



DECEMBER 31, 2019

2019 TELECONFERENCE MINUTES


ACA WSO SECRETARIES

MARCIA J.
January - April

MILES C.
May – August

ERIN D.
September – November

JIM B.
December



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MONTHLY TELECONFERENCE AGENDA

January 12, 2019

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: Traditional Serenity Prayer

B. Roll Call of Board Members:

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

C. Quorum Established

D. Guest Introductions

• Alexia: Karlsruhe, GER GER0025, Translation Cmte. European Comte.	• Fredrik, Sweden 2019 ABCAWC Host Comm. Chair	• Justine F.: Pennsylvania. NJ139/IG599, Lit, APB, Intergroup Cmtes.	• Rose H&I Young Ppl for ACA Int Chair CA
• Barbara: Alameda, CA. Greater East Bay ACA IG648	• Jerry J.: Washington, DC National Capitol IG626	• Kristian Brooklyn, NY Greater New York Area IG2. APB Workgroup Intergroup Cmte.	• Shannon KCMO
• Bonnie K-M: TX081/ IG600 Ballot Com, IG Chair, Lit, SVC	• John MA Intergroup Committee IG634.	• Matt K.: Fitchburg, WI. West Great Lakes IG70, SVC, MCS Region Chair	• Shannon: Valley Pines FL. Central Florida IG633
• Erin PA076 Chair DTSC, Predatory Behavior Com.	• Jonathan: London, UK ACA United Kingdom IG530	• Pam: CA IG 64	• Sharon F.: Kansas City, MO <i>Traveler</i> Editor, Virtual Sub-Cmte Chair, MSC and Website Cmtes.
• Fran: Mission Viejo, CA Orange County ACA CA1310	• Judith, FL	• Rich R.: Albuquerque, NM, APB Cmte., Sponsor. Cmte.	

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

F. Minutes: Motion to approve the December 8, 2018 Teleconference Minutes (Marcia)

Second: Bill D.

Decision: Motion passes unanimously

G. Treasurer's Report (Bill D.) *The full report is on the business website www.acawso.org*

The November financials show that ACA WSO ended the month with \$606,085 in Total Assets. This is down from the previous month by \$4,297. We saw a decrease of our cash and cash equivalents of \$6,902 for the month. Total Cash Assets were \$345,960. Inventory Assets were \$123,847.

Sales for October were \$77,596 compared to \$94,929 the prior month. After deducting the Cost of Goods Sold (COGS) and expenses, there was a net income of \$3,318 for the month.

WSO received \$8,780 in 7th Tradition Contributions from members, groups, and Intergroups.

[View the 7th Tradition Contributions](#)

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

1. **Executive Committee:** Majbrit M. No Report

2. **Archive Committee:** Mary Jo L.

We still don't have a chair but have a group of interested committee members. We are looking for people with backgrounds in archiving. If interested, have information, or have questions contact archives@acawso.org

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

The Finance Committee met three times in December and accomplished the following:

- Welcomed Dawn M., from the Greater New York IG, who has business finance experience.
- Created Travel Forms and sent them to the Board for adoption.
- Worked on the 2019 Budget.
- Reviewed and recommended renewal to the Board of the 2019 Officers and Directors liability insurance policy.
- Added documentation on the payroll management process and downloaded data from the time clock to the Accounting Manual, preparing it for an outside accounting service provider.
- Recommended hiring an outside auditing firm to perform a review rather than a full audit, which the Board approved.
- Created and sent out an end of year request letter for 7th Tradition contributions.

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

Notes from the Quarterly meeting are on the Literature page of the Repository. WSO is convening a development group for an ACA Bill of Rights. A group from Brooklyn, NY, presented a proposal about this, and they have been invited to be part of this group. Anyone else who is interested can contact litchair@acawso.org. We hope to meet in February.

Trustee Miles C. made a presentation about secular AA. We hope to address this in the near future.

We have working groups addressing sponsorship and addressing predatory behavior. We are also restarting an evaluation team, which will look at proposed manuscripts and decide which are viable. If you are interested, contact litchair@acawso.org.

The next issue of the ComLine will be published on April 1, 2019. Shares cover Steps 3, 4, 5 and Promises 3, 4, 5. Deadline for submissions is February 1, 2019. Please email your story along with a completed, signed Copyright Release Form to litstaff@adultchildren.org.

The ComLine is currently collaborating with the Addressing Predatory Behavior group to develop a special issue devoted to this topic. For information on Addressing Predatory Behavior please visit <https://acawso.org/2018/06/19/addressing-predatory-behavior-in-the-fellowship/>

The following teams are translating the Yellow Workbook at this time: Greek, German, Swedes, and Russians. Denmark is translating the Daily Meditation book, and the Japanese translation team is working on the Big Red Book.

5. **Member Services Committee:** Carole C.

