publish the results of motions that are made and passed at Board working sessions outside of the monthly TC. *This is being done in the Agenda and the Minutes of the Monthly TC.*

L. Guest Comments:

1. **Pam CA**—her intergroup is in the process of getting Inner Child Bears and tote bags ready for the ABC/AWC. There is a limited number. Sue will have a volunteer at a table for souvenirs. The product will be a Bear Parent with an inner child bear wearing a band aide that says, “Hear me hug me.” The bears will come with a bag. The suggested price is \$20.00. CAN 25.00. Cost to produce the bears is \$12.00 with \$12.00 cost for each bag. Shipping fees/duty fees to Toronto will be paid by the intergroup. Anything above expenses goes to the Toronto Committee.

2. **Paul CT:** Who votes for the proposals that were accepted for the ABC? Delegates

3. **Josh W. DC**—had several questions:

- He would like some sort of introductory material for new WSO Reps, helping them get up to speed. We have nothing at this time, but it would be a good addition in the future. Charlie will help him in the Intergroup.
- Jerry tried to make a literature order and fell off the 30% list. This is a problem with the Shopping cart. Please contact Tammie at gm@adultchildren.org to get this taken care of.
- How does one get onto the Slack channel? Bonnie will invite Josh to the intergroup forum. He can contact her at intergroups@adultchildren.org with email address.
- Is there any more detailed information about the ABC available on the website? There are two sections of the website: the ABC section gives information about events for April 26-27 and the AWC section gives information about April 27-29. A full agenda is coming, but it goes through a couple of hands before showing up on the website, abc@adultchildren.org The daily program starts at 8 AM. Also will get delegate training information to Josh.

4. **Miles:** Schedule for AWC will be up soon.
5. **Mardi—**
 - Is it the intention of the Board to rollover everything to the WSO website? Repository is the only thing that goes away. She would like a little information for the ComLine about these changes. Jim B. will work with Mardi on some comline stuff.
 - Asked Pam for a 300 dpi photo of the bear for the ComLine. She would also like an article from the bear. Website changes: Pam will try to get the stuff done.
6. **Gina:** As a first time Delegate she is confused about Delegate Binder. The binder contains committee reports, ballots, and foundational documents. It is printed and provided at the conference. It will be online at some point, but it is large and it is not necessary to print out. Delegate training is held tomorrow (March 11) and April 8. Go to the conference website and you will see three choices for training. Brody mentioned that there will also be delegate training at the convention.
7. **Matt K.—**
 - Is it ok for intergroups to put completely licensed material to which we own the rights out on their websites? It would be ok to post on your site. It would be a public service announcement and it does not imply endorsement. Peer to peer is fine, but it must not imply cooperation or affiliation with a commercial entity.
 - Public Service Announcement: if we send this through email chains is it a break in anonymity?
8. **Pam:** Can we announce regions along with meetings and intergroups? This is now being done on the website.
9. **Bonnie:** would like some sort of a “how-to” video to help groups know how to navigate the new repository site. The one he did for “how to find a meeting” was great.

Motion to close the meeting: Bill D.

Second: Carole C.

Decision: Motion passes unanimously.

Announcements: The next ACA WSO Board Teleconference is scheduled for April 14, 2018 at 2:00 PM. Eastern time



Adult Children of Alcoholics®/Dysfunctional
Families
World Service Organization, Inc.

MONTHLY TELECONFERENCE MINUTES

April 14, 2018

2PM EST 712-432-0075 PIN: 427266#

Press *6 to mute or un-mute.

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.

- A. Call to Order:** Mary Jo L. called the meeting to order at 2:01 PM EDT with the Traditional Serenity Prayer
- B. Roll Call of Board Members:**
 - Present:** David McB, Carole C. Mary Jo L, Marcia J., Charlie H, Bill D, Jeffrey F,
 - Absent:** Majbrit M, Jim B.
- C. Quorum established**
- D. Minutes:** Motion to approve the March 10, 2018 Teleconference Minutes (Marcia J.)
Second: David McB
Decision: Motion passes unanimously
- E. Guest Introductions**

Arthur Cambridge, MA	Greg R. TX Lonestar IG	Karin	Pat H. CA Audit CA 1258 Committee Chair
Bonnie TX081/IG600 Com, IG Chair	K-M Jean Brookline, MA New Ballot England IG	Mardi M. MT026 ComLine Editor	Svetlana Calgary GR
Brody F. CA1175 DTSC Chair	Jim R. Brooklyn, NY109/ABC Chair, OPPM Comm.	Marty S.	Terry AK020
Denise Anchorage, AK021 Lit/ARC Greater Western 2	John S.	Marty Los Angeles	Todd H. CA 1252
Erin PA076 Vice-Chair DTSC	Josh W. DC IG 626	Miles Belleville Ont. Co- Chair 2018 ABC/AWC Host Cmte, OPPM SSC CAN328 MPS	Rosalee West WA IG595

F. Tradition Four: Each group is autonomous except in matters affecting other groups or ACA as a whole. We cooperate with all other Twelve-Step programs.

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

1. Executive Committee—Majbrit M.

Majbrit reported on 4 actions approved by the Executive Committee between March 10 and April 14, 2018.

2. Archive Committee—Marcia J.

The committee is looking for a chair. Marcia is hoping to develop some contacts at the ABC/AWC. There is a possibility of a person from Toronto. Marcia will meet with Laura and Gloria to find out the current status and ask their suggestions as to how to proceed.

3. Treasurer's Report: Bill D.

- Bill D. went over the balance sheet and the profit and loss statement. Expenses for the month were \$9,526 higher than last month due to planned payments to the auditors and the consultant overhauling our accounting and inventory management systems. Also, as a result of the extra pay period in the month and new employees, WSO payroll was up 34% from the prior month.

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

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

4. Finance Committee: Bill D.

The committee meets weekly. The committee worked this past month on numerous projects including reviewing the financial statements, accrual accounting, international bank account, vetting and recommending an external consultant to get our accounting and inventory management systems upgraded, and making recommendations to the board for modifications to the Fiscal Policy and Expense Reimbursement sections of the OPPM. The committee continued to refine the finance annual report and receive updates on the progress of the external accounting consultant and the audit. The committee discussed the quotes received to prepare the 2017 990 Federal Tax Return and recommended we use Wilshire Financial Services again this year.

5. Literature Committee: Charlie H.

- We have re-established the quarterly Literature Committee call schedule going forward for the first Saturday of each quarter at 11:30 a.m. eastern US. The date for our second quarterly 2018 Literature Committee Meeting is Saturday, April 7, at 11:30 a.m. Eastern United States Time. We are always looking for volunteers. If you are interested, please contact Charlie at literature@acawso.org.
- Lit Development: The Little Big Red Book (LBRB) project is in progress. It will focus on what people most need to know when first coming into the program. The Loving Parent Workbook (LPW) project is being led by Bonnie K-M. Its purpose is to help members

experientially understand the issues around reparenting.

- Emotional Sobriety (Welcome to Other 12-Step Fellowships) trifold conference call meeting was held Thursday, February 8. This group is being led by Charlie H. Content has been finalized for presentation to ABC. A draft of this proposed trifold can be found at <https://acawso.org/2018/04/07/new-literature-for-fellowship-review-finding-emotional-sobriety-trifold/>
- Ready, Set, GO!! (RSG) after more than two years of development and field testing by the West Great Lakes ACA Intergroup, Ready, Set, GO!! is now ready for presentation at the ABC. We are checking for any last minute copyright problems having to do with a logo in the document. To view a draft of this literature, see <https://acawso.org/2018/04/07/new-literature-for-fellowship-review-ready-set-go/>
- Evaluation Team: The team has an ongoing review of submissions. We have redrafted the WSO Literature Development Policy. The new policy outlines procedures for submitting a new or change literature proposal, the evaluation, development, and production processes, and provides criteria guidelines for members considering a proposal, as well as a timetable estimate. The literature development policy can be found at <https://acawso.org/2018/03/13/wso-literature-development-policy/>.
- The second quarter ComLine will be out on April 1. Alexia from Germany helped with layout. We are continuing to look for submissions from global fellowship. The next issue will be an ABCAWC special issue
- The Russians will be reprinting their BRB. All 1500 of the first run sold in 6 months. 1000 books will be in this second printing. The Spanish and Finnish fellowships are also doing reprints. We are working to get YWB in Russian ready to be printed and sold by September. The Swedish Fellowship is looking to print 2,000. They have gone through this much in the last year. Lots of newcomers.
- Majbrit, Robin, Charlie and teams of translators in the Netherlands and Germany are developing a guide for translators. Hoping to have calls every two months for translators

6. Members and Public Service Committee (MPS): Bill D.

- The committee continues to grow and anyone interested is invited to join. The Traveler will go out this weekend to a subscriber list of 4,300. The word will be spread about the ABC and the Nominating Committee. A membership survey is also going out.
- The Literature Placement Policy was approved by the board, giving us guidance on giving free literature to health care practitioners. A presentation was given by an ACA member to a group of therapists in Southern California. Each therapist was given a BRB. There was lots of excitement upon hearing about our program from a colleague.
- Reusable stand-alone banners are being created for the ABC/AWC with the steps, traditions, and laundry list. We are working with other committees to create window shaped banners of the steps, traditions, promises, and the laundry list to be made available

to individual meetings.

- Public Service Announcements have been developed and put on the website available for download and distribution to local radio and other websites. The committee is beginning a discussion and including the WSO about the possible use of social media within the traditions.

7. **European Committee:** Jeffrey F.

- Jeffrey will not be seeking reappointment to the Board of Trustees. He needs more time to spend on his business. He will continue working with the European Committee. He thanks the fellowship for allowing him to serve during the past two years. Charlie thanked Jeffrey, telling him that his work had been visionary in creating channels for people to receive affordable literature in a timely manner.
- Jeffrey spoke with groups of about 12 at speaker meetings in Bulgaria and Romania and was well received. He was able to get a contact person for Bulgaria. Outside of the USA in countries where English is not spoken, there are small groups of people trying to translate ACA materials into the language of their childhood. Meeting with members of the WSO helps to promote trust and answer questions. Charlie mentioned that there is an effort to work with translator more directly on the literature call. Hopefully this will free up the monthly meeting of the European Committee to deal with other matters.
- The Annual European meeting will be held in London, England from Friday September 28 through Saturday September 29 at the Scottish Rite Church of St. Columbus. Planning is in the beginning stages. This will be the largest event to be held in the UK to date.

8. **DCOC:** Mary Jo L.

- As of the end of March there were 2,044 meetings registered on the WSO website. This is an increase of 31 from February. There are many more meetings globally that are not registered and we encourage them to do so in order to be visible to the rest of the world. There are 85 active Intergroups—an increase of 1 since February. There is one active Region: The Greater Western USA Region.
- We have been having Inventory reorder issues at the warehouse. Also, we are preparing to sell through Amazon CAN. There are two new hires working at Signal Hill, Keara Schneider and Jose Vazquez. We have purchased a reach truck allowing staff to move pallets to three levels.

9. **Audit Committee:** Pat H.

The field work, which turned out to be extensive, has been wrapped up. Thank you to Tammie G. and Patricia for help in this endeavor. The auditors are reviewing their findings in order to create a preliminary list of suggestions for the board. There will be recommendations for more internal controls.

10. **Service Structure Committee:** Marcia J

- A decision was made to allow have the Nominating Committee give their own report at the ABC with an introduction by Carole C.

- More work was done on the Regional Map for Canada and the United States. There was consensus on a two region area for Canada. Discussions for the United States revolve around work already done in Region 2 and the Midwest, population, numbers of meetings and intergroups and which areas may be most compatible culturally.
- There are four maps (all including the Canadian divisions) that will be presented for discussion and feedback at the ABC. It is the hope of the committee that as our work continues into 2018-2019, we will be able to recommend a final map, and a projected network infrastructure based on our own work, feedback from the ABC, and future input from the fellowship.

11. Website/Database Committee: Charlie H.

- Charlie H. is now the Vice-chair of the Website/Database Committee. The committee is supporting a growing number of websites including www.adultchildren.org, www.acawso.org, www.shop.adultchildren.org, www.acaworldconvention.org, and now www.abc.adultchildren.org. We need volunteers experienced with design, particularly with the Word Press program.
- The ABC will be broadcast via teleconference. See www.acawso.org for details. A public URL will also be provided to share the same screen presentations being shown at the ABC.
- The Daily Meditation will soon be available at www.adultchildren.org. Meeting updates are being worked on to assure security.
- Monthly statistics can be found with the report at www.acawso.org.

12. ABC Committee: Jim R.

- Things are going well in preparation for the ABC/AWC. People are getting excited. There will be a meal and a chance to watch the Sunset from the CNN Tower on Tuesday before the ABC.
- Miles C. will chair the ABC, and we have a parliamentarian on site. Please register for meals now so we can meet our contracted cost. A survey about the convention program has been created to judge interest in the presentations. We are hoping to match rooms with projected numbers of participants. Guidance is still needed on the agenda.
- There have been two trainings for ABC delegates so far. A third will be held closer to the ABC in hopes of attracting more participants. Brody F. will be stepping down as chair of the Delegate Training Committee. He recommends Erin as the next chair. She has done a great job of delivering training so far, and will be doing the training at the ABC. She is working on the presentation and on handouts to be passed out at the ABC. We still need guidance about the timing for the workshop. We hope to have a survey about the training available at the end of the ABC.

13. OPPM Committee: Mary Jo L

The goal of the committee was to revise as much as possible so that practice is consistent with

reality. Some things were not finished, but we have a pretty good document. Jim R, Miles, Laura L, and Bonnie K-M worked hard to help make this happen. We are currently taking a break until after the ABC. This is a living document. It may change, so be sure you are looking at the latest copy. You can find the latest copy at www.acawso.org (The Repository)

14. **Nominating Committee:** Greg R.

- The committee is still looking for members. They are checking references for four current applicants. If you know someone who would qualify as a committee member, please contact the committee.
- Jim B. has posted static information for the committee and helped create a page that reflects the committee mission. An independent Slack account has been created in order for the committee to work with confidentiality. Confidential archives have also been created as well as a reporting template. The committee is also making a collection of *Lessons Learned*.
- Wording was created for two fellowship blasts. Nine people have been invited to apply for two Board positions. Three of those invited applied. We have started our interviews and have done about a dozen. We should have our recommendations to the board by April 19.
- Our first report to the ABC has been submitted.

H. **Read into the Record—Specific Concurrences:** These motions are being read into the record as they were approved outside of a board meeting via online communication because of the urgency for approval. The Board member who concurred first is shown as the Second for the motion.

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

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

Decision: Motion passes unanimously

2. **Motion:** To add the daily meditation to the website. Users to the website will be able to see a graphics image of the daily ACA mediation, strengthening my recovery. The image will prevent people from copying the text. At most 7 day's meditations will be available, with only the current days being available initially. A budget of \$ 1,000 will be provided for this project. The website committee will get 3 quotes for this project before proceeding. (Jim B. March 24)

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

Second: David McB

Discussion: Concerns about potential loss of revenue were expressed, but the trustees thought it would be good to see if this perhaps helps to spread the message and results in greater sales. There was discussion of possible translation capabilities.

Decision: Motion passes unanimously.

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

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

Second: David McB

Decision: Motion passes unanimously.

4. **Motion:** To decrease the price of the Commemorative edition of the Fellowship Text (BRB) from \$17 to \$15. (DCOC April 2)

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

Second: Bill D.

Decision: Motion passes unanimously.

5. **Motion:** To approve the purchase of 1500 International Spanish language Yellow Workbooks from Bang Printing at an approximate cost of \$4,784 including shipping. (DCOC April 3)

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

Second: Mary Jo L.

Decision: Motion passes unanimously.

6. **Motion:** To approve the purchase of 100 each 39 Year Coin and 100 40 Year Coin from Wendell's. Total amount is \$332 plus shipping. (DCOC April 3)

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

Second: Jim B.

Decision: Motion passes unanimously.

7. **Motion:** To amend Motion 2018_0113_04 to say OPPM Revisions Sections I - IIH instead of Sections I - IIIG. (OPPM Committee April 2)

Background: There was a typographical error in the document.

Second: Bill D.

Decision: Motion passes unanimously.

8. **Motion:** That the Board accept the changes presented to them for Section III I through the end of that section of the OPPM. (OPPM Committee March 26)

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

Second: Marcia J.

Discussion: There was an explanation requested and given that the election of Trustees is placed by design after the Nominating Committee information.

Decision: Motion passes unanimously.

9. **Motion:** That the Board accept the changes presented to them for Section XVI - ACA WSO ComLine. (OPPM Committee March 26)

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

Second: Marcia J.

Decision: Motion passes unanimously.

10. **Motion:** That the Board accept the changes presented to them for Section XII - Literature Policy. (OPPM Committee March 28)

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

Second: Marcia J.

Abstain: Jim B.

Decision: Motion passes with 8 votes.

11. **Motion:** That the Board accept the changes presented to them for Sections XIX - Annual Business Conference and XX - Ballot/Group Conscience Survey Preparation Committee (BPC). (Mary Jo L. April 1)

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

Second: Marcia J.

Discussion: The following language was incorporated: *"Groups will be asked to vote Yes or No and be allowed to skip a proposal."* The survey has previously been designed to force an answer, which is why "No Opinion" was used. We really don't know why groups indicate No Opinion on any proposal - it could be because they can't decide, they don't care, or they simply don't have time to finish the whole ballot. This change of language will eliminate any guesswork

and allow us to count only definitive votes.

Decision: Motion passes unanimously.

I. Read into the Record—Working Session motions: these motions are being read into the record as they were voted on during a working session of the Board.

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

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

Second: Charlie H.