The newly formed Member Services, Public Services, and Hospitals and Institutions Committees combined their meetings in December. There is a discussion about whether H&I should be a separate committee or whether Member Services and Public Services Committees each need their own H&I committees.

The MSC has decided to start Young Adult ACA meetings after an email blast to the fellowship about the need for these meetings brought back 30 favorable responses. The suggested age for participants in these meetings would be 18 -26.

We have the following subcommittees for MSC:

Member Outreach: No Chair

Global Outreach: Sue V.

Young Adults: No Chair

The Traveler: Sharon F

Virtual Meetings: David Mc B.

Intergroups: Bonnie K-M

Regions: Matt K.

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Sharon and Laura have organized the email so it goes to the right person. Sharon will set up the website information. Having a Forum on the website was deemed not feasible.

6. **Public Services Committee:** David Mc B.

Our current initiative is a visit by Miles C. and David Mc B to the AA General Services Office in New York City to see if ACA can be represented in any way at their 2020 Convention in Detroit. The Emotional Sobriety pamphlet has been very successful. H&I is part of the PSC. Miles C. is the chair.

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

The Greeks are looking for English Speaking Sponsors. If you are interested, please contact me at eu@acawso.com.

The European Committee is hoping to make the monthly call more interactive. They will have a group translation meeting one month and a regular meeting the next month, alternating. The January call was about translations. New translators can benefit from the experience of those in other countries who have already translated their literature. Poland has just signed a translation agreement. They are close to finishing the proofing for their Yellow Workbook. The Czechs and the Slovaks are working jointly on a Yellow Workbook. The February call will deal with events in the European community.

The first large event of the German community, Exploring New Paths Together, will be held in Bad Bergzabern, South Palatinate, Germany on March 29-31, 2019. Majbrit M. will be representing the WSO and talking to those attending about the Service Structure.

The EC Team attended the AA Central European Region Assembly in Bratislava as official observers. This region represents English-speaking meetings in about 50 European countries. They were warmly welcomed and were able to make connections with AA members across Europe. We hope to participate in more of these events representing ACA and attracting members of AA to join us for a deeper level of Emotional Sobriety. Bundles of seven of our key trifolds with contacts to English speaking meetings in Europe were passed out.

The team attended a local Slovak fellowship meeting and had discussions to help them in their translation efforts and service structure development. They also met key members from the Austrian service Structure from Vienna. The two Czech members of the team are hoping to work with them on some joint events and shared recovery goals.

8. **WSO Office:** David Mc B.

Our Operations Manager, Nick, has been ill, but is recovering well. David went to Signal Hill on a regularly planned visit and is staying on extra days until Nick returns.

Additional pallet racks were installed, which will handle any growth in warehousing for sometime. We have maximized the space at our current location.

Current statistics: 2,145 registered meetings, 106 registered Intergroups, and 1 registered Region.

9. **DCOC: Bill D.**

The committee reviewed the November end of month inventory levels in the warehouse as well as the three Amazon sales channels.

A report detailing a possible UK IG literature delivery system was sent to the Board and is being discussed.

A consolidated sales report has been created that merges the number of monthly sales by outlet with the inventory removed due to damage or internal use. It also factors in monthly beginning and ending inventory counts.

Import errors between the shopping cart and the accounting program were corrected by upgrading **Wegibility Unify** to the latest release.

The staff was asked to add the approved privacy policy to the shopping cart, as required by regulations passed in several European countries.

The committee reviewed and endorsed the request for additional pallet racks that was approved by the Board.

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

The regional map was approved and sent to the Board that creates 1 Region in Canada and 4 Regions in the US. It presupposes added service layers between the meetings and the WSO, which are still under discussion. The committee took into account the organic development that has occurred in Region 2, and is currently in process in the Midwest and Eastern US in suggesting boundaries. Flexibility at the borders of the designated Regions is expected. Lines do not always make the best definition of working relationships. The Board approved the map, which can be found on the Monthly Telecom menu page of the Repository.



Beginning conversations were held and initial documents started concerning the requirements for Regions to be certified to send a Representative to the Board of Trustees.

11. Website/Database Committee: Jim B.

The committee is reviewing the Home Page of adultchildren.org, hoping to make it more user friendly for visitors and for our current membership.

The Daily Meditation email is going to 770 registrants. Anyone can register on the main website.

Groups at one location that have more than one meeting time can now register once and list all meeting times. These groups will have one WSO number, one meeting contact, and one WSO contact.

The committee is preparing for online and remote voting for the 2019 ABC. Those interested in participating can contact webservant@adultchildren.org. We will be working with the Delegate Training Subcommittee to create instruction in the process for delegates.

A list of the projects in the technology queue as well as usage stats can be found in the report on the repository.

12. ABC Committee: Pat H.

The Delegate Training page in the Repository has a new heading at the top of the page that offers a link to, and description of, the assorted documents of interest to delegates.

Registration of delegates voting online and remotely ends on March 31. But onsite delegate registration will be accepted up to the day of the ABC.

The Traveler has a section with the banner, 2019 ABC/AWC News, that includes information about the 2019 ABC Ballot, choosing a Delegate, and remote voting - and that people can write to the Delegate Training Subcommittee with any questions.

The Committee is recommending that the bid from South East Florida IG #650 be accepted to host the ABC in 2020.

In looking beyond 2020, we are inviting qualified Intergroups to consider hosting beyond 2020. Interest for 2021 and 2022 has already been expressed by other IGs.

Trustee Charlie H. asked if all IGs were aware they could apply for the 2021 and 2022 dates. Mary Jo added that the Committee will be instructed to ensure that all IGs have a fair chance to bid.

Motion: Accept SE Florida as host for the 2020 ABC/AWC. (Bill D.)

Second: Miles C.

Discussion: Per Mary Jo, while this may likely be a bid that is accepted, the Board needs to see the application before making a formal decision.

Motion withdrawn.

Weekly direct communications with Fredrik, Chair of the Host Committee have been initiated by Jim. They have spoken twice and have looked primarily at the convention website. A dropdown menu item for delegates has been added. A checkbox for remote delegates has been added to the ABC registration form. A step-by-step description of this registration process was added to the Delegate Page. The website will continue to be updated. Currently 310 room-nights have been booked.

Greg R. of Texas, USA, has been recommended by the Board to be the ABC Conference Chair.

A link to a preliminary AWC program is on the website. Links for meal purchases still need to be posted. Those who have already registered will get an email to let them know about meal plans.

There are now 160 registrants. 70 are from Sweden and 35 are from the USA. 20 are delegates who have completed registration and about 20 that are partially registered. Majbrit M. added that some meetings are not registered with WSO. They are informing meetings that Jim B. will register these groups if they apply.

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

The Ballot will be sent to all groups on January 15. They are due back by March 31. If any meeting does not receive a ballot, email bpc@adultchildren.org and we will make sure you get a copy.

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

As can be seen, by the three motions for approval on this agenda the committee has been working on **Section V. Duties of Officers** concerning the Secretary and Treasurer; adoption of Norms of Conduct for the Board of Trustees, and **Section VI. Fiscal Policies**. An updated version of the OPPM containing the revised or new material will soon be posted.

15. **Nominating Committee:** Carole C.

The committee is interviewing two candidates for the Board of Trustees. The full report can be found on the repository.

16. **Addressing Predatory Behavior Working Group:** Karin S.

A special edition of the **ComLine** highlighting the topic of Predatory Behavior will go out in February.

17. **Special announcement from the Chair of the Board of Trustees**

Board Chair Mary Jo L. will be leaving the Board at the end of the ABC after serving three 2-year terms. The Board has elected Trustee Charlie H. to be the new Board Chair after the 2019 ABC. Other new members of the Executive Committee will be announced as they are elected

I. Motions passed at the board working meeting on December 13, 2018

1. **Motion:** To approve the adoption of the new Regional Map for the United States and Canada that has been developed and recommended by the Service Structure Committee. (Service Structure Committee)
Background: The Service Structure Committee has researched and had discussions about several map variations. The one being recommended realizes that a closer connection among groups will involve other service structures that are currently being discussed by the committee. This Regional Map is intended to be flexible so that areas that are naturally working together, which may be divided on the

map, can choose to continue their connection. It also takes into consideration that the Bylaws of ACA designate a finite number of seats on the Board of Trustees, including Regional Trustees, and that we are a world-wide organization.

Work on the map for the rest of the world will begin at the 2019 AWC with a projected approval of that map at the 2020 ABC.

Second: Carole C.

Discussion: There was a concern that having only 4 Regions in the United States would create too much distance. The Service Structure Committee plans to have smaller structures that can be used between the Intergroups and the Region to fill that gap.

Vote: Motion passes with one abstention by Bill D.

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

Background: For the past two years ACA WSO has had its financial records and system audited by Vasquez & Company, a Los Angeles based CPA Accounting firm. This year the Finance Committee feels a Review will provide adequate assurance instead of a full audit. This motion was unanimously approved by the 4 members of the committee. Attached is the proposal to perform the Review minus the \$500.00 negotiated for the auditors to perform the year-end inventory count.

Second: David Mc

Discussion: The finance committee believes another full audit is not necessary, but rather have a much less expensive review done to ensure continuity. It would be good to have an audit or a review each year. Hiring an in-house accountant rather than outsourcing was suggested as a better long-term solution.

Vote: Motion passes with objection by Pat H.

Minority opinion: We need to move first on changing to a CPA firm, which would eliminate the need to have a review of 2018. This can happen very quickly with no need for a review.