Discussion: MPS Committee is generating the content of the banners, Eleni did the graphic design and is Everything Tradeshow is printing them. In the future, anyone can use them. The shipping cost is unknown. The traditions and the Laundry List might be better to have than the current banners. Change "the steps" to "the promises." The steps and traditions are pretty much the same as AA. Original motion has been changed to reflect the discussion.

Decision: Motion passes unanimously

2. **Motion:** To establish a social media presence for ACA that conforms totally to the Traditions and will serve as a way for people to see ACA. (Bill D.)

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

Decision: Table the motion

Amended Motion: To authorize the MPS Committee to continue study of the role of social media in ACA. (Bill D.)

Background: MPS is already working on this, and anyone interested can join that group.

Second: Charlie

Discussion: MPS is already working on this, and any board members who are interested could join that group. Amend motion. We need to consider the workload may overwhelm us. Bill will let us know about meeting times.

Decision: Motion passes unanimously

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

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

Second: Majbrit

Decision: Motion passes unanimously

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

Second: Bill D.

Decision: Motion passes unanimously

5. **Motion:** To adopt the procedures for literature placement presented by the MPS Committee. (Bill D.)

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

Second: David McB

Decision: Motion passes unanimously

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

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

Second: Jim B.

Discussion: It was agreed that having three bids promotes fiscal responsibility.

The Board will have access to the bid detail, beyond the price, to satisfy our responsibility for due diligence. Discussed whether \$1,000 was too low, but decided that the amount could be raised at a later time if the Board feels it's necessary. This will be added to the fiscal policy section of the OPPM.

Decision: Motion passes unanimously.

7. **Motion:** That the Federal 990 tax return preparation for 2017 be performed by Patricia Wilshire at a cost of \$1,100. (Finance Committee)

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

Second: David McB

Decision: Motion passes unanimously.

8. **Motion:** That the Board accept the changes presented to them for Section VII - *Placing Issues before the Board* and Section VIII - *Board Meetings*. (OPPM Committee March 28)

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

Second: Marcia J.

Discussion: Section VII – will change Executive Committee to

Decision: Motion passes unanimously

9. **Motion:** That the Board accept the changes presented to them for Section VII - *Placing Issues before the Board* and Section VIII - *Board Meetings* (OPPM Committee March 28) with the following stipulations:

- Change the language in VII A. to “*contacting any board member*” rather than “*a member of the Executive Committee.*”
- Delete the phrase “*a consensus must be reached*” from section VIII.D.
- Discussions on how simple majority, consensus, and substantial unanimity will be held in the near future. The purpose is to make sure the Bylaws and the OPPM agree and to have one policy for passing a motion.

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

Second: Marcia J.

Discussion: Change #1 from “Executive Committee” to “Board”.

Decision: Motion passes unanimously

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

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

Second: Carole

Decision: Motion passes unanimously.

J. New Business: None

K. 2017 ABC Motions and Status

1. **Create a new OPPM Committee to complete the revision of the 2012 OPPM.**—Complete
2. **2017-1: Use of “I” Statements**—Passed – Complete
3. **2017-3: Becoming Your Own Loving Parent Wkbk.**—Passed
Propose that the WSO create a workbook on Becoming Your Own Loving Parent. Referred to Literature Committee – a sub-committee has been created to work on this
4. **2017-4: “Sponsor” vs. “Fellow Traveler”** —Passed
Propose that the WSO revise BRB Chapter 11 and the sponsorship pamphlet for clarity and consistency. Recommend use of the term “Fellow Traveler.” Referred to the Literature Committee. Referred to the Literature Committee.

5. **2017-8: Create Virtual Meeting Committee**—Complete
6. **2017-10: Prescription Medication References**—Passed
Propose change on p. 13 of BRB from “refrain from all prescription medication use” to “refrain from all prescription medication misuse.” Referred to the Literature Committee.
7. **2017-13: Use of the term “Closed.”** — Complete
Propose that the first statement in the Laundry List read as: “These are characteristics we seem to have in common due to being brought up in an alcoholic or otherwise dysfunctional household.” Referred to the Literature Committee.
8. **2017-15: Laundry List Rewording**—Passed
9. **Publish the results of motions that are made and passed at Board working sessions outside of the monthly TC.** *This is being done in the Agenda and the Minutes of the Monthly TC.*

L. Guest Comments:

1. **Marty LA:** Discussion of ACA Teen
Appreciate the tremendous amounts of work done. He would like to see a broadening our focus to Chapter 18 in the BRB: *ACA Teen*. There could be more emphasis on this because of things such as addictive devices and prevention so that kids coming up don’t have to go through the adult recovery.

Mary Jo L.: This is on our radar, thank you for bringing it up. This is a part of our BRB, and it is something we do not want to forget. ACA came from a group of Alateens.

David McB: Individual trustees are looking into this with therapists on a continuing basis.

Rosalie: While active in Alanon she became active with Alateen. Her experience is that they are not that focused. Some are ready and most are not. It is not that we shouldn’t put our energy into this, but we have to remember they are not finished products yet: frontal cortex not fully developed. Their focus is not the same as ours.

Thierry: The reality is that recovery is for each one of us individually. That is how we heal the world. I am a parent with two older children, and they need healing, but the recovery for the next generation for me involves my own recovery first.

Jim R. A group in Huntington, Long Island, NY has an ACA Teen group. Check their website for information about how they are doing things.

Bill D. asked Marty if he was one of the authors of our Identity Papers. He acknowledged his involvement and was thanked. Also asked for archive material.
2. **Bonnie K-M:** Have the social media people connected with any of the people involved with the 11th Tradition work. Bill asked that she attend the next meeting so that they could be informed of the work of that group.

3. Matt K.: Discussion on Region and Intergroup Issues:

On the subject of forming regions, many Intergroups do not even have their own officer posts filled, and they think they aren't ready to discuss forming a region. Matt's experience after a year is that by talking among intergroups about regions, the energy grows. Not only for the creation of a region, but the Intergroup, itself, becomes energized.

Access to meeting contact information would be helpful for Intergroups and Regions.

Rosalie: My Intergroup has made an amazing recovery from serious communication problems. Previously there was either not enough communication or communication that made people feel bad. In addition, the mission of the Intergroup was not made clear. In less than 2 years we have mostly overcome these problems, but not 100%. The biggest hurdle is getting the contact information to get in touch with people.

The Intergroup needs to get emails and phone numbers to connect with meetings that aren't using our services. Looking through the meeting lists, there are not always phone numbers, names or emails. Sometimes all we have are addresses for the location the meeting is held. Is there some way to adjust the registration form to take care of this problem?

Mary Jo L.: We are aware of the deficiencies and are looking into it for the new website.

Carole C.: I have been pushing for the Regions and Intergroups to get access to the other part of the registration that is not available online. We need information that the general public does not have access to. This is part of building a service network that we legitimately have a need for.

David McB: We have been working hard with the DB committee to rebuild this information so it will be helpful to us.

Bill D. Being in MPS we get a lot of requests for information. The information on our website is one thing, it is what people give us permission to publish. If we are going to allow access to backend information, we have to have some sort of password protection so that those that should not be privy to that information cannot get it.

Mary Jo L.: This conversation can be continued on the Intergroup Slack Channel.

Bonnie K-M: There is a precedent in the 2012 OPPM for Intergroups to request mailing labels in their areas. I think this could be extrapolated so that the Intergroup can access the non-published information.

Laura L.: If the question is having the correct information for meetings, putting the instructions for this into information passed along by service sponsors might help. We could also have a registrar position.

4. Josh W.: Discussion on Predatory Behavior

Some months back we got complaints at our Washington DC Intergroup about behavior of a

male member towards female members. A subcommittee was created by the Intergroup to investigate what could be done about this while remaining within the traditions. We have been meeting since last September. We are calling our committee the *Predatory Behavior Committee* because the behavior went beyond what has been called *13th Stepping*. There is not much available ACA literature on this topic.

A literature survey across 12 Step fellowships was done. The conclusion is that 13th Stepping involves more than just sexual predators. There are also financial and other types of predators. The Intergroup has taken some actions such as delisting meetings and writing a letter to WSO about the problem. We also talked to the Lonestar Intergroup who had similar experiences, and with Bonnie from the Intergroup subcommittee.

I am raising this now because this is an issue that is affecting more than just a couple of meetings or intergroups. This affects the fellowship more broadly. The way this has been dealt with in our area has been with informal networks of women looking out for each other, thus putting the onus for safety on potential victims and keeping the problem underground.

I am bringing this to a fellowship discussion. How is this affecting us? How are we dealing with this? Could we develop a tool kit for use in the fellowship? The first step is to talk about this.

Pat H. We have a member who comes in and announces they are attending to find people to date. The Intergroup is conflicted between the need of a person to be at a meeting and the need of people to be safe. Would like to see a trifold on this matter.

Carole C. would like to get together with Josh at the ABC to get some literature going on this.

Laura L. Region 2 has put together some information that could possibly be shared. They have identified sexual, financial, and spiritual predation.

Rosalee: Our Intergroup had a very serious situation up here that Region 2 helped us deal with. We need to stop worrying about the predator. The damage this one person has done has been incalculable. The person we dealt with was preying on other 12 Step groups across the area as well. The effects are extremely damaging, especially for the newcomers. Most of us came out of our childhoods not knowing how to protect ourselves. As newcomers we don't learn this right away, and are easy prey.

Miles C. AA came across this problem. Informed districts reps about what was happening and each meeting had three older members who monitored the situation and stopped the predators when they saw them moving in on someone.

Bonnie K-M: Let's discuss this on the Intergroup forum on Slack so as to have a more focused idea of what to talk about at the ABC.

Terry: Remember two words—"adult" and "group autonomy."

Bill D. WSO has taken action on the report sent to us by Josh. The MPS Committee has sent a notice to the person, and they have 7 days to respond. They will be delisted during the review

and if there is no response in 14 days, they are permanently delisted.

David McB: If a delisted meeting pops up during change in our website, it is a glitch in our software and we will fix it.

John S. We put some information in our closing about watching boundaries. John was invited to Slack by sending info to chair@adultchildren.org

5. **Josh:** Asked if members of his local Intergroup could be invited to the Slack channel and was told they could be as it is an open forum on Intergroup issues.

We are very grateful for all those present for your input today. We got a lot accomplished with your help.

Motion to close the meeting: Bill D.

Second: Carole C.

Decision: Motion passes unanimously.

The meeting was closed with the ACA Serenity Prayer.

Announcements: The next ACA WSO Board Teleconference is scheduled for May 12, 2018 at 2:00 p.m. Eastern time.



MONTHLY TELECONFERENCE MINUTES

May 12, 2018

2PM EST 712-432-0075 PIN: 427266#

Press *6 to mute or un-mute.

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.

A. Call to Order: Mary Jo called the meeting to order at 1:01 PM with the traditional Serenity Prayer.

B. Roll Call of Board Members

Present: Carole C., Jim B., Marcia J., Mary Jo L., Charlie H., David McB, Miles C., Pat H., Majbrit M.

Absent: Bill D.

C. Quorum established.

D. Minutes: Marcia J indicated that the minutes from April 14 are not finished, and asked that they be tabled until next month.

Decision: Approval of minutes tabled until June teleconference.

E. Tradition Five: Each group has but one primary purpose: to carry its message to the adult child who still suffers.

F. Guest Introductions

Andrew, NJ NY	Gina C. IN Evansville GSR	Josh DC IG 66	Matt WI West Great Lakes IG, SVC
Bridget Santa Cruz	Greg R. TX Lonestar IG	Kristian WA Long Island Lit. Com.	Pam CA IG 64
Denise Anchorage, AK021 Lit, Archivist R2, MPS	Jim R. Brooklyn, NY109/ABC Chair	Mardi M. MT026 ComLine Editor	Shannon CO INT
Erin PA076 Vice-Chair DTSC			

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

Mary Jo L. began by thanking all those who attend the in the ABC/AWC in Toronto. It was an amazing event, and it was wonderful to meet people for the first time, as well as seeing people again.

1. **Executive Committee:** Nothing to report

2. **Archive Committee:** Marcia J.

Presently, the Committee needs information about how to proceed. This could include surveying the archival systems of other 12 Step recovery organizations or similar non-profits. Our system of storage, digitization, and access will have to be explored. Standards and procedures surrounding acquisition of archival materials will need to be set.

The Committee is in need of a Chairperson. This leader, ideally, would have knowledge and experience with library science and curating archival material. Additionally, the Committee would like the involvement of members who have an interest in discovering and preserving the history of ACA. There will be tasks that can be accomplished both in California and at any distance.

Goals for 2018-2019

1. Find a chairperson for the committee
2. Identify committee members
3. Establish a regular meeting time.
4. Find out what has already been done.
5. Investigate methods used by other organizations to curate materials.
6. Establish an initial indexing system.
7. Curate current materials using the indexing system with a documented index available to the Board of Trustees.
8. Create or purchase necessary forms to track the work and meet legal needs.
9. Establish a receiving and indexing system to deal with incoming materials.

Archival Material from Marty S. in California

Marty S., primary author of the identity papers. A former board member, has offered us archival material that he has at his home in California. Mary Jo L. plans to visit him and bring material back to Signal Hill.

3. Treasurer's Report: Pat H.

- The following entries were discussed:
 - The financial statements have not yet been posted. Pat was reporting directly from the books.
 - Balance Sheet shows a cash asset decrease of \$39,000
 - We purchased a forklift for the warehouse and had expenses connected with the ABC/AWC.
- MPS Sales Receivables went down last month. There was an over shipment of materials for a customer.
- Inventory increased due to receiving shipments of the Meditation book and traits workbook. The BRB inventory decreased due to running out of books at Amazon US. The overall inventory increased
- Assets also rose due to purchasing the forklift for the distribution center.
- Liabilities rose because of inventory purchases and accrued purchases from the ABC/AWC.

- Extra pay period in March.
 - Sales decreased for BRB and YWB at Amazon and the warehouse.
 - Cost of goods rose.
 - Office supplies were purchased raising the amount spent at the office.
 - 7th Tradition decreased by about \$1500.00.
4. **Finance Committee:** Pat H.
The finance Committee is working on a reconciliation of expenses and revenues from the 2018 ABC/AWC with Gloria and Sue V. Not all the expenses are in, so this will be an ongoing activity until we have everything.
5. **Literature Committee:** Charlie H.
Mardi reports that the ComLine is getting ready to put out an ABC edition as soon as a few more submissions arrive. The next regular ComLine will go out on July 1, with experience, strength and hope concerning all things 7, 8, and 9. Submissions for this issue are due by May 31 and can be sent to litstaff@aca.org.

The committee submitted a report to the 2018 ABC that enumerates goals for 2018 as well as highlights of 2017.

Two pieces of literature were presented for delegate approval at the 2018 ABC: the *Emotional Sobriety* trifold and *Ready, Set, Go!* The trifold is targeted towards AA and is phrased in ways that explain our program to them in ways they can connect with their own program. We hope to expand this pamphlet to address the needs of other 12-Step groups. *Ready, Set, Go!* is a primer on the 12 Steps of ACA designed for workshops providing quick immersion into our program.

ABC conference approval starts the fellowship approval process. The trifold is available on the [Literature Committee](#) page of the Repository. Please let your members know about this so they can look at the trifold and comment by August 1. Alterations will be made at that time. Comments can be sent to litstaff@aca.org.

Ready, Set, Go! will be posted on the Literature Committee page of the Repository on July 1 to go through the same process. The delay is the result of some comments made at the ABC about copyright concerns. Again, we will invite any comments before going to publication. The current copy is still on the website. Jim B. will take it down reduce confusion.

Tamara P. reported that the Literature Development and Evaluation Subcommittee continues to work on the *Little Big Red Book* (LBRB) and the *Loving Parent* piece. This fall, a piece of literature on *Sponsorship* will be considered and a team assigned to it. A task force developed from a presentation at the AWC which will investigate at all the issues involved in Sponsorship. If you are interested in being part of this task force, contact Charlie H. by Slack or by email. The subcommittee has stepped up the breadth and quality of its process during the past year. It would be great to create a Literature Development Queue visible to the fellowship. Because of the necessity for new literature there is a

great need for volunteers. If interested contact literature@acawso.org

Predatory Behavior: A group of ABC Delegates held a meeting at the AWC about meeting safety. They would like to focus on predatory behavior at meetings. A committee has formed, with Josh from DC in charge, but does not have a home yet. Right now this might be characterized as more of a working group. It does not have a home committee.

This is a broad fellowship issue that needs response from both the MPS Literature Committees. They also need to decide how they can make use of the information from this group, which is holding strategy discussions as to what the fellowship needs. What literature can we give to people at the meeting level?

6. **Members and Public Service Committee (MPS):** Carole C.

A short report was given by Carole C. in California Laura L. was asked to arrange for a table to be set up at a high school event. Those at the table passed out literature and talked with students. It made the group think about the need to encourage younger members of our fellowship and to have them take the message to those of their age group.

An intergroup has asked for a picture to go with the PSA, so the committee is working on coming up with something. Jay has resigned as chair of the H & I subcommittee. Miles C. is the new chair. MPS statistics are on the repository.

7. **European Committee:** Majbrit M.

Most of the work during the past month has been in support of translations. A new Translation Committee will be meeting in June for first time. A Slack Channel is also planned to help people work together for clarity and ask for help. It is hoped that this will be a way to work on translation issues outside the regular monthly European Committee meeting. Charlie H. thanked Majbrit for help with the translation committee. They are creating written guidance for translation committees, and the thought invested is extraordinary. This was a great idea and the discussions have been enlightening. The process has given Charlie a greater understanding of challenges facing translations.

Data gathering is in full swing. The committee is encouraging individual countries to get their histories together as well as providing URLs for their websites to the EU website.