Vote: Marcia J. and Carole C. changed their vote.

Discussion: Further minority opinion is that there is a lot of work to be done before we're even ready to create an RFP (Request for Proposal). A feasibility study can first be done to let us know the best way to proceed. We request that the original motion be passed and have a second motion about a feasibility study.

Jim B. called the vote for the original motion.

Second: David Mc B

Vote: Motion passes with an objection by Pat H. and an abstention by Majbrit M.

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

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

Second: Miles C. **Vote:** Motion passes unanimously.

J. Motion passed at the board working meeting on December 27, 2018

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

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

Vote: Motion passes unanimously.

K. Motions passed outside of a Board Working meeting

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

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

Second: Bill

Vote: Motion passes unanimously

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

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

Second: David

Vote: Motion passes unanimously

L. Motions passed at the board working meeting on January 10, 2019

1. **Motion:** To adopt the Norms of Conduct that will help encourage respect and civility in WSO interactions. (Mary Jo and Charlie)

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

Second: Marcia J.

Discussion: Request to amend the motion to reflect only the Board of Trustees. We will craft the document to make it more particular to other WSO Committees and interactions.

Vote: Motion passes unanimously.

2. **Motion:** To approve a Travel Authorization Form (Finance Committee)

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

Second: Carole C.

Discussion: A request was made to add a line where the approval motion number can be listed as well as the date of that motion.

Vote: Motion passes unanimously.

M. New Business:

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

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

Second: Charlie H.

Vote: Motion passes unanimously

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 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 cybermeeting 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.

L. Guest Comments:

Sharon, Kansas City, MO: There are currently 5600 subscribers to the *Traveler*. We always need more help, if anyone is interested. If you need to get information out, this is a good way to do it. Guidelines are on the ACAWSO website. The deadline for the February issue is January 24.

Barbara, Greater East Bay IG 648: Is there a suggested donation percentage for meetings to support a Region? Bill D. recommended the pamphlet, “*Where does the Money go?*” The suggested donation rate is 60% for the Intergruop, 30% for the Region, and 10% for WSO. Of course meetings that do not have Intergruops or are not part of a Region would adjust percentages.

Bonnie K-M, TX081: Can the Traveler carry the monthly statistics? Sharon is happy to include this. Mary Jo asked David to talk to Nick about this.

Jonathan IG530 London, England: The literature problem in England is quite difficult. He encourages us to do what we can to support the agreement being discussed.

Matt K. West Great Lakes IG70: Has the ABC host for 2020 been determined? The ABC Committee has a recommendation that the Board has not voted on yet. Matt also asked for the *Traveler* deadline. Per Sharon F. it is the 24th of each month for publication on the first of the next month.

Pam, CA IG064: This is a bottom up organization when we talk about Service Structure. The volume of activity going on with this board is monumental, and you are really doing a great job. I especially want to point out the European community. Majbrit's work has really opened up Europe. Please give the number of Regions when other statistics are being given.

John MA IG634: Can we download a form to order literature by mail? This was discontinued because it is impossible to estimate shipping costs without entering the information into the shopping cart.

The office would prefer the person have a friend with a credit card make the purchase for you.

M. Motion to close the meeting: Miles C.

Second: Carole C.

Decision: Motion passes unanimously.

ANNOUNCEMENTS

- **Next Meeting:** Saturday February 9, 2019 at 2 PM EST

Meeting closed with the ACA Serenity Prayer



MONTHLY TELECONFERENCE AGENDA

February 9, 2019

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

Absent: Majbrit M.

C. Quorum established

D. Guest Introductions

• Bonnie K-M TX081/IG600 Ballot Com, IG Chair, Lit, SVC	• Erin PA076 Chair DTSC, Predatory Behavior Com	• Judith Ft. Lauderdale	• Mardi M. MT026 ComLine Editor
• Channen S. CO INT Sponsor. Cmte.	• Fredrik, Sweden 2019 AWC Host Comm. Chair	• Karin S. Chicago APB Working Group	• Matt K. WI West Great Lakes IG, SVC, MPS Region Chair
• Christopher J. Long Island, NY	• Greg R. TX Lonestar IG Chair Nom Com, Lit. Cmte.	• Kristian Brooklyn, NY Greater New York Intergroup Liaison, Intergroup Cmte.	• Nick ACA Operations Manager
• Kristian Sponsorship NY	• Jim R. Brooklyn, NY109/ABC Chair, OPPM	• Laura L. CA IG620, NOM COM, Archives, OPPM	• Rich R. Albuquerque, NM APB Cmte., Sponsor. Cmte.
• Don MA	• Jody O. TX Nom Com DTSC, Intergroup		

E. 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.

F. Minutes: Motion to approve the January 12, 2019 Teleconference Minutes (Marcia)

Second: Pat H.

Discussion: Corrections noted by Laura L. and Bill D. were made.

Decision: Motion passes unanimously

G. Treasurer's Report (Bill D.)

[Click this link for the full report.](#)

In reviewing the Balance Sheet we can see ACA WSO ended the month with \$598,865 in Total Assets. This is down from the previous month by \$9,097 and is due to Accumulated Depreciation and Amortization of assets of \$13,599 being recorded against the overall value of the Fixed Assets.

WSO had Total Cash Assets totaling \$296,358 in account 1000 – Total Cash & Cash Equivalents. This is a decrease of approximately \$50,000 from the prior period due to major book printing purchases. As a result WSO Inventory Assets were up \$51,029. The total in account 1400 – Total Inventory Asset was \$175,026.

WSO's Total Liabilities and Equity of \$598,865 at the end of the period. This was a -1% overall change.

Looking at the P&L we can see sales for December were higher at \$82,449 compared to \$77,330 the prior month. The Cost of Goods Sold (COGS) were \$43,681, slightly higher compared to the prior period COGS of \$42,160 due to a increase in sales which left WSO with a Gross Profit of \$45,642 before deducting operating expenses.

Overall WSO expenses were \$43,558. This left us with a net income of \$2,084 for the month and at plus \$2,202 for the entire year.

7th Tradition Contribution Report:

WSO received \$16,605 in 7th Tradition Contributions for the month from members, groups, and intergroups. From all indications I have seen this was a record amount of support from the fellowship in one month. Our total for the year was also an all time record at \$117,011! In my view this financial support from the fellowship shows our is taking ownership of the financial well-being of its world service organization.

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

Questions and Responses from the Board of Trustees

- **Is this a one-time high in contributions because of a year-end appeal?** Year-end donations are usually larger for organizations. Our average is about \$8,000-9,000 per month. The letter in the Traveler asking support from the fellowship did help. Is this an anomaly? January's report looks to be at about \$13,000, so there is some hope that it could be sustainable.

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

1. Executive Committee: Marcia J.

The committee approved the two expenditures noted in the Committee Report, which is located on the Repository at <https://acawso.org/2019/02/08/executive-committee-activity- from-january-12-through-february-9-2019/>

2. Archive Committee: Mary Jo L.

- Sarah O. reached out to an old-timer in the New York area and will be going to take an oral history soon.
- We have been contacted by someone who has quite a bit of records from the early days of ACoA.

There is not a chair for this committee, but some of us are doing what we can to keep thing moving.

3. Finance Committee: Bill D.

- During the Month of January, the Finance Committee met 3times and worked on the following projects and tasks.
- Reviewed the Monthly Financial Statements for December(received Jan21st) which are now posted in the repository under Treasurer's report.–Completed
- Added Pat H, the Treasurer-Elect to the Finance Committee.
- Discussed the recently created Travel Forms and moved them out of committee and sent them on to the board for adoption.–Completed
- Began reviewing the draft 2019 budget -In Progress
- Continued to add content to the accounting manual that is being createdby documenting the payroll management process including downloading the time clock data and preparing it for the external accounting service provider. -In Progress
- Received board approval for an outside auditing firm to perform a review instead of a full audit this year to keep our financial and inventory assurance intact between full audits. –Review work in progress
- Prepared and sent an RFP for CPA accounting services to the board for approval. The board approved the RFP and it is being sent to CPA firms in the area of our office –In progress

We added Pat H. as the incoming Treasurer to the committee. We are excited to welcome Pat for the next two year term as Treasurer. She will take us to a new level of professionalism in our accounting.

4. New Officers: Mary Jo L.

Mary Jo L. announced the new officers who will assume their responsibilities at the end of the ABC in Sweden.

- Charlie H., Board Chair
- David Mc B., Board Vice Chair
- Pat H., Board Treasurer
- Miles C., Board Secretary

5. Literature Committee: Charlie H.

The report of the Literature Committee can be found on the Repository at <https://acawso.org/2019/02/09/literature-committee-report-for-february-2019/>

6. Member Services Committee: Carole C.

The MPS committee has split into Member Services and Public Information. We are hoping to split it into three committees. A conversation was held with chairs of the Member Services Subcommittees about the reorganization of this committee.

The committee also made decisions about the Report for the 2019 ABC.

The Virtual Meeting liaison situation is going to be ending because they are planning to form an Intergroup.

We don't have a chair for the Young Adults sub-committee, although we have a volunteer who is being considered. But we do have volunteers working on this. Laura L. is fielding the emails.

We currently have 5700 subscribers to *The Traveler*.

7. Public Services Committee: David Mc B.

Miles and David spent three days at AA World Services making connections with them concerning their conventions and literature. They are very willing to share their experiences in all areas.