We are still looking to fill service positions on the EC are you interested in serving please send an email eu-secretary@adultchildren.org

The committee will do all they can to support Swedes in their effort to host ABC/AWC. They are off to a good start and have divided up the responsibilities. The Hotel is tentatively booked, the rooms have a great rate, and they have a team of web masters making the content for the ABC/AWC web site wso.org. They have questions they would like to have answered to help in their decision-making. They will have their 4th working meeting on May 19.

The annual European Conference will be held in London-Knightsbridge on Sept. 26-28.

8. **DCOC:** Mary Jo L.

We are looking for a full-time general manager for the distribution center in Signal Hill, CA. There is

a posting on home-page of website and repository. Please check it out.

9. **Audit Committee:** Pat H.

The audit has been completed. We are waiting feedback of auditors and adjustments to QuickBooks at which time we will create a chart of accounts. There was also an audit done by a company by the name of BIC looking at internal processes and procedures. They have been put on hold but now they can come back to advise on improving processes and procedures.

10. **Service Structure Committee:** Marcia J

Reports were given at the ABC as planned. A discussion among delegates about regional maps was not done because of a lack of time. The committee will be looking at other ways to get feedback in coming meetings.

We are currently interested in finding new members who are interested in joining the committee. Sarah O. has started us on creating information for the Traveler and the ComLine.

Our goals as a committee for the coming year are as follows:

- Research and define regions for a recommendation to the ABC and ACA/WSO Board
- Come up with a 5-year vision for the implementation of a Regional structure.
- Create a plan to start the process.
- Further develop the supporting structure/s for Regional Service Committees.
- Create a liaison with Europe to address Service Structure needs in Europe

11. **Website/Database Committee:** Jim B.

Jim B. reported that recordings of the ABC are available on <https://www.acawso.org>. Those who would like recordings of AWC sessions can find them for sale on the shopping cart.

The new <http://wp.adultchildren.org/> website is in the final test phase. We have given notice to our previous service provider that we will be ending our contract with them at the end of May. The new website provides a better system of display for the Intergroups and Regions. We are trying to work out glitches in our meeting lists. Please look at the listings to give us feedback. A mailing will be sent out to public contacts for individual meetings to check out their listings and give us feedback. Registered group contacts can send updates to webservant@adultchildren.org. It was mentioned that some meetings have a generic email address that does not list the name of a public contact.

A section of the new website displays the daily reading from Strengthening My Recovery. The page will display seven consecutive days at a time. Jim is looking into ways to send these daily readings as emails to those who would like them.

The monthly technology statistics for April are contained in the report for this committee posted on the Repository. If you have skills in technology, especially WordPress and would like to help, please contact Jim B. at webservant@adultchildren.org

12. **ABC Committee:** Jim R.

The report is on the repository. We successfully produced the 2018 ABC/AWC in Toronto. Improvements were seen in the delegate binder, which was well coordinated and formatted, making

it much smaller and easier to use. Reporters were recruited to write articles for the special ABC/AWC edition of the ComLine. Thanks to the host committee chairs Miles and Sue for their tireless efforts. The event was quite a success and everything was so professional, and enjoyable. The bar has been raised. Miles C. reported that all information is being collated and processed. The committee learned a lot, and it would be good to institutionalize that knowledge.

Erin—Delegate Training. Our report was about teleconferences in March and April. Nineteen delegates attended in April. There was less participation in March. Next year the trainings will be done in April. We concentrated on training delegates to participate at the ABC using Roberts Rules of Order. The surveys from the ABC did not get distributed at the event as we have would preferred. They will be sent to delegates, and we are hoping to get more feedback for next year. More members are needed on this committee.

It was announced in January that the 2019 ABC would be held in Malmo, Sweden. The AWC was originally slated to be held in the USA, but delegates raised a question about keeping the ABC/AWC together both abroad and in the USA. Delegates generated a motion from the floor to put the AWC in Sweden with the ABC. This was a huge move for the delegates—they are coming of age.

We have been in communication with Sweden they are off to a running start. Thanks to David and Mary Jo for their direction in the past year. It is assumed that Majbrit will be one of the board liaisons for the 2019 Conference.

The committee to work on the location for the 2020 ABC is being formed. The host needs to have a well-rounded committee to get this event off the ground!

13. OPPM Committee: Mary Jo L

No current report. Spent time before ABC getting the document as reliable as possible for the ABC. Work will begin again to make sure the document stays up-to-date.

14. Nominating Committee: Greg R.

Greg R. expressed gratitude to all those who helped the committee bring new Trustees to the board. Mentioned were the trust level of the board and fellowship towards the committee as well as the excellent tech support. The committee has started interviews for additional members. They are going a bit more slowly to give themselves breathing space. They will be evaluating the process as they go.

In the future, the committee would like to add interviews with out-going board members to get feedback. Some questions for the future include the following:

- How can the process be sustained?
- How can the process be scheduled to avoid the last-moment “crunch?”
- How should files be archived and protected to keep them confidential?

H. New Business: None

I. 2018 ABC Motions and Status

1. We propose that WSO look into adding intergroup and meeting group web links into the WSO

website directory listings on www.adultchildren.org. -this motion passed and is with Website/DB Committee.

2. **We propose that the WSO utilize online conferencing and voting technologies to provide remote access to the Annual Business Conference, for those not chairing in the WSO.** This is so that phone and cyber meeting groups, geographically distant members, those with limited time availability or childcare obligations, or other restrictions, may attend as delegates or otherwise vote on matters of concern to ACA as a whole. This motion also passed and goes to the above committee.
3. **We propose that both the ABC and AWC be held in Sweden next year** if the Swedish agree to the extra work of the AWC.
4. **More diverse pool of applicants, globally**
5. **Motion that the term dysfunctional families in ACA OPPM and ACA Literature be incorporated more in Website, literature, books, etc.** This was postponed because it needed more time. This is better done through the literature committee. There is a lot of support for the spirit of the motion, but anything requiring a change throughout the literature is difficult.

J. Guest Comments: Concerning the recent ABC

Josh W. had a couple of comments.

- First, we ran out of time. Certain things took longer than anticipated. A long time was taken up by reading committee reports. If electronic versions could be sent ahead of time, delegates could ask questions based on pre-reading, thus saving time.
- Secondly, the finance report consists mainly of reading from tables. This loses people. Can we make a visual presentation to go with it? Maybe using only highlights? Suggestion: *Tableaux*—good job of data on the fly. Josh has experience with this application.

Jim R. agrees about the financial reports. Perhaps some sort of tables presenting percentages or showing the projector of certain accounts would be better.

David McB from the finance committee let those present know that the committee is working to get something simpler and easier to report. Moving in that direction.

Denise mentioned that not everybody reads everything – lots of comments came from the reports being given. Having it read to me helped me to process it. This IS the business of the ABC.

K. Motion to close the meeting: David McB

Second: Pat H.

Decision: Motion passes unanimously.

Meeting closed at 2:44 PM with ACA Serenity Prayer.

Announcements: The next ACA WSO Board Teleconference is scheduled for June 12, 2018 at 2:00 p.m. Eastern time

Mary Jo L. invited those who wanted to hear a report from the group investigating Predatory Behavior.

Josh W gave the report.

The group formed after Mary Jo L.'s AWC presentation on meeting safety. About 20 people stayed to continue the conversation after the presentation. There was a discussion and sharing about how predatory behavior is being experienced in meetings currently, and what is being done. Both meeting safety and predatory behavior deserve their own look. The Washington DC Intergroup had already been in formation with a focus on predatory behavior, so for now, this is going to be the focus.

A private Slack channel has been set up for this group. They have had their first meeting after Toronto, and are trying to decide on a regular meeting time. Saturday or Sunday afternoons are being considered. Charlie H. and Pat H. expressed a preference for Saturday afternoon.

The group has identified different types of predatory behavior and brainstormed several ways to address the problem:

- The creation of literature on the topic.
- Pamphlets
- Trifolds
- Revision of the BRB to include more information
- Boilerplate publications that can be used by Intergroups and meetings and on which they can include their own information. This could include an area list of meetings as well as a list of behaviors that are considered predatory or unsafe so that newcomers can be advised of possible dangerous behavior.
- Workshops or other educational frameworks to give to groups to help them to develop their own educational materials.

Thanks to this group for getting this topic rolling. Anyone interested in participating can contact Josh W. on the Slack channel.



MONTHLY TELECONFERENCE MINUTES

June 9, 2018

2PM EST 712-432-0075 PIN: 427266#

Press *6 to mute or un-mute.

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.

- A. Call to Order:** Board Chair Mary Jo L. called the meeting to order.
- B. Roll Call of Board Members**
Present: Mary Jo L., Majbrit M., Pat H., Carole C., Miles C., David McB., Bill D., Charlie H.
Absent: Marcia J.
- C. Quorum established.**
- D. Minutes:** Motion to approve the April 14, 2018 Teleconference Minutes (Mary Jo L.)
Second: Miles C.
Decision: Motion passes unanimously.
- E. Minutes:** Motion to approve the May 12, 2018 Teleconference Minutes (Mary Jo L.)
Second: None
Discussion: Many trustees had not had time to read the minutes.
Decision: Approval is postponed until next month.
- F. Guest Introductions**

Arch and Julie UT	Fredrik Sweden 2019 ABCAWC Host Comm. Chair	Jim R. Brooklyn, NY109/ ABC Chair	Matt WI West Great Lakes IG, SVC, MPS Region Chair
Art	Gina C. IN Evansville GSR	Josh W. DC IG 66 Pred. Behav. Comm.	Pam CA IG 64
Bridget Santa Cruz	Greg R. TX Lonestar IG	Judith T.	Sergey J. Russia
Denis Moscow	Jeanne C.	Laura L. CA IG620 WSO Rep,	Tamara P. Lit Committee
Erin PA076 Vice- Chair DTSC		Mardi M. MT026 ComLine Editor	Terry AK

- G. Tradition Six:** An ACA group ought never endorse, finance or lend the ACA name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.

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

1. **Executive Committee**—Majbrit M.

The Executive Committee approved the purchase of a new time clock for the Signal Hill Office and the proposal from the Assured Electrical Company for relocation of lights in the warehouse.

2. **Archive Committee**—No report

3. **Treasurer's Report:** Bill D.

[The May 2018 Profit and Loss Statement](#)

[7th Tradition Contributions](#)

May sales: \$48,498.00 gross profit

Distribution Center Expenses: \$51,579.00

NET LOSS ON PUBLISHING SIDE: \$2,631

WSO Income: \$10, 635 (*\$6116.00 of that in 7th Tradition Contributions*)

WSO Expenses: \$15,832.00

WSO NET LOSS: \$7,828.

DCOC Costs were higher because of an increase in payroll and travel costs involved in having three trustees travel to the DC to provide oversight in the absence of a manager.

Bill D. asked to have the Treasurer's Report moved to the Officers' Report section and out of the committee reports.

4. **Finance Committee:** Bill D.

The Finance Committee is working on the overhaul of the accounting system. They met with consultants who presented a draft of the new chart of accounts. They also applied for an international bank account, which is in process, and reviewed final audit draft.

5. **Literature Committee:** Charlie H.

The ComLine will come out on July 1. There is still some space so they are taking submissions at litstaff. Mardi is waiting for articles for ABC/AWC special edition from the board and the committee.

The Translations Subcommittee reports that the German fellowship has finished translating and overview of the Yellow Workbook and will be ready for publishing by August. The Norwegians have set up a new translation team and are beginning new translations.

The Literature Development Subcommittee is taking comments for the *Finding Emotional Sobriety Trifold*. "Ready! Set! Go!" will be on the website to receive final comments by July 1. The next project will be work on the updated/expanded Yellow Workbook. The committee will be putting out a call for volunteers for that project from our volunteer list and the wider fellowship. The first task will be looking at suggestions already made by fellowship.

The next call will be on July 7 11:30 AM EDT.

6. **Members and Public Service Committee (MPS):** Carole C.

Miles C. is waiting for a translator to put the PSA in French to be played in Quebec. The committee is also looking for a picture to include with the PSA in California to show as it is being played on TV.

An ad hoc committee is being formed to address ACA presence on social media. We may need to get some help for Bonnie on the Intergroups subcommittee. Miles C. is the new H&I (Hospitals and Institutions) chair. He is preparing a media blitz to get members for that subcommittee. Matt K. has agreed to temporarily be the contact/chair for the Regional Services Subcommittee.

7. **European Committee:** Majbrit M.

The committee continues its work to support the Intergroups in Europe with their concerns for group safety and setting up their service structures.

There is a gathering in Latvia for a weekend of camping and fellowship on June 22-23. Also a larger and longer gathering in Lithuania from June 22-31. They expect 1500 people all different 12 Step fellowships, including ACA.

Frederik reported on progress being made to set up the 2019 ABC/AWC in Malmo, Sweden. The committee has between 10 to 15 members, and they have had a response of 50 contacts for possible service during the event. The committee members are divided into seven areas of responsibility, with one person overseeing all seven areas. Those in charge of the home page have access, and a group is working on a flyer. The logo will be finalized on Tuesday. The hotel is being settled and the committee is looking for hosts in the area if delegates would like to stay with local members. The committee meets on the second Tuesdays of the month at 7 PM (European time) and the last Saturdays of the month at 11 AM (European time). People are excited about the event, and are working well together.

8. **DCOC:** (Bill D.)

We have two new staff members and a temporary worker at the Signal Hill office and distribution center. Last week, three prospective candidates were interviewed for the position of Operation Manager. All seem capable of assuming this position. The new time clock has been programed so that our off-site workers can clock in remotely, which will help in payroll and oversight.

We have had two numbers at the DC for many years: a 310 number for program and information calls and a 562 number for the warehouse concerns. Because none of the current staff members are members of our fellowship, we have rerouted the 310 calls to Eleni. We will be needing more fellowship support for the phone line.

Amazon US is now fully stocked, and Amazon UK is in the process of being stocked. We are hoping to stock Amazon CAN, MEX, and AUS next month. Our sales continue to grow, mainly through Amazon US, which is catching up with our warehouse sales. The Yellow Work Book

seems to be our biggest seller, which means people are working the program.

A hardware review was done. We have two older notebooks that can still be used. The technical procedures for using Shopify and other software applications has been done with the staff. The warehouse capacity plan was completed. We found enough area to increase our pallet space by 30%. The fluorescent lighting system was extended to the 3rd tier of pallets. We have brought all of our shipping to the warehouse, where orders are being processed quickly, and leaving nothing in the queue. Modifications have been made to Shopify so that all the orders can now be viewed.

9. **Audit Committee:** Pat H.

The audit has been concluded and we have received the results. It uncovered a few variances, but not any real differences. They recommended that we write off the website contract that we are not using. This created a loss of \$26,000.

The following actions were suggested:

- Inventory
 - Improvement of inventory management. We plan to do this by hiring an operations manager and purchasing an inventory management system.
 - Improve procurement procedures.
 - Maintain a current list of prices and continue to do analysis with it.
- Accounting
 - Continue use of the accrual method for accounting and being consistent in use.
 - Approve of the journal entries made by the accountant before they are added into the system.
 - Continue the creation of the accounting manual.
 - Improve the chart of accounts. We are working with this with an outside company.
- Security
 - Add another step, which would include another person, in the process of receiving donations.
 - Improve physical security of the inventory. Put a lock on the door to the security camera system so the cameras are can't be turned off without approaching the person who has the key.
 - Establish a fraud hotline. We are checking out the feasibility of this measure, comparing its cost to the benefits we might receive. It would involve having another phone line managed by a third party, who would bring any concerns to the board. The hotline would be available to anyone who might now of any sort of fraud that might be occurring within the business.

10. **Service Structure Committee:** Charlie H.

The mission statement for the Regional Service Committees has been finalized and reads as follows:

Regional Service Committees provide information and support: to connect people within the fellowship, to encourage participation as trusted servants, and to grow meetings full of experience, strength and hope throughout the world.

Our committee has put out a call for new members. We would like to include members of the international community and those with diverse viewpoints. If you are interested, contact Marcia J. at SVC@acawso.org

The committee is working with Jim B. to set up a series of information-gathering town hall meetings that would be web-based, and allow us to give presentations on Regional Service Committees. We want to get some feedback to help with our recommendations to the board that include input from the fellowship.

11. **Website/Database Committee:** Jim B.

We are making updates to the meeting list search and update process. Please test out the site at <http://wp.adultchildren.org> and provide feedback by using the “Contact Us” button. We now have the flexibility to make our own changes, so please send in anything you discover. The challenges in this process have caused us to decide to wait awhile for the launch of this site.

The Daily Meditations are now available on the current website. We are also happy to be working on the town hall concept, which will lead into remove access for the 2019 ABC.

12. **ABC Committee:** Jim R.

Delegate survey results are attached to the report for this committee. We are in the process of reviewing the 2018 ABC/AWC on Slack. As we receive information, we are putting it into an outline format. We hope to use this help us decide on improvements to our process. The delegate training process will be reviewed.

13. **OPPM Committee:** Mary Jo L

The committee is currently working on information from the ABC (Section 19), adding detail and suggesting changes.

14. **Nominating Committee:** Greg R.

The committee is checking references and interviewing for more members. They are hoping to have a fully staffed committee by the end of this month. A method for onboarding new committee members is being developed. They meet twice a month by teleconference.

Updates are being made in the areas of increased diversity of board members, as well as creating a schedule for selection of candidates for board positions. The committee hopes to make one recommendation late this fall, and another in January to avoid last minute pressure.

Information is being collected on ways to interview outgoing trustees. A list of interview questions is being made.

I. Concurrences to be read into the record

1. **Motion:** The DCOC committee recommends the purchase and installation of a 3rd pallet rack in the Signal Hill warehouse from Big Joe as per the attached quote for \$959 plus tax for an

approximate total cost \$1,047 as shown on the recent Warehouse Capacity Plan.