H & I continues to send out information. Miles is working on that. We are making ourselves available for any events that come our way. Our reception with outside groups has been getting warmer as time goes on.

8. European Committee: Majbrit M. was not able to be present today, and a report has not yet been posted. Previous reports are available at <https://acawso.org/category/european-connection/>

9. WSO Office: Nick C.

He expressed his appreciation for the support while he was ill. He is now back to work full time. There is increased storage capacity in the warehouse. We can now store 70 pallets.

Things are running well. There has been an increase in shipping as well as the distribution rate, which shows no sign of slowing down. We are able to take care of business with the current staff.

We are working to preserve documents for our archives. We now have a machine that converts cassette tapes to digital format.

The meeting statistics show 2184 active Meetings listed, 106 Intergroups, and 1 Region. We have grown by 140 meeting and 21 Intergroups from this time last year.

10. DCOC: Bill D. No Report.

11. Service Structure Committee: Marcia J.

The Service Structure Committee met three times in January. Work continues on the requirements for Regions to send a representative to the Board of Trustees. Wording for the Region page of the main website was done and approved by the committee. It will be sent to the webpage committee as a recommendation.

The committee came to consensus on a recommendation of the following service entities and began work on general definitions.

1. Meeting: A gathering of Adult Children sharing ESH for recovery.
2. Intergroup: A gathering of Meetings to coordinate outreach and service.

3. Areas: A grouping of Meetings that choose to work together because of shared geography or interests: language, prison, virtual, women, etc.
4. Regions: Members of InterGroups, Areas, and Meetings in a specific geographic areas. 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.
5. WSO: An Organization with a Board of Trustees that oversees the legal and fiduciary business of the fellowship and supports the volunteer service structure of Adult Children of Alcoholics/Dysfunctional Families.

Current Committee members are:

- Marcia J. (Chair) IA
- Charlie H. (Vice Chair) VA
- Sarah O. NJ
- Josh W. DC
- Jim B. FL•
- Carole C. CA
- Matt K. WI
- Miles C. ONT
- Bonnie K-M TX

If you would like to participate in this important work for the future of ACA WSO please feel free to contact Marcia J. at secretary@adultchildren.org On behalf of the committee, we are grateful to be of service to the fellowship that has given so much to us and many others.

Our next endeavor will probably include a Handbook. Anyone interested can contact Marcia at secretary@adultchildren.org for the next two months, or on Slack.

12. Website/Database Committee: Jim B.

- The Database and Website Committee has a channel on Slack. If you are interested in participating, please send an email to webservant@adultchildren.org. We meet weekly on Wednesday's at 1pm ET via telecon. We can use people experienced with web design, particularly Word Press.
- The daily mediation/affirmation from our book "Strengthening our Recovery" is now available as a daily email. You can find the sign-upbutton on the home page of <https://adultchildren.org/>
- We have selected Zoom as the tool to use for remote voting delegates at the 2019 ABC. Zoom will be used to hear what is going on via a teleconference line, see what is being shown on the screen in Malmo, and support voting for the motions on the floor. Training sessions will be published shortly. Full details are also being prepared in several documents:
 - Remote Attendees Guide
 - FAQ for Remote Attendees
 - Remote Attendees Troubleshooting Guide
 - Remote Attendees ABC script
- We also plan to transition to Zoom for the Monthly WSO Teleconference calls. Access information will be provided starting with March's call. Both Zoom and the free conference call system will be used during the transition period.

- We have a new calendar we are reviewing to show events and service meeting days and times and coordinating plans to roll it out
- The update Meeting, Intergroup and region process is being updated –the expired links process has been removed so you have as long as you like to finish the update process.
- Meeting list searches were down for a period due to google changing it's pricing policy for its mapping API. It is a bit confusing to understand what they want to ensure we are being billed for our usage.
- The committee sees many issues with the content on the adultchildren.org website including broken links and confusing content. We are starting efforts to clean up the content and work with the various WSO committees, especially the Member Services and Public Services Committees to make sure we have a clear, consistent and helpful message on the web.
- Projects in our queue are
 - Test online voting and teleconferencing for the 2019 ABC and prepare user guide for delegates
 - Roll out Zoom for the monthly WSO call and committee teleconferences
 - Look at alternatives to Go Daddy emails –possibly using Gmail with our current domains
 - Maintenance of Group contact mail chimp–Refresh periodically from meetings DB
 - Working on getting all meeting information updated and verified, removing defunct meetings
 - Work with Intergroups to send us their group meetings to verify our meetings data
 - Enhance the meeting list maps and reduce the API calls for address information
 - Look at PDF plugins and better security for copyrighted material
 - Showing scheduled Committee Meeting times on a calendar
 - Providing a better system to display WSO Events –possibly also using a Calendar
 - Adding some usage stats for ComLine links and other content
 - Address time zone issues for Meeting Listings
 - Updating meeting and intergroup registration and update forms –what fields to show, what are required, Consolidate online, Web, Skype ?
 - Update state drop down to be auto populated better on default and after a validation error

13. ABC Committee: Jim R.

The ABC Committee Report can be found on the Repository at <https://acawso.org/2019/02/09/abc-report-19-2-for-jan/> It contains information about delegate training and ballots.

He has reminded committees that their reports need to be submitted for the Delegate binder. He hopes to change the section called ***New Literature*** to ***New Literature and Special Reports***.

He and Greg R., who will be the ABC Conference Chair, have been discussing ABC procedures.

Southern Florida has been approved to host the ABC/AWC in 2020. Long Island, NY has been approached about hosting 2021. (See the official motion that was passed later in these minutes.)

Fredrik, Swedish host committee, reports that the website is updated with activities, lunch, meals, and coffee. A donation link is there. There are currently 18 workshops and 16 speakers from Friday through Sunday. There are about 220 registrants, and it is going up all the time. There will be a meeting with

the Hotel next week to make room arrangements. Things are working very well.

Marcia, one of the Board Liaisons for the ABC/AWC, congratulated Fredrik and his team.

14. Ballot Prep Committee: Mary Jo L.

The committee has been working on their section of the OPPM. The deadline for ballots is the end of March, and results will be posted by mid-April.

15. OPPM Committee: Mary Jo L.

An updated copy of the OPPM has been posted. As noted on the cover page, changes made since 2012 are footnoted. Further changes have been and are in the works by this committee to reconcile this document with current actual practices.

16. Nominating Committee: Greg R.

The committee is looking for two additional members.

Accomplishments since January 1, 2019

- Conducted planning teleconferences on January 9th and 30th.
- Achieved milestones for 2018-19 Board nomination process:
 - As previously reported, NomCom received 2 applications
 - Completed interviews of applicants and references
 - Prepared report for two Board candidates
 - Submitted report to the Board on January 30, 2019Any additional applications will be held for the next nomination period. These will not be vetted in time for the ABC, even though we anticipate there will be a desire for at least one additional nominee due to departures.
- As yet, no additional applicants for the remaining two NC positions

Next Steps:

- Develop and submit annual report
- Resume search for two committee members after recommending Board candidates, including one from outside US and Canada
- Continue to engage fellowship via WSO communications
- Finalize on-boarding process for committee members

17. Predatory Behavior Work Group/Committee: Karin S.

There are more questions being raised about the Addressing Predatory Behavior and the Meeting Safety working groups and the overlaps between the groups.

Mary Jo L. mentioned that there is no active group for Meeting Safety right now. There is a Meeting Safety Channel on Slack.

Charlie H. mentioned that even in the local Intergroups there is overlap, so it would be good to give these areas further definition.

I. Specific Concurrences to be read into the record

1. **Motion:** That the 2020 ABC and AWC be awarded to the Southeast Florida Intergroup IG650. (ABC Committee)

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

Discussion: None

Vote: Motion passed unanimously.

J. Motions passed at the board working meeting on January 24, 2019

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

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

Second: Carole C.

Discussion: None

Vote: Motion passes unanimously.

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

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

Second: Bill D.

Discussion: Jeffrey F. is working on a proposal for printing.

Vote: Motion passes unanimously.

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

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

Second: Marcia **Discussion:** There is a timing constraint on this hoping to have it ready for the ABC/AWC.

Vote: Motion passes unanimously.

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

Background: The auditors require approximately 20 accounting reconciliations, ledgers, and schedules from WSO in order to perform the 2018 review. The Finance Committee, including the incoming

treasurer, unanimously recommends our accounting vendor, Wilshire Financial Services, being engaged to provide this detailed information.

Second: Miles C.

Discussion: None

Vote: Motion passes unanimously.

5. **Motion:** To send out the Accounting and bookkeeping services RFP created by the Finance Committee. (Pat H.)

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

Discussion: The Finance Committee as well as a number of Trustees think this should proceed before the new Treasurer takes office. It was decided that Pat H., as incoming Treasurer, will work with the Finance Committee on this item.

Second: Majbrit

Vote: Motion passes unanimously.

K. New Business:

1. **Motion:** Approve travel funds for two members of the Public Services Committee. Miles C and David Mc B will travel to NYC to work with AA GSO to secure a presence for ACA at the 2020 AA international Convention in Detroit. They will also meet with AA publishing officers for input on our publishing efforts. (David Mc B)

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

Second: Pat H.

Discussion: this trip should be approved as part of the Committee's 2019 budget. OPPM Section VI, sub-section F (Committee Budgets and Reimbursements) says "Unused funds are not carried over to the next fiscal year." Since that budget has not yet been approved and this is an important project, advance funds from the budget could be used. The rest of the yearly budget will reflect the use of this money.