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

This work needs to be done as soon as possible as we have 17 pallets of BRB arriving here from Bang this week according to a packing slip Keara received this morning. We also have returning stock from Ware Pak in a couple of weeks so the storage space is needed.

Discussion: Clarification about the diagram and the ability to add an extra pallet rack.

Decision: Motion passes unanimously.

2. **Motion:** That the board approve hiring an Operations Manager for the Distribution business of ACA WSO.

Background: In reviewing the job description created, Board members present during a phone call on 5-15-18 decided that the job description seems more aptly to be about searching for an Operations Manager than a General Manager.

Discussion: The discussion centered on our need to hire someone who can deal with the totality of the office: warehouse, supervision of employees, and accounting. This so that we will be able to leave behind our "supervision by committee" model. The title of the person hired should fit that job description. This makes "General Manager" an inviting choice. However, we are getting applicants for that title who seem overqualified and not hands on enough. The question arises as to whether we can get better candidates by titling the position as "Operations Manager."

Decision: 9 votes in favor. 1 vote against. Motion passes.

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

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

Decision: Motion passes unanimously.

J. New Business: None

K. 2018 ABC Motions and Status

Ballot Motions:

1. That WSO look into adding intergroup and meeting group web links into the WSO website directory listings on www.adultchildren.org. Motion passed.
That WSO utilize online conferencing and voting technologies to provide remote access to the Annual Business Conference, for those not sharing in the WSO. This is so that phone and cyber meeting groups, geographically distant members, those with limited time availability or childcare obligations, or other restrictions, may attend as delegates or otherwise vote on matters of concern to ACA as a whole. Motion passed.
2. Literature Motions:
That the conference approve the pamphlet on *Emotional Sobriety* as conference-approved literature. Motion passed.
That the delegates declare “*Ready! Set! Go!*” to be conference-approved literature, beginning a 4 to 6 month process of fellowship review and resulting revisions. Motion passed.

Floor Motions:

1. That the ACA Board of Trustees have representatives from all Regions all over the world. Motion failed.
Discussion: The Service Structure Committee is working on a regional structure. Regional representation is already written into the OPPM.
That the Board of Trustees hold both the ABC and the AWC in Sweden in 2019, if the Swedish host group is willing. Motion passed.
2. Motion to have a more diverse pool of Board applicants, globally. Motion passed. However, the minority opinion swayed the delegates and with the subsequent re-vote, the motion did not pass.
Discussion: this is a broader issue that requires much deliberation and input.
3. Motion that the term dysfunctional families be incorporated more into Website, literature, books, etc. This motion was postponed because it needed more time.
Discussion: This is better done through the literature committee. There is a lot of support for the spirit of the motion, but anything requiring a change throughout the literature is difficult.

L. Guest Comments:

1. **Fredrik:** Thank you for letting me participate, and I will try to participate each month. Thank you all for your service.
2. **Gina:** H & I is Hospitals and Institutions. Would like the agenda posted earlier. We will work on that.
3. **Josh W.:** Excited about the idea of town halls as a great way to have two way open discussions between WSO and fellowship. Would like to receive the reports earlier so that they can be reviewed in advance. Would like to have more discussion on the TC calls about the reports.

Would be happy to give a report on the Predatory Behavior Committee. The decision was made to have this report after the regular meeting today, and put the committee on the agenda from now on. Blurbs for the Traveler go to Bill. MPSeiditor@acawso.org

4. **Denis:** Thank you for your service.

5. **Bridget:** Thank you and I am happy to serve in this way as well.

M. Motion to close the meeting: Miles C.

Second: Charlie H.

Decision: Motion passes unanimously.

N. Announcements: The next ACA WSO Board Teleconference is scheduled for July 14, 2018 at 2:00 p.m. Eastern time

O. Board Chair Mary Jo L. closed the meeting with the ACA Serenity Prayer

Predatory Behavior Committee Report: Josh W.

A. A two part mission statement was developed and finalized.

1. To provide education resources for meetings, Intergroups, Regions, members etc.
2. To create safe spaces to discuss predatory behavior

B. Goals for near, close, and far future:

1. Dedicated issue of *ComLine* on this topic. A Blurb to go up in the next *ComLine* to let people know to watch for this issue.
2. Blurb about the work of the committee for *the Traveler*.
3. Leverage Town Halls to get feedback from the fellowship on the topic
4. Best practices repository working with Jim B.
5. Develop a booklet on the topic
6. Collection of first person accounts
7. Boiler plate publications
8. Update newcomer booklet
9. Update BRB
10. Develop workshops on this topic

Mary Jo L. thanked Josh for spearheading this effort. Charlie is impressed with the quick work to develop an action plan.



MONTHLY TELECONFERENCE MINUTES

July 14, 2018

2PM EST 712-432-0075 PIN: 427266#

Press *6 to mute or un-mute.

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.

- A. **Call to Order:** Mary Jo L. began the meeting with the Traditional Serenity Prayer
- B. **Roll Call of Board Members**
Present: Marcia J., Miles C., Mary Jo L., Carole C., Bill D., Charlie H., Majbrit, David McB, Jim B., Pat H.
- C. **Quorum established.**
- D. **Minutes:** Motion to approve the May 12, 2018 Teleconference Minutes (Marcia J.)
Second: Carole C.
Decision: Motion passes unanimously.
- E. **Minutes:** Motion to approve the June 9, 2018 Teleconference Minutes (Marcia J.)
Second: Carole C.
Decision: Motion passes unanimously.
- F. **Treasurer's Report** (Bill D.)
 - 1. *Financial statements are in the Repository under the Finance Committee. A complete explanation of the financial situation is explained there.*
 - 2. ACA WSO ended the month with a decrease in Total Liabilities and Equity from the previous month. This is primarily due to a reduction of inventory assets, most of which came from BRB and YWB sales. We also had slightly lower cash assets and less prepaid expenses that contributed to the decrease in overall assets.
 - 3. Sales not including Cost of Goods Sold (COGS) were slightly lower over the prior period's sales, but not a significant difference to cause concern.
 - 4. Overall Distribution Center expenses left us with a net loss for the publishing side of the organization for the period. Part of this loss can be attributed to the ongoing temp staff in the office, however the most significant expense increase was for Amazon fulfillment costs. The reason for the nearly double fees is that there were three Amazon billing periods in June instead of the usual two periods.

5. The Fellowship Services side of the ledger shows Total Income of \$12,067 with \$8,951 of that coming from 7th Tradition Contributions from members, groups, and intergroups. The remaining balance came from audio and e-book sales. No royalties were received this month for international literature sold.

6. [CLICK HERE TO VIEW THE 7TH TRADITION CONTRIBUTIONS](#)

G. Guest Introductions

Bridget Santa Cruz AC- Inner parent Group	Greg R. TX Lonestar IG Chair Nom Com, Lit Comm	Judith T.	Martin London
Channen CO INT	Jim R. Brooklyn, NY109/ABC Chair	Justine NJ Central IG599 Lit Comm.	Matt K. WI West Great Lakes IG, SVC, MPS Region Chair
Fredrik, Sweden 2019 ABC/AWC Host Comm. Chair	John MA	Mardi M. MT026 ComLine Editor	Pam CA IG 64
Gina C. IN Evansville GSR Sat. AM ACA	Josh W. DC IG 626 Pred. Behav. Comm.		

- A. **Tradition Seven:** Every ACA group ought to be fully self-supporting, declining outside contributions.
- B. **Committee Reports:** *All reports can be found on the business website:* <http://acawso.org>
- C. **Executive Committee**—Majbrit M.
Approval of a new computer for the warehouse.
- D. **Archive Committee**—No report
No chairperson so far.
- E. **Finance Committee:** Bill D.
Moved some accounting processes in-house
There will be a 6 month actual variance report on the budget by next Board working meeting.
- F. **Audit Committee:** Pat H.
As a result of the audit we are following up by making the suggested adjustments and following up on the recommendations suggested by the auditor, Vasquez & Company. By hiring an Operations Manager we hope to better secure our inventory.
- G. **Literature Committee:** Charlie H.
Recent editions of the ComLine: Went out 1st part of July. Submit articles, photos, art, and poetry by August 31 to Litstaff@adultchildren.org. Our next issue will be about steps and traditions 10-11-12. We need a way to get the ComLine out to more members. Right now strategizing is being done with the *Traveler*.

New Literature: The ACA/AA trifold approved at ABC has been on the website for fellowship review for the last month and half. Two helpful comments have been received. The committee is in the late stages of getting ready for fellowship review of Ready, Set, Go.

Translation Committee: Working with Greeks to get the YWB produced and in their hands. Publication needs to be in a format other than hard copies because of size of the fellowship. We are developing new translation guidelines with suggestions for workflow processes, hoping to make the translation teams more secure.

Quarterly call: The call was held on July 7. There was consultation on concerns expressed in Toronto about timeline for ABC approval. The committee is exploring some revisions to the development policy. We would like to develop Sponsorship and Fellow Traveler literature. MPS and the Literature Committee are jointly sponsoring a working group to do this as well as and proposing changes to current literature. The first call for the next round of work will be in the third week in August. Predatory Behavior has appointed members of their team to work with literature to look at quick turnaround for revisions to our current literature. Literature@acawso.org

H. Members and Public Service Committee (MPS): Carole C.

1. David McB and PSAs: The PSAs are available for download. A screen saver is needed for TV stations who agree to run the PSAs. Two stations in Belleville CAN are playing them as well.
2. Social Media and ACA: More information is needed from people about their experiences with this as part of their ACA groups.
3. Intergroup: A volunteer is needed with skills in statistics gathering. Laura L. is assisting with a teleconference for intergroup members. There is a joint AA/Alanon Roundup in LA which has asked ACA to participate.
4. H&I—the committee is looking at the budget and ways to get books to institutions. They are concentrating on Canada right now, then branching out. A hospital in Fairbanks AK is asking for info as well as the Santa Ana CA jails. ACA CAN was invited to do a talk on at a secular AA conference.
5. Public Outreach: we still need a chair.
6. Regional Outreach: We have one registered region. The Midwest group has made inroads to its 7th IG – in Detroit. The next steps for the Midwest will be the formation of a website and newsletter capabilities. The group is going to experiment with a FB page by Oct. 1 with a review period. We hope to go live on Dec. 1. There is ongoing communication between New York and the DC area. They are at the contact stage.
7. Virtual Meetings: Seems to have calmed down quite a bit. Hopefully they will have their own chairperson with a board liaison.

I. European Committee: Majbrit M.

European Committee canceled the European Conference that was to be held in London
Germans launched their new website that links to EC website.

Topics of concern at the monthly European meetings are: sponsors, translation teams, abuse at

meetings, how to find a meeting

We will be setting up a special call for translation committees so that some of that work can happen in greater depth outside the monthly European call.

We have found a way to post Greek meditation on the EC site, giving them access to their meditation at the same level as others in the fellowship. A member of the fellowship is volunteering service for this.

J. DCOC: Bill D.

The committee is going through a transformation. For years it has been involved in the management of the warehouse. Now it is an oversight committee making sure things are working properly and monitoring inventory remotely.

The largest YWB order ever (10K) was made last month. Also ordered were 1,000 Spanish Workbooks. The Ware-Pak agreement has ended and inventory brought back to Signal Hill. There is a plan to set up a Dropbox account so board members can have access to review documents.

K. Service Structure Committee: Marcia J.

The Service Structure Committee is looking into the logistics of having a Town Hall meeting to present possible recommendations for region definition. We are also starting to work on the place of the Intergroup in our structure.

L. Website/Database Committee: Jim B.

1. We are live on the new website, with only a few glitches in the first week.
2. If you have issues contact: meetings@acawso.org or webservant@adultchildren.org
3. Meditations have gone online.
4. Websites can be listed as well on the main website.
5. There is a .pdf meeting list that is printable
6. Only the primary contact can make changes to the meeting or Intergroup in order to ascertain legitimacy. We need a backup contact and their information in case the primary person fades out of the system. Changes in information can be made by calling the office in Signal Hill as well.
7. Still some progress needed for the area of the website dealing with Regions.
8. We are saving a couple of thousand dollars per month with the new website.
9. Now we can get on with the business of making the website better for the fellowship.

M. ABC Committee: Jim R.

1. Beginning a checklist for the host committee that will be used in Sweden
2. Review of recent ABC in Toronto
3. Improve the events
4. Revise the OPPM to correlate with actual practice
5. Handbook being compiled for ABC Committees
6. Sent out application for those who may wish to host the 2020 ABC AWC
7. Fredrik 2019 Sweden: We have sent the contract from the hotel to WSO. The webpage and theme, *Courage to Change*, are ready. The committee is meeting with liaisons from the WSO Board next week. Everything is under control. There are 12 people working on host committee and about 50 people wanting to do service at the ABC/AWC.
8. DTSC: Looking to put information out to delegates in general and Sweden specifically.

N. Ballot Prep Committee: The OPPM committee has been working on a revision of the Ballot portion. This will change dates for ballot process. The call for proposals will be out by August 1st.

O. OPPM Committee: Mary Jo L.

The committee has been working on Section XX of the OPPM which concerns proposals and ballots.

P. Nominating Committee: Greg R.

There has not been much committee activity in June and as of now, there are no new applicants. The committee has decided it may not be advantageous to send new trustees to the board before the ABC. We want to review the board application process to ensure that we are asking the right questions and evaluating the process up to this point.

We will be investigating three applicants who would like to join our committee. The references and interviews are being pursued next week.

We have privacy concerns about how to store the documents we are receiving from applicants. We looked into cloud storage capability and our initial assessment is that box.com would be a good solution. There are the process files and then the personal information files. There was a concern from the board that all our storage options be consistent. Carole and Greg will talk about this and have further conversation with the board.

Q. Predatory Behavior Work Group/Committee: (Josh W.)

The main focus now is development of new literature and we have volunteers to work on that.

There has been some success in getting a blurb to raise awareness into the *Traveler*. The *ComLine* blurb was lost at the time of the loss of other files at the *ComLine*. It will be put into the next issue of the *ComLine*. We need to push this message out to get to more people.

Town Halls we have testing to do. Happy to work with person to do this. Charlie, Marcia, Josh W.

Information might be able to be put on the *Best Practices* section of the website.

A forum for public discussion has been created on *Slack*.

R. Concurrences to be read into the record

1. **Motion:** To approve hiring Samuel Nickolas (Nick) Calandrino as the Operations Manager for ACA WSO. (The Hiring Committee)

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

Second: Carole C.

Decision: Motion passes unanimously.

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

Background: With the resignation of the General Manager, effective May 8th, and because the daytime staff was fairly new, the Board determined it would be most appropriate to have some

weeks when Trustees would be on site in Signal Hill while the search for a new manager was conducted. This was also done so that some procedures, maintenance and upgrades could be performed to get things in order.

Second: Bill D.

Decision: Motion passes unanimously.

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

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

Second: Marcia J.

Decision: Motion passes unanimously.

S. New Business: None

T. 2018 ABC Motions and Status

Ballot Motions:

1. That WSO look into adding intergroup and meeting group web links into the WSO website directory listings on www.adultchildren.org **Motion passed.**
2. That WSO utilize online conferencing and voting technologies to provide remote access to the Annual Business Conference, for those not sharing in the WSO. This is so that phone and cyber meeting groups, geographically distant members, those with limited time availability or childcare obligations, or other restrictions, may attend as delegates or otherwise vote on matters of concern to ACA as a whole. **Motion passed.**

Literature Motions:

3. That the conference approve the pamphlet *Finding Emotional Sobriety* as conference-approved literature. **Motion passed.**
4. That the delegates declare “*Ready! Set! Go!*” to be conference-approved literature, beginning a 4 to 6 month process of fellowship review and resulting revisions. **Motion passed.**

Floor Motions:

5. That there be representation on the Board of members from all over the world. **Motion failed.**
Discussion: The Service Structure Committee is working on a regional structure. Regional representation is already written into the OPPM.

6. That the Board of Trustees hold both the ABC and the AWC in Sweden in 2019, if the Swedish host group is willing. **Motion passed.**
7. Motion that the term dysfunctional families be incorporated more into Website, literature, books, etc. This **motion was postponed** because it needed more time. **Discussion:** This is better done through the literature committee. There is a lot of support for the spirit of the motion, but anything requiring a change throughout the literature is difficult.
8. Motion to have a more diverse pool of Board applicants, globally. Motion passed. However, the minority opinion swayed the delegates and with the subsequent **re-vote, the motion did not pass.** Discussion: this is a broader issue that requires much deliberation and input.

U. Guest Comments:

1. **John:** Trifold—there could be a generic trifold that would take care of all organizations. Response: We may eventually go that way. We found that our first test audience, there are certain frames of reference to each organizations that help them to relate better to the information. We agree with your goal to satisfy as many fellowships as possible with one flyer. We found that members of different fellowships sometimes react negatively to some of the language of other fellowships.
2. **Martin:** The UK plans to go ahead with a convention on September 28-29 in the venue already secured for the cancelled European Conference. It will be called the ACA International Convention.
3. **Justine:** Would like to know how to find the PB channel on Slack. Response: The channel is identified as “addrpredbehav_forum.”
4. **Mardi:** Likes that she can print out a list of all the meetings in her area from the new website.
5. **Josh W.:**
 - Intergroups could have a quarterly call and interaction between committees.
 - Convert Daily Affirmations and *ComLine* to a “push” model like the *Traveler*.
 - Contacts for meetings: send an email from the secondary contact if the main contact isn’t available for that position. Response: We will be monitoring feedback and can prioritize changes. Then a printout of the information about who is primary, secondary contact for meeting could be created for the secretary folder.
 - Intergroups could help us to check to see if the meeting information is correct.
 - Encourage groups to have a generic email account that can be transferred when someone turns over the position.

- V. **Motion to close the meeting:** Miles C.
Second: Carole C.
Decision: Motion passes unanimously.

W. ANNOUNCEMENTS

Next Meeting: Saturday August 11, 2018

- X. Mary Jo L. Board Chair ended the meeting with a recitation of the ACA Serenity Prayer.**



MONTHLY TELECONFERENCE MINUTES

August 11, 2018

2PM EST 712-432-0075 PIN: 427266#

Press *6 to mute or un-mute.

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.

A. Call to Order: Chair Mary Jo L. opened the meeting with the traditional Serenity Prayer.

B. Roll Call of Board Members

Present: Marcia, Bill, David, Mary Jo, Charlie, Miles, Jim B., Carole, Pat H.

Absent: Majbrit

C. Quorum established

D. Minutes: Motion to approve the July 14, 2018 Teleconference Minutes (Marcia J.)

Second: None

Decision: Postponed until the next meeting

E. Treasurer's Report (Bill D.)

Financial statements are found in the Treasurer's Report category on <http://acawso.org>.

ACA WSO ended the month with a decrease in Total Assets from the previous month of \$64,689. About \$51,000 of that decrease was from cash on hand due to the purchase of books for inventory. Sales not including Cost of Goods Sold (COGS) were significantly higher over the prior period's sales. Books are flying off the shelves!

[CLICK HERE TO VIEW THE JULY 2018 PROFIT & LOSS STATEMENT](#)

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

F. Guest Introductions

Bonnie K-M TX081/IG600 Ballot Com, IG Chair	Gina C. Evansville IN GSR	Josh W. DC Predatory Behavior	Pam CA IG 64
Chanon CO INT	Jeffrey F., EC	Laura L. CA IG620, NOM COM	
Denise Anchorage, AK021 Lit Committee	Jim SF	Mardi M. MT026 ComLine Editor	Rich
Erin PA076 Chair DTSC	Justine NJ Central PA IG599 Lit Comm.	Matt WI West Great Lakes IG, SVC, MPS Region Chair	

G. Tradition Eight: Adult Children of Alcoholics should remain forever nonprofessional, but our service centers may employ special workers.

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

1. **Executive Committee**—Marcia.

The committee approved three purchases above the \$500.00 limit. To see what was approved, look at [the report](#) in the Repository.

2. **Archive Committee**—No report

3. **Finance Committee:** Bill D.

The Committee met four times. A new Chart of Accounts has been created and approved by the Board. The office bookkeeping tasks have been revamped with more brought in-house. A budget was prepared and approved for the 2019 ABC/AWC in Sweden. A finance committee liaison was chosen to provide financial oversight for this event. A new committee member, Lucia S., was added in July. She is a CPA and lives in Florida.

4. **Literature Committee:** Charlie H.

The deadline for the 4th quarter ComLine edition is August 31 with an Oct. 1 publishing date. Articles on all things 10-11-12 should be sent to litstaff@adultchildren.org and include a copyright release form. A Special Edition on Predatory Behaviors will be published when there is enough content for it. An article asking for submissions for that Special Edition will go out in the next *ComLine*.

The Literature and MPS committees are creating a working group to address sponsorship. It will study existing literature and articulate the importance of sponsorship in ACA. The first call will be at 3pm on Aug 25. If interested, send a note to acalitreview@gmail.com or send a note on Slack to Charlie, Carole, Barb.

The ACA/AA Trifold is on the website for membership review until August 31. The *Ready, Set, Go* manuscript will be on the website in September for review.

Changes to lit development policy for editing and reviewing will be discussed at the next quarterly call. If you are interested in participating, contact acalitreview@gmail.com to receive information.

5. **Members and Public Service Committee (MPS):** Carole C.

The committee is interested in tracking PSAs that are being broadcast. They have been a success in Canada, although there has been some trouble trying to get them onto CBC. We still need a video picture to be played with the PSAs that are broadcast in areas with TV access only. Pam is looking into converting a PowerPoint into video format.

The Intergroup subcommittee had a teleconference and will schedule another soon. They would like to draft a position statement about Intergroups for the Service Structure Committee for use when they work to articulate the work and relationship of Intergroups to

other structures in ACA. They are also focusing on the registration of meetings and Intergrups on the new website.

The Public Outreach subcommittee still needs a chair. ACA has been invited to the secular AA conference in Canada to put up a display and hold a meeting. The Florida AA convention did not extend an invitation this year. Members of Florida Intergrups are doing future planning for Miami. In New Orleans the AA Conference had a table and did a panel discussion. 211 Calls: Denise from Anchorage, AK is working to get ACA listed on the 211 information site. 211 is a non-profit resource that people can go to for social service suggestions. ACA has not been a part of the list. 211 exists in each state both online and by phone. We want to make the listing correct so we will be in the right category for the largest number of Adult Children to find us.

6. European Committee: Charlie

The European Committee's annual meeting scheduled for September for London has been cancelled. However, the UK Intergrup plans to hold their own event. The flyer with information is on the European website.

Other service gatherings included a fellowship event in Minsk a few weeks ago that had a great turnout from their service structure and meetings. A few people from Russia were able to attend. The level of sharing in these meetings is impressive. The global and international scope lets you know that people everywhere have similar concerns. Jeffrey F. presented.

There will be a National Recovery Event held in Hungary next weekend. It is their annual conference. Jeffrey will be there to make closer connections and to talk about translations. Also, the European Committee was invited to an AA Regional Assembly in Bratislava on December 1-2. This is the first time AA has reached out to ACA in Europe.

There are still challenges involved in having the European meetings register with ACAWSO. It is difficult because of language barriers. It is also hard to convince them that registration will benefit them.

Other parts of the world need to be folded into our Service Structure. The Intergrup subcommittee has worked with people outside the USA from Australia and other English speaking areas. It would be good to start working with a small committee to address the international community. This will increase in future years. The literature committee and MPS may be the first contacts these people have.

The German website has been launched with postings of the Daily Meditations. The translation committees are working and the Greek YWB is close to being finished; the German YWB is ready. We want to develop a process using a template that will speed up the publication of translations done. We are also working on ways to publish an electronic interactive document. Some fellowships are too small to make a print run financially feasible.

As usual, sponsorship is needed. If anyone is interested, you will receive a unique view into recovery.

7. **DCOC:** Jim B.

The committee welcomed Nick as the new Operations Manager at the Signal Hill office and warehouse. David McB is the board liaison responsible for his orientation and training. Nick has been cross-training the staff to create more efficiency. This includes updating meetings. We are looking forward to Nick's direction of inventory management and his help with reordering materials for our outlets in a timely manner. The DCOC committee would like to announce that all computer equipment has been updated. The only pending decision is when a new computer will be needed for Nick.

8. **Service Structure Committee:** Marcia J.

No report

9. **Website/Database Committee:** Jim B.

The new website has been live for one month. We have the daily meditation online. The meeting registration area is still undergoing improvements. It is possible to create and print a .pdf meeting list from a search. We want to enhance searching capabilities. It is now possible to click on a WSO meeting number to bring up details about the meeting and its location. We are still trying to be sure that meetings are up-to-date and that each one has an active contact.

We are planning to allow remote voting for the 2019 ABC. We will be using the Trippus system available to the Swedish Committee as well as the teleconference system to transmit audio as well as screen sharing. ACA Town Halls will be the testing grounds for this process.

The committee still needs members. We meet on Wednesdays at 1PM EDT if you are interested.

10. **ABC Committee:** Jim R.

We are expecting a large number of attendees at the 2019 ABC/AWC. The current convention website will be updated when the hotel contract is finalized.

A procedural review of the ABC/AWC is being done in conjunction with the OPPM Committee. The plan is to document procedures and policies so they are readily available and don't have to be recreated each year.

The host for the 2020 ABC/AWC is being sought. Applications are coming in. Pat H., vice-chair of the committee is working on a new method for comparing and rating the applications.

An August teleconference was held by the Delegate Training subcommittee to create a FAQ page for delegates. They are updating documents so they will be available to delegates year round. Members of the committee attended a workshop with Jodi O. on business meetings. The better we do business meetings at home, the more prepared we are at the ABC.

If we do long distance voting, we are going to have people around the world who will need training for non-attending delegates. The role of the DTSC will be to convey the process to

all delegates and get the training materials disseminated. What we have is in English. Charlie offered to liaison with the literature committee on this.

11. Ballot Prep Committee: Mary Jo L.

A letter has gone out with a call for proposals. If you did not get the email, contact the committee at bpc@acultchildren.org. Dates concerning the ballots are available [at https://acawso.org/category/ballot-prep/](https://acawso.org/category/ballot-prep/)

12. OPKM Committee: Mary Jo L

The latest update on the OPKM was done in July and is posted under Quick Links in the Repository.

13. Nominating Committee: Laura L.

The nominating committee has held two meetings. They have updated the interview process to cross language barriers. They are finalizing the process for integrating new committee members. They have interviewed three applicants for this committee during the last month.

14. Predatory Behavior Work Group/Committee: (Josh W.)

Please send submissions for the special edition of the ComLine so that it can go out. The committee would also like this call for submissions as well as requests for information to go out in *the Traveler*.

Charlie, Marcia, Jim, Carole and Josh will have a phone call concerning the status of the Town Hall meetings next week.

New activities will include development of a “group safety card” or script. Format will be discussed at the next meeting. A tent card for tables might work.

I. Concurrences to be read into the record: None

J. Motions passed at the board working meeting on July 26

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

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

Second: David

Decision: Motion passes unanimously.

1. **Motion:** To approve a pay increase for our part-time on staff bookkeeper due to increased responsibilities. (Finance Committee)

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

Second: Miles

Decision: Motion passes unanimously

K. New Business: None

- L. 2018 ABC Motions and Status** (Note: Motions will be posted until three months after they have been implemented. Failed motions will drop from this list three months after the ABC.)

Ballot Motions:

1. That WSO look into adding intergroup and meeting group web links into the WSO website directory listings on www.adultchildren.org **Motion passed.**
Status: This motion has been implemented.
2. That WSO utilize online conferencing and voting technologies to provide remote access to the Annual Business Conference, for those not sharing in the WSO. This is so that phone and cyber meeting groups, geographically distant members, those with limited time availability or childcare obligations, or other restrictions, may attend as delegates or otherwise vote on matters of concern to ACA as a whole. **Motion passed.**
Status: See Website Committee Report

Literature Motions:

3. That the conference approve the pamphlet *Finding Emotional Sobriety* as conference-approved literature. **Motion passed.**
4. That the delegates declare “Ready! Set! Go!” to be conference-approved literature, beginning a 4 to 6 month process of fellowship review and resulting revisions. **Motion passed.**

Floor Motions:

5. Motion that the term dysfunctional families be incorporated more into Website, literature, books, etc. This motion was postponed because it needed more time. **Discussion:** This is better done through the literature committee. There is a lot of support for the spirit of the motion, but anything requiring a change throughout the literature is difficult.
Status: Referred to the Literature Committee.

M. Guest Comments:

1. **Gina:** Thanked the committee chairs for getting their reports on the site early. She asked about the need to speak a foreign language to sponsor Europeans. Knowing another language is not necessary. Many speak rudimentary English. You can skype or use the telephone. There are lots of ways to do this. Contact Majbrit on Slack if you want to sponsor.
2. **Josh W.**
 - What is the board mission statement on Slack about? A new mission statement was created that needs to be approved by the fellowship. We will bring this to the fellowship before the ABC so people will have a chance to comment on it. Then the Board will ask for approval at the ABC.
 - Ways to have two-way communications between WSO to Fellowship. How about a virtual suggestion box or survey of the membership? The current ballot process is a yearly cycle. We could communicate more often. It would be good to increase the

speed of response. Taking the pulse of the fellowship would be good at a committee level. The most direct way to address ideas and concerns is to communicate with committee members. However, sometimes email goes to a black hole.

The Board will take this under advisement. Part of what the WSO is supposed to do is serve meetings, intergroups and regions. The contact page on the website is available for this. The Board will try to see that response times are improved. Our goal is to move toward better two-way communication with town halls etc.

3. **John:** Thanked people for their service
4. **Jeffrey:** Most people looking for foreign sponsors speak English. Jeffrey can be contacted about this as well. His information is on the European site. He is looking for sponsors for the fellowship in Belarus
5. **Erin:** Do South and Central America need sponsors? We have more Spanish speaking meetings in the USA right now. This should become more relevant in the next year. We don't seem to have many requests for this yet.

N. Motion to close the meeting: Miles made a motion to adjourn

Second: David

Decision: Motion passes unanimously.

O. Mary Jo L, chair closed the meeting with the ACA Serenity Prayer

P. ANNOUNCEMENTS

Next Meeting: Saturday September 8, 2018 at 2 PM EDT



MONTHLY TELECONFERENCE MINUTES

September 8, 2018

2PM EST 712-432-0075 PIN: 427266#

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Please notify the secretary with changes, additions, or motions for this meeting.

A. Call to Order: Board Chair Mary Jo L. opened the meeting with the traditional Serenity Prayer.

B. Roll Call of Board Members

Present: Carole C, David McB, Bill D, Jim B, Miles C, Charlie H, Mary Jo L, Majbrit M., Pat H.

Absent: Marcia J.

C. Quorum established

D. Minutes: Motion to approve the July 14, 2018 Teleconference Minutes (Mary Jo L.)

Second: Bill D.

Decision: Motion passes unanimously.

E. Minutes: Motion to approve the August 11, 2018 Teleconference Minutes (Mary Jo L.)

Second: Miles C.

Discussion: Changes will be made as to the edits (grammatical) done by Mary Jo L. Change of email address for information about the ballots to bpc@adultchildren.org

Decision: Motion passes unanimously. Change ballot prep

F. Treasurer's Report (Bill D.)

Financial statements are found in the Treasurer's Report category on <http://acawso.org>

Because of a short work week, the financial statements are not ready. They will be posted on Slack and in the repository early next week.

G. Guest Introductions

Bonnie K-M TX081/IG600 Ballot Com, IG Cmte Chair	Jim R. Brooklyn, NY109/ABC Chair	Nick Operations Manager
Carrie H. 021 Anchorage	Josh DC IG 66 Pred. Behav. Comm.	Pam CA IG 64
Greg R. TX Lonestar IG, Chair Nom Com, SVC	Mardi M. MT026 ComLine Editor	Matt W. Lake Barrington, IL
Jerry J. DC National Capitol Intergroup	Matt K. WI West Great Lakes IG, SVC, MPS Region Chair	

H. **Tradition Nine:** ACA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.

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

1. **Executive Committee**—Majbrit M.

The only committee action was approval of the invoice to have the 2018 Toronto ABC proceeding tapes transcribed.

2. **Archive Committee**—No report

3. **Finance Committee:** Bill D.

Highlights include the completion of the conversion of the Chart of Accounts; a conference call in which three members of the office staff were trained on the third party software that connects *Quickbooks* to our three sales channels and a revision of office procedures to include General Ledger Codes and cost center information on internal bookkeeping and inventory management forms.

4. **Literature Committee:** Charlie H.

We have re-established the quarterly Literature Committee call schedule going forward for the first Saturday of each quarter at 11:30 a.m. eastern US.

The fourth quarter issue of the ComLine will be published October 1. We invite all adult children to share stories of experience, strength, and hope. Please email your story along with a completed [Copyright Release Form](#) to litstaff@adultchildren.org. A special edition of the ComLine for the ABC/AWC will go out after Mardi receives a summary of the AWC. Circulation of the ComLine will be boosted by including information on access in the Traveler, starting with our October 1 issue.

The fellowship comment period for the trifold, *Finding Emotional Sobriety (Welcome to Other 12-Step Fellowships)* has ended. The Literature Development Committee will work on completing this project as approved ACA WSO literature for distribution. *Ready Set GO!!* (RSG), a Step introduction project, was approved at 2018 ABC. After the committee finishes integration of two different presentation methods it will be available for fellowship review.

The new *Sponsorship Working Group* held their first call on Saturday, September 1. The group intends to explore issues related to mentoring and sponsorship and deliver a report and action plan to the Board by March 15, 2019. All are welcome to participate in this working group. Barb N. is leading the group. Robin will find a way to make the recording of the first call available in the Literature Committee section of the website to those interested.

With guidance from Majbrit M., translation subcommittees are contacting each other to develop a best practices model for a systematic approach to translating WSO literature. Some of the work in progress: the Dutch - the BRB and other materials, the Greeks - the yellow workbook is in pre-production to be published electronically because of the small size of the Greek fellowship, Germany and Sweden – the YWB.

5. **Members and Public Service Committee (MPS):** Carole C.

The committee meeting has been changed to the first Wednesday of the month at 11 AM Pacific Time. This can help us prepare for the monthly TC.

PSAs are ready and available to be used by the worldwide fellowship. It was decided that wording from the PSAs may be used in newspapers and flyers. Several meetings in Ontario are doing this.

Discussed ways to insure that events posted to our website are actually hosted by an IG or meeting. We suggest that events be submitted by the IG or meeting rather than an individual unknown to WSO.

The Intergroup Committee is becoming more active. A draft statement about intergroups for use by the SVC Structure Committee is ready and waiting to be finalized. The committee is trying to establish a regular meeting time. They are looking into a needs assessment for ACA intergroups to better understand their mission. Watch the Slack channel for information about upcoming activities.

H & I is initiating activity in New Brunswick, Ontario, CN, to have a pen pal program with a prison there. They have a letter drafted to the Ontario Psychiatric Association. 32 orders went out to H&I contacts which is excellent.

Public Outreach still needs a chair. There have been successful outreach opportunities to other fellowships in Canada and in Florida. David McB is leading a group to develop a pamphlet for the therapeutic community. The group includes a long time ACA member who is also a therapist. WSO has been invited to participate in Florida state conventions in 2019 and 2020.

A Zonal Focus Group is at work within this subcommittee. The challenge in Africa is obtaining literature as well as recruiting members. Anyone interested in pan-African outreach please join us. There is 1 registered meeting in Columbia and 2 in Ecuador. New Zealand has a total of 3 meetings, two of which have formed an Intergroup. There has been an attempt to contact China which has 3 registered meetings. One home group has interest in reaching out to Argentina and Africa with donations including an audio BRB, assuming some people may be Illiterate.

Regional Outreach: Region 2 is trying to reach out to states that don't have Intergroups to breach gaps in communication. The Midwest Regional Committee has discussed appropriate use of WSO meeting contacts to reach out to unaffiliated meetings to let them know of Intergroups or Regions they might connect to with the MPS committee. Even though there are not currently strict maps or qualifications to define Regions, please contact Matt K., who also can pass information to the SVC Committee.

Virtual committee: Sharon from MO has stepped up and is working through the list of virtual meetings so that it is up-to-date. We are using much better software thanks to Jim B. (Sharon is also on the website committee.) The committee has developed improved definitions of

virtual meetings and their requirements for being listed. No outside affiliation is allowed. We currently have Skype, phone and internet meetings. Looking to start virtual committees and an Intergroup.

6. **European Committee:** Majbrit M.

France has no meetings listed with the WSO, but they do have meetings - we are trying to connect them with the translation team of French-Canadians who are starting to translate our literature.

Jeffrey F. visited Hungary in August because we knew there was a large fellowship there, although the meetings are not registered with WSO. They were relieved to hear their book can be printed in Europe. The decreased costs will be easier for them to manage. They were amazed to hear that the Russians, Finns, Danes, Swedes, and Spaniards have printed their ACA literature in Europe at a more affordable price. By the end of this meeting others were inspired to do service to help complete the Hungarian translation and the editing of the BRB or YWB. The European Committee also got its first official Country Representative for who is helping to follow up with these initiatives.

The website for the 2019 ABC/AWC is going live next week. It can be found at www.acaworldconvention.org. Participants will be able to create an account using the Trippus system that allows them to register and pay for the conference and desired meal plan as well as accommodations once the site is totally functional. The personal account will send a newsletter to their email any time there are new developments having to do with the 2019 ABC/AWC.

There are service positions open for the 2019 ABC/AWC. Speakers and hosts are needed for workshops. Anyone interested in leading a workshop can contact the committee at program.abc2019@gmail.com. Those interested in other volunteer opportunities can inquire at service.abc2019@gmail.com. Other questions can be directed to abcsweden2019@gmail.com.

Future events at which the EC will have a presence:

The ACA meeting in London on Sep. 28-29. The link is posted on the Events page of the Repository.

ACA Retreat in Voeren, Belgium, co-hosted by the Dutch Intergroup. Link is on the Events page in the Repository.

Regarding unregistered meetings from countries like Hungary mentioned above, Jim B. offered to let countries send an excel sheet and we will upload the content for them. Mary Jo clarified that the European countries print their materials through the WSO because it is copyrighted material.

7. **DCOC:** Bill D.

Welcome to Nick C. our new Operations Manager at the Signal Hill office. Nick said a few words about his time so far at the office. He has identified as an ACA, through contact with the office. He, Keara and Jose are working to keep things running well at the office and warehouse. Thanks

to all.

The monthly meeting with Nick and the Board Liaison, David McB., was held on August 7th. July month-end inventory levels at Signal Hill and Amazon were reviewed. The committee requested some adjustments to the monthly inventory report. Arrangements were made to send a new shipment of stock to the Amazon warehouse. The staff has been cross-trained and meeting list updates are being handled by more than one person. There are currently 2088 meetings, 89 Intergrups, and 1 Region.

Discussed the possibility of installing more pallet racks.

8. **Service Structure Committee:** Charlie H.

On August 27 the SVC and other groups sponsored a dry run for virtual Town Hall meetings. It was similar to the monthly TC, but included screen sharing and online polling. We had a presentation about region policy. There were a few snafus, but things in general went well. Other committees will use this format to improve direct communication with the fellowship year-round.

The committee is primarily focusing on Region policy right now. Groups are forming regions, and under the interim policy that would allow them to present representatives for the board. SVC is addressing the missing pieces to our policy. We will be using Town Hall meetings for feedback in this process.

9. **Website/Database Committee:** Jim B.

The report can be found in the repository.

10. **ABC Committee:** Jim R.

DTSC: held a meeting to discuss the materials and standard practices of the Delegate. A standardized email response is being crafted, to be used by both the ABC Committee and DTSC for enquiries about the ABC or becoming a delegate. They reviewed the questions and answers in the convention website's FAQ. They discussed ways to get information out about the ABC delegate role and how to coordinate the ABC registration process with the DTSC. They want a permanent spot on one of our websites for Delegate information FAQs, not necessarily connected with one particular ABC/AWC.

2020 ABC/AWC: the application to host was sent to groups that expressed interest after the announcement email. The applications are expected by September 15th. An assessment tool has been reviewed and updated. A team of 10 members are in place to review the initial applications. We could possibly have 5 or 6 applications. Our goal is to determine the best 2 or 3 candidates. We will then ask the finalists for more detailed information in order to find our recommendation for the Board.

2019 ABC/AWC: Printing information was sent to Sweden to have a dry run.

11. **Ballot Prep Committee:** Mary Jo L.

Deadline for ballot proposals is November 30. Information is in the Repository. We are sending out reminders in the *Traveler*. If you have questions, you can contact the committee at

12. **OPPM Committee:** Mary Jo L

We continue to work on things that are missing or need to be fixed in the OPPM's shortcomings and inaccuracies with the intent to ensure this document reflects actual practice of the Board and WSO. The latest version is always posted in the Repository under Quick Links. We are working with the ABC Committee to have better documentation about the ABC/AWC.

13. **Nominating Committee:** Greg R.

Nominating committee members are needed. If you, or someone you know, is qualified and interested, contact chairnomcom@acawso.or and submit an application.

The committee met in August and also submitted a notice to the Traveler. Development of the onboarding process is taking place. We had four candidates for membership to this committee. Two have voluntarily withdrawn for personal meetings. There were no interviews in August.

We are working on a questionnaire for departing trustees.

The nomination process for 2019 Board of Trustees will begin soon. Applications for two candidates are due by November 16, 2018. The committee plans to submit two candidates to the Board by February 28, 2019.

14. **Predatory Behavior Work Group/Committee:** (Josh W.)

The committee is working to get articles ready for the special edition of the ComLine that will address predatory behavior. The work is about 70% finished. We are also creating "boilerplate" readings on various topics that can be chosen for adoption and tailored by individual groups and meetings.

J. **Concurrences to be read into the record:** None

K. **Motions passed at the board working meeting on August 9, 2018**

1. **Motion:** To authorize the treasurer to sign the contract received from the Duncan Center in Delray Beach, FL and make the required down payment of \$3,520.00. (Bill D.)

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

Second: David McB

Discussion: None

Decision: Motion passes unanimously

L. **Motions passed at the board working meeting on August 23, 2018**

1. **Motion:** To approve use of the EC Budget to fund travel for Majbrit M., Jeffrey F., and Tanya M. to the AA Convention in Belarus, to which ACA has been invited. (Bill D.)

Background: This is provided for by a line item on the European Committee budget. Those going are on the main service team of the European Committee: Majbrit M., is Committee Chair, Jeffrey F. is the Committee Treasurer, and Tanya M. is the Committee Secretary. They will be making contacts and doing outreach for ACA at this convention.

Second: Carole

Decision: Motion passes unanimously

M. New Business: None

N. 2018 ABC Motions and Status (Note: Motions will be posted until three months after they have been implemented. Failed motions will drop from this list three months after the ABC.)

Ballot Motions:

1. That WSO look into adding intergroup and meeting group web links into the WSO website directory listings on www.adultchildren.org **Motion passed.**

Status: This motion has been implemented.

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

Status: See Website Committee Report

Literature Motions:

3. That the conference approve the pamphlet *Finding Emotional Sobriety* as conference-approved literature. **Motion passed.**

Status: [Fellowship](#) review ended and final edits are being made before publications.

4. That the delegates declare “Ready! Set! Go!” to be conference-approved literature, beginning a 4 to 6 month process of fellowship review and resulting revisions. **Motion passed.**

Status: Fellowship review of this document is delayed. The Literature Committee will report further updates as they occur.

Floor Motions:

5. That there be representation on the Board of members from all over the world. **Motion failed.**

Discussion: The Service Structure Committee is working on a regional structure. Regional representation is already written into the OPPM.

O. Guest Comments:

1. **Christopher J. Long Island, NY:** Would like to develop a pamphlet on the “Inner Teen.” He was asked to resend his email requesting the literature development policy so it can be sent to him.

2. **Matt K. in WI:** Reported that the West Great Lakes Intergroup was happy to receive an email that included “Hug Etiquette”. Josh: This will be shared in the upcoming Predatory Behavior issue of the *ComLine*. “Hug Etiquette” is not currently ACA Conference Approved Literature, but in the category of “take what you like and leave the rest.” Feedback is welcome from anyone who reads it, as we are hoping to take it to the next level of acceptance by the literature committee and the fellowship.

3. **Mardi MT:** As the editor of the ComLine, Mardi is looking for any articles that may be of interest to delegates at the upcoming ABC/AWC. She also asked for an update about visuals for our new PSAs. Carole: We still do not have either a still picture or a video for either PSA.

4. **Terry in AK** announced that a film will be shown in Anchorage about fetal alcohol syndrome entitled "*Moment By Moment.*"

P. Motion to close the meeting: Miles C.

Second: Carole C.

Decision: Motion passed unanimously.

Q. Chair Mary Jo L. closed the meeting with the ACA Serenity Prayer.

R. ANNOUNCEMENTS

Next Meeting: Saturday October 13, 2018 at 2 PM EDT



MONTHLY TELECONFERENCE MINUTES

October 13, 2018

2PM EST 712-432-0075 PIN: 427266#

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A. Call to Order: Board Chair Mary Jo L. opened the meeting with the traditional Serenity Prayer

B. Roll Call of Board Members

Present: Mary Jo L, Carole C, Bill D, Charlie H., David McB, Jim B, Majbrit M., Pat H.

Absent: Marcia J., Miles C.

C. Quorum established.

D. Minutes: Motion to approve the September 8, 2018 Teleconference Minutes (Marcia)

Second: Bill D.

Decision: Motion passed unanimously.

E. Treasurer's Report (Bill D.)

Financial statements are found in the Treasurer's Report category on <http://acawso.org>

The report is missing. The financial statements are not ready because of a few crashes of Quickbooks and necessary repairs. Fixed and returned. We are concerned that we may be reaching the capacity for Quickbooks.

F. Guest Introductions

Alexia P. Germany Int. Chair	Greg R. TX Lonestar IG Chair Nom Com, Lit Committee	Matt K.
Bonnie K-M TX081/IG600 Ballot Com, IG Chair, Lit, SVC	Jean Brooklyn GR	Mardi M. MT026 ComLine Editor
Bruce Santa Cruz	Jim R. Brooklyn, NY109/ABC Chair, OPPM	Pam CA IG 64
Denise Anchorage, AK021 Lit, Archivist for Region 1	Josh DC IG 66 Pred. Behav. Comm., SVC, Intergroup Committee	Rich Albuquerque, NM
Doug Great West Lakes Int. Chair	Justine NJ PA Int. Rep	
Erin PA076 Chair DTSC, Predatory Behavior	Kristian Brooklyn, NY Greater New York Intergroup Liaison,	

G. Tradition Ten: Adult Children of Alcoholics has no opinion on outside issues; hence the ACA name ought never be drawn into public controversy.

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

1. **Executive Committee**—Majbrit M.

The committee approved four requests which can be found in the monthly report on the repository.

2. **Archive Committee**—No report

3. **Finance Committee:** Bill D.

The committee reviewed August financial statements at the September meeting, which was the first held using the new chart of accounts. They made necessary changes and corrections.

There has been trouble with QuickBooks, and we are starting to wonder if it still has the capacity to meet our needs. Our financial growth is up 41% over this same time period last year. We are considering reducing file sizes or leaving the product entirely for another platform.

The committee created a process for reporting WSO travel which includes a request form, a reporting form, and some form of reporting on the benefits of the travel for WSO. Travel expenses are susceptible to auditing, and we need records that satisfy those needs.

International printing payments have been received.

Our liability insurance is up for renewal. The committee is checking to be sure the current amount is sufficient for our needs.

4. **Literature Committee:** Charlie H.

Mardi/ComLine: The third quarter ComLine was published on Oct. 1, and is the first edition made available with the Traveler. The next deadline is November 30. Please send articles containing 250 to 350 words with a copyright release form to litstaff@adultchildren.org. We are looking for photos, art, and poetry as well as stories on steps, traditions, and concepts 10, 11, and 12.

Josh/Predatory Behavior Issue: The vision of our committee is to encourage discussion of issues relating to predatory behavior in the fellowship. One way we want to do this is by publishing a dedicated issue of the ComLine about this topic. Our tentative publication date is in February, but we need more material. Please send photos, art, poetry, and personal stories of 250-350 words with a copyright release to apb@acawso.org and copy to litstaff@adultchildren.org.

Sponsorship: The first two discussions about the current issues have been excellent. The committee hopes to have some findings for the Board by February and information ready to report at the ABC in April. If you would like to participate in this group, send an email to literature@acawso.org or contact Barb N. and Charlie H. on Slack.

New Projects: The *LBRB* is going into the writing phase. The *Loving Parent Workbook* continues to

progress in a second committee.

Nearing Publication: The trifold on emotional sobriety targeted to AA members has received fellowship comments and final edits are being made. The final version will be ready for publication in about two months. The committee for *Ready, Set, Go* is creating two workshops (four meetings, or 1 day) to accompany the book. When this process is complete, the product will put out to the fellowship for their comments and suggestions.

Translations: The Greek YWB will be formatted using a new design template we have commissioned. The same template can be used to facilitate YWB projects in Germany, Russia, and Sweden. The Danish meditation book will also be formatted using a template. Again, once this template is created, it can be used for other languages and will speed up our process and diminish our costs. We have received a manuscript for the BRB from Japan. We will be dealing with design issues and publication details to move it along.

5. **Members and Public Service Committee (MPS):** Carole C.

More people are needed to chair subcommittees

Zonal Outreach: We are looking at SA, India, Portugal, Japan, China, UK. We are expanding and need a chair for this committee. We would like PSAs for international information.

Intergroup: Finalized a position statement about IG to SVC. Working to get a regular meeting schedule establish. It will be posted once decided upon. We need people. We want to contact all Intergroups to verify contact information.

H & I: The trifold is working well in AA groups and he is also working

Public Outreach: A chair for this committee is needed. This group is reaching out and interacting with psychologists and therapists. They are most interested in suicide prevention. Outreach has been done to libraries and colleges. Major outreach is being done to AA. We may want a directed piece of literature for therapists and psychologists. A draft is in process

Region Outreach: Region 2 has a website up and running. They have a Slack channel. If you would like to be part of it, contact gwuregion@acawso.org Midwest region is making connections between Intergroups. Matt K. is the contact person for applications and information about starting a region.

Virtual Meetings: The groups seem to be positively moving forward. Previous problems seem to be resolved.

6. **European Committee:** Majbrit M.

Continuing to work with Service Structures throughout Europe. The convention in London, lasted for 11 hours on one day. We had limited time to speak about the work of the EC, so brought a pamphlet to give more information. The EC did some strategic planning. We need to create our own book of best practices, so other parts of the world can make use of our experience.

A new translation team is being set up in France, and it has been decided their French is different from that spoken in Quebec. The person doing it also has some interest in serving the fellowship at large.

It is now possible to register and reserve accommodations for the ABC/AWC in Malmoe, Sweden. They need volunteers, so please contact them for information on their needs. They will be rolling out their new YWB at the 2019 ABC/AWC.

7. **Office Update:** David McB

The office is shipping more and more. They ship within 24 hours with less than 1% error rate. Inventory has been greatly improved. Morale is great. They have found a way to add storage capacity and have quotes coming in on that. The archives are being digitized as time permits. The operations manual is being built with each situation that comes up. The general manual will be presented to the Board in October at the Strategic Planning Meeting. Beginning to work on extending Amazon to Mexico.

8. **DCOC:** Bill D.

The committee held a monthly meeting with the Operations Manager and Liaison to arrange for distribution and storage of literature. Our books and booklets are selling at much higher percentages this year than they did last year. Our fellowship is growing quickly.

9. **Service Structure Committee:** Charlie H.

The committee met to review a dry run of a virtual town hall meeting. Technical issues were the focus, but also addressed the content. Much of the work we are doing on regions has not been well-communicated to the fellowship; we want to do a better job of that. We are working on the Regions page of the website to have content. There will be expanded dialog among committees to make this project work well.

10. **Website/Database Committee:** Jim B.

- Please include a download link when posting to the Repository.
- We meet weekly and mostly use WordPress. If you want to help we want to hear from you.
- We announced a contest to provide suggestions about our homepage for adultchildren.org
- The Convention website is up and live for the 2019 ABC/AWC
- Meeting updates are being done daily at the office and we are happy with turnaround. We do need to keep working on updates so our meeting lists will be accurate. If you know of meetings listed that are no longer active, please let us know.
- Statistics are on the websites. Currently we have:
 - 2095 active meetings
 - 90 active Intergroups
 - 1 active Region
- There are also projects listed and their place in the queue.
- Remote voting and access are the highest priority right now, so the fellowship will have a good experience participating from their own location.

11. **ABC Committee:** Jim R.

Sweden: Active website for registration and accommodations. Please create an account and start planning your trip.

Delegate Training: Materials are in place. The next need is for a list of delegates. Started creating the “Why Traditions Matter” workshop in preparation for the convention. The committee needs to know if they have a role in the electronic voting.

There is no host so far for the 2020 ABC/AWC. The committee is pursuing different avenues to find a willing partner. Three groups have been contacted to find out why they did not follow through with the application and ask them to reapply. We are planning to rethink the whole process. Board members on the call do not recall receiving the mailing concerning hosting the Convention.

12. **Ballot Prep Committee:** Mary Jo L.

Ballot proposals not due until the end of November.

13. **OPPM Committee:** Mary Jo L

Document retention at the office.

Documentation for ABC/AWC

14. **Nominating Committee:** Greg R.

- Looking for committee members. We have identified 6 potential candidates, but they had to withdraw. Anyone who knows someone who might qualify as a member of the nominating committee, please have them contact the committee.
- We have twice a month conference calls.
- Continuing to develop onboarding process.
- Searching for candidates for the Board of Trustees now. Applications will be due November 16. Hoping to present candidates to the board on February 28.

15. **Predatory Behavior Work Group/Committee:** (Josh W.)

Full APB meeting to submit material to the ComLine. We want to have a collaborative editing process worked out. We would like first person accounts. The committee is planning to come up with Safety Scripts to be read at meetings. They would like to collect more.

I. **Concurrences to be read into the record:** None

J. **Motions passed at the board working meeting on September 13, 2018**

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

Background: The Greek fellowship urgently needs publication of its Yellow Work Book for its fellowship to grow. We have devised a method of electronic release (interactive PDF available via the EC website, with e-publication as a possible backup) appropriate to the Greek fellowship's small size.

In addition, a growing number of Yellow Work Books will be ready for publication in the next 3-6 months.

In preparation, a portion of the Greek YWB contract will pay to create a standardized coding template that will reduce design costs for future YWB translations. Alexia is a professional publication designer and is chair of the German ACA Translation Committee. Details of her estimate for this contract are attached.

Second: David

Discussion: There is little chance of the work taking more than the estimated time because some of the work on pictures is already finished as a donation to the German translation team. The work will include A4 format, not letter format (we already have our English templates in letter format.) This template will be usable in other translations we will do in the future.

Decision: Motion passes unanimously.

K. Motions passed at the board working meeting on September 27, 2018

1. **Motion:** To approve ordering 10,000 Soft Cover Meditation books at a total cost of \$15,504 plus shipping per the attached quote. (Bill D.)

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

Second: David McB

Discussion: A new timeline has been agreed upon at the warehouse that gives a greater margin of time available to receive a needed product before running out. We have the money to purchase this number and the space to store it. An order of this size will provide more profit for WSO, but we will not change the pricing of the book itself for members of the fellowship. The idea of having a 5-year commemorative issue published was set aside to be discussed at a different time and date.

Decision: Motion passes with one abstention.

2. **Motion:** To pay the invoice of \$2,500.00 sent by Vasquez & Company LLP for the audit. (Bill D.)
Background: This invoice was negotiated down from \$4,800 to \$2,500.

Second: Miles C.

Discussion: Good job in getting the number negotiated down!

Decision: Motion passes unanimously.

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

Background: These meetings have asked to be treated as one entity, with the same contact information. They have one business meeting and want a single WSO Number. Groups that have more than one meeting will be able to maintain the information with WSO more easily. The group will have a single vote at the ABC since they only have one business meeting. This is an option, not a requirement. If they decide that they are actually separate meetings they can continue to register

each meeting on its own and get their own WSO Number. This will not affect how meetings are displayed when searching for meetings.

Second: Carole C.

Decision: Motion passes unanimously.

L. New Business: None

M. 2018 ABC Motions and Status (Note: Motions will be posted until three months after they have been implemented. Failed motions will drop from this list three months after the ABC.)

Ballot Motions:

1. That WSO look into adding intergroup and meeting group web links into the WSO website directory listings on www.adultchildren.org Motion passed. Status: This motion has been implemented.
2. That WSO utilize online conferencing and voting technologies to provide remote access to the Annual Business Conference, for those not sharing in the WSO. This is so that phone and cyber meeting groups, geographically distant members, those with limited time availability or childcare obligations, or other restrictions, may attend as delegates or otherwise vote on matters of concern to ACA as a whole. Motion passed. Status: See Website Committee Report

Literature Motions:

1. That the conference approve the pamphlet *Finding Emotional Sobriety* as conference-approved literature. Motion passed. Status: Available for fellowship review at <https://acawso.org/2018/05/17/new-literature-for-fellowship-review-finding-emotional-sobriety-trifold/>
2. That the delegates declare “Ready! Set! Go!” to be conference-approved literature, beginning a 4 to 6 month process of fellowship review and resulting revisions. Motion passed. Status: Fellowship review of this document is delayed. Please see the Literature Committee report for an update.

Floor Motions:

1. That there be representation on the Board of members from all over the world. Motion failed. Discussion: The Service Structure Committee is working on a regional structure. Regional representation is already written into the OPPM.

N. Guest Comments:

1. **Jim R.:** The Traveler during May, June, and July had an open invitation to host the 2020 ABC/AWC.
2. **Alexia P.:** The German fellowship is waiting for the minutes to be posted from 2018 ABC/AWC before any proposals can be made. The results of the motions have been published.
3. **Josh W.** Do we have something in the Traveler that is devoted to standing announcements that could continue for several months? We can check with Sharon to see about setting this up.
4. **Josh W.** Calendar for standing meetings on the website would be appreciated.
5. **Josh W.** Can we get information from the database of meeting analyses to get information for the

intergroup committee? Can we set up a live link to query this database? Josh was directed to contact Jim B.

O. Motion to close the meeting: Carole C.

Second: Jim B.

Decision: Motion passed unanimously.

P. ANNOUNCEMENTS

Next Meeting: Saturday November 10, 2018 at 2 PM EDT



MONTHLY TELECONFERENCE MINUTES

November 10, 2018

2PM EST 712-432-0075 PIN: 427266#

Press *6 to mute or un-mute.

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.

- A. Call to Order:** Board chair Mary Jo L, called the meeting to order with the traditional Serenity Prayer.
- B. Roll Call of Board Members**
Present: Mary Jo, Bill D., Carole C., Jim B., Pat H., David McB, Miles C., Charlie H.
Absent: Marcia J., Majbrit M.
- C. Quorum established.**
- D. Minutes:** Motion to approve the October 11, 2018 Teleconference Minutes (Marcia J.)
Second: Carole C.
Decision: Motion passed unanimously.
- E. Treasurer's Report (Bill D.)**
The September financials, which were not ready in time for our last meeting are currently in the repository. The October financials are not yet ready as they now take ten business days to compile because of the complex nature of our current accounting system. The preliminary data suggests we will end the month in the black due to a large increase in our merchandise sales. Also, the 7th Tradition donations for October were \$13,000.00.

F. Guest Introductions

Belinda, Pueblo CO Group Treasurer	Jody O., TX, Nom Com DTSC Cmte	Matt K., WI, West Great Lakes IG, SVC, MPS Regions Chair
Channen S., CO INT, Spons. Cmte	Karin S., Chicago area, APB Cmte.	Nick C., Signal Hill Operations Manager
Christopher J., Long Island, NY IG	Kathleen A., Deerfield, IL West Great Lakes IG Treasurer, Sponsor Cmte	Pam, CA IG 64
Greg R., TX Lonestar IG, Chair Nom Com, Lit	Laura L., CA IG620, Nom Cmte, Archives, OPPM	Rich R., Albuquerque, NM, APB, Sponsorship Cmte.
Jerry J., Ntl Cap Area IG Chair, IG Sub	Mardi M., MT026, ComLine Editor	Todd, Rogers, AK Group Lit Chair

G. Tradition Eleven: Our public relations policy is based on attraction rather than promotion; we maintain personal anonymity at the level of press, radio, T.V., and films.

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

1. Executive Committee

This report is delayed.

2. Archive Committee—Mary Jo L.

The archive committee created a new vision and mission statement which can be found in the repository. We are looking for members who have experience with curation. If interested, contact archives@adultchildren.org. If you know of anyone who has archival material from the formative era of ACA, please let us know. We will pay for postage if they are willing to send the material to Signal Hill.

3. Finance Committee: Bill D.

The finance committee reviewed the monthly financial statements for September and continued to discuss and adjust the Chart of Accounts mapping. After suffering problems with QuickBooks during September repairs have been made and our accounts restored. The committee finalized travel pre and post approval report forms and has sent them to the board for their approval. The accounting manual is being upgraded and should be ready by the end of the year.

4. Literature Committee: Charlie H.

The next edition of the ComLine will be published on January 1. The deadline to receive articles is November 30. Please send articles containing 250 to 350 words with a copyright release form to litstaff@adultchildren.org. We are looking for photos, art, and poetry as well as stories on steps, traditions, and concepts 1, 2, and 3. It would also be good to publish information about the ABC/AWC in Sweden. There will be a special edition published in February about predatory behavior. Any stories will be anonymous. Articles, art, and poetry can be sent to apb@wso.org.

The fellowship review period for the trifold “*Finding Emotional Sobriety*” is now complete. There were good comments about the trifold, some substantial. It is addressed to AAs who might benefit from ACA, and is the first of several trifolds that will address members of different 12-step fellowships who may benefit from ACA. Once completed it will be ready for download without restrictions. The committee is finalizing two approaches to “Ready, Set, Go” before putting it up for fellowship comment. There are ongoing projects in the writing process, including the “Little Big Red Book” and “Becoming Your Own Loving Parent.”

The board approved the design work for the Greek and German Yellow Workbooks. Swedish and Russian proposals will be coming soon, as well as a Danish meditation book.

5. Members and Public Service Committee (MPS): Carole C.

A motion will be created soon for board approval to split this committee into two committees: Member Services and Public Outreach.

6. **European Committee**

The Report can be found in the repository.

7. **DCOC: Bill D.**

The committee reviewed end of month inventories and dealt with issues affecting certain SKU numbers. A product sales and inventory reconciliation report form has been developed, which allows for inventory counts, sales figures, and other uses of inventory to be entered into a single spreadsheet that calculates the difference between calculated inventory and actual physical count results. This will allow us to track sales and forecast future needs for products. A privacy policy has been developed for the shopping cart. A draft of this policy will be issued for review by next month.

8. **Service Structure Committee: Charlie H.**

The committee is looking at ways to create a service network that will help us to catch up with world growth. We are focusing on regions guidelines and other ways to flesh out the service network. We are probably about a month from presenting a map and a way to help lessen the isolation of individual meetings. We hope to roll this plan out in Sweden. The map we are working on for our recommendation designates regions in the United States and Canada. There will be discussion in Sweden to create a plan that will work internationally.

9. **Website/Database Committee: Jim B.**

This committee supports service committees as well as the fellowship.

- **Projects**

- The committee has developed a new Privacy Policy which is posted on <http://www.adultchildren.org>
- We will soon begin an email sign-up for receiving the daily meditation.
- Creating a registration process for groups having more than one meeting to sign up, receive one WSO number and list locations and times for individual meetings
- Creation of a downloadable .pdf concerning ACA and the Internet
- Online voting for 2019 ABC is a project in process. We encourage members to go to Malmo, but remote voting will be in place for those who cannot attend.

- **News**

- We have started using one mailing list for both the *Traveler* and the *ComLine*.
- A bug was found and fixed in the meeting software. This problem affected only Moscow, Russia.
- Our website statistics indicate that we have about 47000 users per month.

10. **Office Update—Nick C.**

There has been a brisk sales upsurge for chips (1-9 months) and medallions. We have moved away from our third party distribution center and lowered the prices, which may explain this. Use of the new Sales and Inventory Report is providing us with good tracking information. Our last inventory indicated a missing inventory tolerance of 5. Our goal is to get down to 1 or 2.

Scanning of archival documents is happening slowly. It would be helpful to create categories of materials and a numbering system to start a catalog. At present, the documents are saved in a

Dropbox 3-4 terabyte hard drive as well as the fire proof cabinet in the office at Signal Hill.

As statistics come in on numbers of meetings and intergroups after several entries are made, Nick is willing to distribute them to interested committees and trustees weekly. ACA currently has 2100 meetings, 92 intergroups, and one certified region.

11. **ABC Committee:** Jim R.

The DTSC put together a Delegate FAQ Sheet that can be found in the repository.

2019 ABC/AWC: The Convention/Conference website is now ready with information about the Swedish event. Anyone can now register and reserve a room, as well as find information about the event. Programming will consist of workshops in Swedish and English, with an opportunity to have ACA meetings in different languages if visiting delegates wish to schedule them.

2020 ABC/AWC Application: There have been no submissions. The current application process does not seem to be working. The committee is thinking about the creation of a standing pool of groups that could be trained to hold the ABC/AWC and could be called upon to hold the event anytime they are ready in the next 1 – 5 years.

- We contacted groups who applied in the past and who held the event in the past to see if they had an interest in applying for 2020.
- Reno is interest and their timeline to apply is early to mid-January.
- The Southeast Florida Intergroup that formed after the 2016 ABC/AWC is interested . Some members worked on the 2016 committee.
- Will publish deadlines for this second go-round since the first deadlines have passed. We would like to have members from 2020 present at the 2019 ABC/AWC in Sweden.

12. **Ballot Prep Committee:** Mary Jo L.

Two proposals have been submitted. The deadline for submission is November 30.

13. **OPPM Committee:** Mary Jo L.

The committee is close to submitting some specific changes for the Board to adopt. A subgroup of the committee is working specifically on ABC/AWC procedures.

14. **Nominating Committee:** Greg R.

An onboarding process is being developed for new members of the Nominating Committee, which still needs members. Jody O has been accepted, has been to her first meeting, and her name will soon be submitted to the board for approval. That brings the number of committee members up to three. It would be better to have more people processing applications to get a good idea of the pros and cons of candidates.

The committee is taking applications until November 16 for members of the fellowship willing to serve on the Board of Trustees. We are hoping to provide two recommendations for the board by February. Please let us know if there are possible applicants outside the United States and Canada. The committee has been asked about the possibility of searching for and recommending a Chair for

the ABC/AWC as well as various committee chairs. We have decided that we are not ready to take on those projects at this time.

I. Addressing Predatory Behavior Work Group/Committee: Karin

The group has posted its first written report in their own section of the Repository. It contains an overview of work done in the first 6 months, as well as a mission statement and deliverables. The group is still discussing what it is and where it belongs. Is it a committee or a subcommittee? As those discussions reach some resolution, more information will be shared.

A timeline has been established for getting out the February Special Issue of the Comline on the topic of Addressing Predatory Behavior. December 15 is the deadline for content, and should be sent to the APB committee along with a copyright release form at apb@acawso.org. An announcement has gone out in the Traveler calling for articles, art, poetry, and personal stories.

J. Concurrences to be read into the record: None

K. Motions passed at the board working meeting on October 11, 2018

No motions entertained during this meeting.

L. Motions passed at the board Strategic Planning meeting held October 26- 29, 2018

1. **Motion:** Regions certified with the WSO will receive the same discount on books as Intergroups. (Bill D.)

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

Second: David McB

Decision: Motion passed unanimously.

2. **Motion:** To authorize a contract to hire Alexia P. to design a Greek language Yellow Workbook interactive PDF at an estimated expenditure of \$1,897.50 US, at a rate of \$30 an hour for 40.25 hours, (Charlie H.)

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

Second: David McB

Decision: Motion passed unanimously.

3. **Motion:** To purchase a laptop computer at no more than \$1,500.00 for the Secretary of the Board to be used for Board business only. (Bill D.)

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

Second: David McB.

Decision: Motion passed unanimously.

4. **Motion:** To purchase a laptop computer at no more than \$1,500.00 for the Chair of the European Committee to be used for Board business only. (Jim B.)
Background: The Trustee who is chair of the European Committee will have all necessary documents and files on a computer that will be given to the next trustee to take the position, facilitating the transfer of information.
Second: Bill D.
Decision: Motion passed unanimously.
5. **Motion:** That WSO pay for the following individuals to attend the 2019 ABC/AWC in Sweden: Jim R., ABC Chair; Erin D., Delegate Training Sub-Cmte Chair; Greg R., Nominating Cmte Chair; Nick Calandrino, WSO Operations Manager; and Gloria Delgado, WSO Bookkeeper. In the case of the Committee Chairs, if they are unable to attend, the Vice Chairs of their committees are eligible to take their place. (Mary Jo)
Background: It is standard practice for WSO to pay for certain essential Committee Chairs and personnel to attend the ABC each year, and by default, the AWC as well. The number of people included in this motion is also determined by overall costs.
Second: Marcia J.
Decision: Motion passed unanimously.

M. Motions passed at the board working meeting on November 8, 2018

1. **Motion:** That the Board approve the application for an international credit card with Bank of America. (Finance Committee)
Background: This can be used both by our European Trustee as well as for expenses related to the 2019 ABC/AWC in Malmo, Sweden, and other European expenses. This will eliminate foreign transaction fees and currency conversion costs.
Second: Carole C.
Decision: Motion passed unanimously.
2. **Motion:** That the Board approve moving \$100,000 of WSO's prudent reserves into a 13 month Certificate of Deposit (CD) with Bank of America. (Finance Committee)
Background: This was discussed some time ago as a means of gaining additional interest on WSO's prudent reserves. This CD will earn approximately \$1,350 during the 13 months rather than the less than \$30 earned on a regular savings account.
Second: David McB
Decision: Motion passed unanimously.
3. **Motion:** That the Board approve the expenditure of \$14,361.50 for wide variety of chips and medallions. This order is more than 10% greater than any previous combined order of these products. (David McB)
Background: The Distribution Center is beginning to see much larger than average sales of chips and medallions.
Second: Miles C.
Decision: Motion passed unanimously.

N. New Business: None

- O. 2018 ABC Motions and Status** (Note: Motions will be posted until three months after they have been implemented. Failed motions will drop from this list three months after the ABC.)

Ballot Motions:

1. That WSO utilize online conferencing and voting technologies to provide remote access to the Annual Business Conference, for those not sharing in the WSO. This is so that phone and cyber meeting groups, geographically distant members, those with limited time availability or childcare obligations, or other restrictions, may attend as delegates or otherwise vote on matters of concern to ACA as a whole. **Motion passed.**
Status: See Website Committee Report

Literature Motions:

1. That the delegates declare “*Ready! Set! Go!*” to be conference-approved literature, beginning a 4 to 6 month process of fellowship review and resulting revisions. Motion passed. Status: Fellowship review of this document is delayed. Please see the Literature Committee report for an update.

P. Guest Comments:

1. Christopher J.: Asked for information on how to apply to be a member of the NOMCOM or to become a trustee, and how to apply to host the ABC/AWC. To ask for an application for the NOMCOM committee or Board Trustee, send an email to chairnomcom@acawso.org. To ask for an application to host the ABC/AWC members can send an inquiry to abc@adultchildren.org

There is a menu item on the right-hand side of the Repository home page for the NomCom. It contains a link to apply as a trustee. A link will be added to apply as a committee member.

2. **Jody O:** Acknowledged how incredibly productive everyone is; she is inspired by it.
3. **Matt K.:** Member Services Committee. The West Great Lakes Intergroup sent invitations welcoming unaffiliated groups to join their intergroup. Two or three groups responded positively.

We did a test run for remote meetings; there should be a large test run for remote voting. This is an excellent idea and it is something we look towards doing. If there is a teleconference number selected, we may start using it for the monthly TC so members can get used to using it.

4. **Christopher J.:** *Google Meets* might be a good product to replace *Freeconferencecall*.

Q. Motion to close the meeting: Charlie H.

Second: Bill D.

Decision: Motion passed unanimously.

- R. ANNOUNCEMENTS:** Next meeting will be held on Saturday December 8, 2018 at 2 PM EDT
- S. Close with the ACA Serenity Prayer.**



MONTHLY TELECONFERENCE AGENDA
December 8, 2018
2PM EST 712-432-0075 PIN: 427266#
Press *6 to mute or un-mute.

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.

A. Call to Order: Mary Jo called the meeting to order with the traditional Serenity Prayer

B. Roll Call of Board Members

Present: Marcia J., Mary Jo L., Jim B., Charlie H., Bill D., Carole C., Miles C., David McB.

Absent: Majbrit M., Pat H.

C. Quorum established.

D. Minutes: Motion to approve the November 10, 2018 Teleconference Minutes (Marcia)

Second: Charlie

Discussion: The medallion order change needs to be attributed to the DCOC.

Decision: Motion passes unanimously

E. Treasurer's Report (Bill D.)

The financial statements for November are not yet available. It takes our outside accountant two weeks to deliver them, which is usually past the date for the monthly TC. October financials are in the [Treasurer's Section of the Repository](#). ACA is in solid financial standing. 7th Tradition Donations came to \$13,195.18.

F. Guest Introductions

Denise Anchorage, AK021, Lit, 211 Contact, Archivist	Jody O. TX DTSC, Intergroup and Nom Com Committees	Justine F. NJ139/IG599 Intergroup, APB and Lit Committees.	Matt K. WI West Great Lakes IG, SVC Committee and MSC Region Chair
Gregg R. TX Lonestar IG, Chair Nom Com, Lit. Committee.	Kristian Brooklyn, NY Greater New York Intergroup Liaison, Intergroup Comm.	Jim R. Brooklyn, NY109, ABC Chair, OPPM Committee	Sharon F. <i>Traveler</i> Editor, Member Outreach Chair, MSC and Website Committees
Erin PA076, Chair DTSC, APB Committee.	Josh W. DC IG66 APB, SVC, Intergroup Committees.	Mardi M. MT026 ComLine Editor	Rich R. Albuquerque, NM APB and Sponsor. Committees
Karin S. Chicago APB Working Group	John MA Int. Committee, IG rep	Mary St. Aug. FL	Tanya EC Secretary

G. Tradition Twelve: Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

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

1. **Executive Committee:** Marcia L.

Nothing to report this month.

2. **Archive Committee:** Mary Jo L.

The committee is working on a budget and looking for anyone with experience in archival work to join us or give us info. If you are interested, please send an email to archives@adultchildren.org. Our first task is to find Looking for people who have been in the program during the past 40 years with information to donate or willing to be interviewed.

3. **Finance Committee:** Bill D.

The committee met 3 times in the month of November and addressed the issues below. For more information about any of the topics, please go directly to the report at <<https://acawso.org/2018/12/09/finance-committee-report-november-2018/>>

Review of October Financial Statements.

Review of the 2017 990 Federal Income Tax Return with the Board of Trustees

Sent out the 2019 budget request package to Board Trustees and Committee Chairs

Finalized and distributed the flyer, "*Where Does the Money Go?*"

Sent out a year end letter asking for 7th Tradition deductible donations.

Reviewed methods of making funds available to the European Committee Chair for expenses in Europe.

Reviewed accrual accounting procedures for payroll.

Established a procedure for review and approval of journal entries made by our external bookkeeper.

Expanded the duties of the part time office bookkeeper.

4. **Literature Committee:** Charlie H.

Our quarterly literature calls will be held on the first Saturday of each quarter at 11:30 AM ET. Our next meeting will be held on January 5. The call in number as well as the rest of the scheduled times can be found in the report at <<https://acawso.org/2018/12/09/literature-committee-report-for-december-2018/>>. The WSO Board of Trustees has authorized the Russian fellowship to print another 1,000 copies of the Russian BRB. They also authorized design and publication of a new German YWB, and a new Greek YWB, which will be distributed as an interactive PDF. The Literature Evaluation Subcommittee is being started again, and seeks volunteers to review manuscripts as well as project ideas submitted from the fellowship. The Sponsorship Working Group is now being led by Justine F. The committee meets on the third Saturday of each month at 3PM ET. Please send an email to litstaff@adultchildren.org if you are interested in being a part of this group.

The status of ongoing projects is as follows:

Title	Group Leader	Status	Last Meeting	Comments
<i>Little Big Red Book</i>	Charlie H.	In progress	Dec. 1, 2018	The outline has been completed, and drafting of chapters has begun.
<i>The Loving Parent Workbook</i>	Bonnie K-M	In progress		Not accepting new volunteers.
<i>Finding Emotional Sobriety</i>		Complete		Can be copied for ACA meetings or personal use and sharing in 12-step settings.
Title	Group Leader	Status	Last Meeting	Comments
<i>Ready Set Go!! Workshop Project</i>		In progress		This workshop material will soon be available for review. We are completing an edit to provide guidance for both the original multi-meeting (or phone call) model and the one-day workshop model.

The deadline for submissions for the 2019 first quarter issue for 2019 is extended to December 14. We invite all adult children to share stories of experience, strength, and hope. We suggest that shares for this issue focus on Steps 1, 2, 3 and Traditions 1, 2, and 3. Please email your story along with a completed, signed [Copyright Release Form](#) to litstaff@adultchildren.org.

The Addressing Predatory Behavior working group is currently collaborating with the ACA Literature committee to put together a special issue of the ACA member quarterly [ComLine](#). If you would like to share your experience on this important topic with the fellowship, in writing, or in another artistic form, such as art, photography, or poetry, please send your submission to APB@acawso.org by December 15, 2018. Our goal is to publish this *ComLine* special issue in February 2019. For more information, go to the APB Report at <https://acawso.org/2018/10/24/apb-call-for-submissions-comline/>.

5. **MPS Committee:** Carole C.

This committee is being divided into two separate committees effective immediately. The work of the committee is extensive, and will be more manageable in two committees than in one committee.

Committee Name	Chair	Subcommittees	Next Meeting
Member Services Committee (MSC)	Carole C., Trustee, CA	<ul style="list-style-type: none"> • Global Outreach • Intergroups • Member Outreach • Regions • Traveler • Virtual Meetings • Young Adult Meetings 	Jan 9, 2019 11 AM PST PH: 712-770-4700 PIN: 743112#
Public Services Committee (PSC)	Miles C., Trustee, ONT, CAN	<ul style="list-style-type: none"> • Global Outreach • Hospitals and Institutions • Public Service Outreach 	

6. **European Committee:** Majbrit M.

The officers of the European Committee traveled to Bratislava to attend the AA Central European Assembly. The goal was to observe and to establish rapport with the delegates as well as spending time with the small Slovak ACA fellowship to make progress towards establishing an Intergroup and getting translation started. We talked together about how to utilize the European Committee so that the world conference will be more productive.

We got large amounts of information and great insight in how a well-constructed region works. We were warmly welcomed, and all of us think there will be more opportunities for ACA and AA to work together. 5 or 6 pamphlets were handed out including *Emotional Sobriety*, *What is ACA?* and the *European Committee* pamphlet.

Sponsors are so important. They need to model service for recovery.

The first German National Convention will be held March 29-31, 2019 in Karlsruhe. The German Yellow Workbook translation has been finished and is waiting for layout approval before printing. It will be available for the first time at this convention. The German BRB is translated but has not been proofread. The Daily Meditations are online.

The Czech Republic has almost completed translation of the Daily Meditations for their fellowship. A starter kit has been sent to France so translation can begin for continental French literature. The French-Canadians have already begun their translations.

The Swedish Yellow Workbook will be ready for distribution at the 2019 ABC/AWC in April.

7. **WSO Office:** David McB

Shopping cart program reminding shoppers to complete their purchases has retrieved over \$20,000.00 to date. DHL came in and worked with the office to integrate their program with the shopping cart. They compete with UPS for shipping. There is currently a 24 hour shipping window. Weekend requests are all shipped on Monday. An Inventory reporting page has been developed and integrated into the office reports. It helps to keep ahead of things in stock. A

fluctuation in meetings listed was noted. This was due to an internal email that only Nick was receiving. The problem has been corrected, and we are getting accurate numbers. Nick has created a Welcome letter for new meetings, which is waiting for board approval. Cleared all of our books going to Mexico for Amazon and are ready to fulfill in Mexico and SA. Tax ID number is still a work in progress internationally as regards Amazon sales. We need to work with Treasury and Accounting to solidify our tax report for Amazon and office sales. Canada is up and running. Improving availability of Spanish speaking materials, working on keywords, search terms etc.

Currently we have:

2117 Meetings

96 Intergroups

1 Region

8. DCOC: Bill D.

The committee completed a review of end of month inventory levels in the warehouse and the three Amazon sales channels. They have been working with the UK to develop a literature delivery system that will provide materials at a cost comparable to those in the United States.

The committee made a report to the Board of Trustees and the Operations Manager at the Strategic Planning Meeting in October which included activities to date and goals for 2019. That report can be found at <https://acawso.org/2018/11/11/dcoc-committee-report-to-the-strategic-planning-meeting-for-members/>

The committee reviewed and approved orders for 5,000 softcover BRB books, 10,000 YWB, and \$14,361.50 in medallions, sending motions to the Executive Committee and the Board for approval.

A privacy policy was added to the shopping cart conforming to recent regulations in the European Union. We are continuing to work through errors between the shopping cart and the accounting programs. The menu on the shopping cart was updated to prevent collapse.

9. Service Structure Committee: Marcia J.

The Service Structure Committee met twice in November. The committee started to work on the requirements for Regions to send a representative to the Board of Trustees. A plan for the report the committee will present at the 2019 ABC was also reviewed.

10. Website/Database Committee: Jim B.

There is a new subcommittee for remote voting. It will work with the DTSC to train delegates once the product has been determined and the process clarified. More help would be welcome on this committee if anyone is interested in service.

Changes have been made to meeting list software. Groups with several meetings can now be listed more easily. The fellowship can now sign up to receive their Daily Meditation by email. Sign up by clicking on a button on our home page at <https://adultchildren.org/>

11. ABC Committee: Jim R.

2020 ABC/AWC: Finding a host for the next ABC/AWC has been challenging. South Florida has expressed interest. Reno, NV has run into space challenges. Andy in Reno is still working on the application and the Intergroup is hoping to move forward. They could be a possible site for the 2021 ABC/AWC. They would like to know if it would be possible to move the ABC/AWC a week one way or another. Reno has many conventions that happen yearly to compete with. Also, the venues are more expensive at popular times.

There is a new system we would like to implement to recruit hosts. We plan to approach intergroups three years out to nurture them and help them learn the process necessary for hosting a successful ABC/AWC. We would like to make it a step-by-step workshop format. There was a suggestion that a proactive call could go out to Regions in the USA to suggest hosting.

12. **2019 ABC/AWC:** Jim R. has reached out to Fredrik to establish weekly meetings, which will begin in a week or so. The committee would like to know more about the planning process. There is now more content on the website and registration is open. The Delegate Training Subcommittee has three documents ready for the host site: a FAQ page, a page about what to expect before, during, and after the ABC/AWC, and what role the delegate has with the balloting process. A delegate workshop is being prepared. Erin asked that links from last year be put onto this year's website. A date for training on remote voting will be set once the platform and process are finalized.
13. **Ballot Prep Committee:** Mary Jo L.
14 proposals have been received. They are being analyzed and will be sent out to meetings in January.
14. **OPPM Committee:** Mary Jo L.
The committee is working at a steady pace. A newer updated version of the OPPM will be posted later this month.
15. **Nominating Committee:** Greg R.
There are two applications for the Board of Trustees, and both seem very qualified. We are still encouraging applications. Please send them in quickly. There are still two positions open on the Nominating Committee. We would especially like to have a member from outside the United States on the committee. We need a secretary for administrative help for about 10 hours per week. This position has been submitted as part of the 2019 budget.
16. **Predatory Behavior Work Group:** (Karin F.)
Karin F. is the new chair of this committee. She thanked Josh W. for his service. He will be continuing as secretary for the group. Mary Jo L. is working with Karin to put together a definition of a work group for the OPPM.

We have posted selections from safety statements used by meetings that we hope will be the beginning of a collection. Our next step is raising awareness throughout the fellowship. We are working toward an issue of the ComLine dedicated to our topic. The deadline for articles is December 15. The committee will screen and edit the articles before passing them on to Mardi for a final editing. So far there are 10 viable contributions. We are looking for articles from different regions and diverse populations about navigating awkward and actual behavior.

We always welcome more participation. Details about the dates and times for meetings can be found on the Slack channel #addr_predbdhav_forum. Message Karin to be added to this channel.

I. Concurrences to be read into the record:

1. **Motion:** That the Board allows the Moscow Intergroup (MIG) to reprint 1,000 BRBs under the same financial terms as the previous license agreement, with royalty payments due to the WSO. The board further authorizes the International Literature Subcommittee to negotiate a new BRB revenue sharing formula between MIG and WSO, with the understanding that any new terms approved by WSO will be applied to this transaction. (International Literature Sub-Committee)
Background: MIG has printed and sold 2,500 BRBs within 14 months. It has paid all printing and shipping costs upfront, with no cost to WSO, and has regularly met its royalty payments to WSO.
Decision: Motion passed unanimously.

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

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

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

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

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

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

Contact Us: You can send us any questions regarding our privacy policy via the contact us form on the site."

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

Decision: Motion passes unanimously.

J. Motions passed at the board working meeting on November 29, 2018

1. Motion: (MPS Committee)

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

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

Second: Marcia J.

Discussion: Chairs can be chosen and approved by the Board. A general meeting will be held to allow members to decide which committee they plan to participate in.

Decision: Motion passes unanimously.

K. New Business:

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

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

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

Second: Bill D.

Discussion: Section of OPPM deals with replacement of officers. Board can leave it vacant or fill temporarily or permanently.

Decision: Motion passes unanimously.

L. 2018 ABC Motions and Status (Note: Motions will be posted until three months after they have been implemented. Failed motions will drop from this list three months after the ABC.)

Ballot Motions:

That WSO utilize online conferencing and voting technologies to provide remote access to the Annual Business Conference, for those not sharing in the WSO. This is so that phone and cyber

meeting groups, geographically distant members, those with limited time availability or childcare obligations, or other restrictions, may attend as delegates or otherwise vote on matters of concern to ACA as a whole. **Motion passed.**

Status: *See* Website Committee Report

Literature Motions:

That the delegates declare “*Ready! Set! Go!*” to be conference-approved literature, beginning a 4 to 6 month process of fellowship review and resulting revisions. **Motion passed.**

Status: Fellowship review of this document is delayed. Please see the Literature Committee report for an update.

M. Guest Comments:

1. **Gregg:** Participating in what has been an AA/Alanon event in Tyler, TX on Jan 11-13. ACA workshop and ACA speaker. We will be using the trifolds for that.
2. **Mary:** Mary is the Group Rep in St. Augustine for her meeting. They are not part of an Intergroup. There is one in Central Florida a couple of hours away. She would like to know about the service structure in North Florida so her meeting can link up and participate. Bill asked her to send an email to treasurer@adultchildren.org and he will be happy to speak with her.
3. **Matt K.:** Is plugging regions. He chairs the Regions subcommittee for member services and is communicating with three of our Regional areas. We need a contact person, just a point of reference, for the Southern Regions. There are things going on in the Northeast and the Midwestern regions. Please contact Matt if you are interested or know of any planning that is going on.
4. **Josh W.:** Thanked Mary Jo for announcing board call on Slack. It is a good reminder.

N. Motion to close the meeting: Miles C.

Second: David McB

Decision: **Motion passed unanimously**

O. ANNOUNCEMENTS

- **Next Meeting:** Saturday January 12, 2019 at 2 PM EST
- If you would like to be added as a participant on Slack, you can email Bill D.

P. Board Chair Mary Jo L. ended the meeting with the ACA Serenity Prayer.