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

Second: Mary Jo L.

Discussion: Do we have a dollar amount attached for this? Can this be deferred until we have this information?

Vote: deferred waiting for more information

- 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 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.

M. Guest Comments:

1. **Greg R. Austin, TX:** Greg used the Trifold for AA when speaking at an anniversary conference. This was our second year. We only had a presence our first year, and this year we were able to take part. The trifold is excellent. Conducted a workshop “Let’s Talk about This,” as well as telling his story. The talk was recorded and will be posted on the Lonestar ACA website with handouts.
2. **Don from MA:** Where are discrepancies in the meditation book sent? litstaff@acawso.org
3. **Christopher, Long Island:** How are the ballot proposals submitted? Go the Repository under ABC Proposals & Ballot Prep to get all information. If your group is not getting mailings, update your meeting information on the website. If that doesn’t work, send an email to meetings@acawso.com. **Jim B.** reports there are multiple places to find information about ballots. **Delegate Training** has good information and the links needed. If you continue to have trouble, send an email to webservant@adulchildren.org Daily meditations are on the website as well, so send another email to webservant@adulchildren.org to report as well. **Charlie H.** reports that there are buttons on the home page for adulchildren.org that also take those interested to information about the ballots.
4. **Barbara CA648:** Has two groups in Spanish. They’d like to know when the Daily Meditation Book in Spanish would be published. Per Charlie it should be done shortly. Please send your contact information to Litchair@acawso.org for follow-up.
5. **Josh W. DC:** Third call for exploring the proto region NE exploratory group. Officers have been elected for this first year: Justine chair, Josh secretary, Sarah O. newcomer- greeter.

N. Motion to close the meeting: Carole C.

Second: Bill D.

Decision: Motion passes unanimously.

O. ANNOUNCEMENTS: Next Meeting: Saturday March 9, 2019 at 2 PM EST

Meeting ended with the ACA Serenity Prayer



MONTHLY TELECONFERENCE AGENDA March 9, 2019

THIS IS A REGULARLY SCHEDULED MEETING WITH NOTICE GIVEN ON THE ACAWSO WEBSITE AND THE TRAVELER
NEWSLETTER

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

Zoom Webinar ID: 228-809-511

Webinar:	Mobile one-tap	Dial
https://zoom.us/j/228809511	US: +1-669-90-06833 (San Jose) PIN: 228809511#	Zoom International Dial-in Numbers • DEN: +45 89 88 37 88
	US: 1-929-205-6099 (New York) PIN: 228809511#	• SWE: +46 8 4468 2488 +46 8 4468 6646
Link for International Numbers: → https://zoom.us/u/adSv3hv19d		

A. Call to Order: Mary Jo L. began the meeting with the Traditional Serenity Prayer

B. Roll Call of Board Members

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

C. Quorum established

D. Guest Introductions

• Terry, AK	• Dahlia, Israel	• Jeanne T. Jupiter, FL	• Pam CA IG 64
• Belinda, Pueblo CO Group Treasurer	• Jim R. Brooklyn, NY109, ABC Chair, OPPM	• Mardi M. MT026 Great Falls, ComLine Editor	• Barbara Pleasantville, CA
• Greg R. TX Lonestar IG Chair Nom Com, Lit. Cmte.	• Kristian Brooklyn, NY GNY Int., Intergroup Comm.	• Matt K., WI, West Great Lakes IG, SVC, MPS Region Chair	• Sharon F. Kansas City, <i>Traveler</i> Editor, Member Outreach Chair, MSC and Website Committees
• Fredrik, Sweden 2019 ABC/AWC Host Comm. Chair	• Jody O. Dallas-Ft. W, TX Nom Com DTSC, Intergroup	• Nicklaus, Malmö, Sweden, Reawakening the inner child.	• Rich R. Albuquerque, NM APB Cmte., Sponsor. Cmte.
• Karin S. Chicago APB Working Group	Erin PA076 Chair DTSC, APB Working Group		

E. 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.

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. Chair Report: Mary Jo L.

1. The Board has approved both candidates for the Board of Trustees: Erin D., Pennsylvania, and Rich R., New Mexico. They will be starting their duties at the end of the ABC.
2. Pat H., Treasurer-elect, has withdrawn as Vice Chair of the ABC Committee. The Board has approved Erin D. to fill this role.

H. Treasurer's Report (Bill D.)

Reporting for January 2019

In reviewing the Balance Sheet we can see ACA WSO ended the month with \$639,680 in Total Assets. This is up from the previous month by \$32,654 and is due primarily to increased revenues and inventory assets over the previous period.

WSO had Total Cash Assets totaling \$315,320 in account 1000 – Total Cash & Cash Equivalents. This is an increase of approximately \$6,000 from the prior period. WSO's Inventory Assets were up approximately \$20,000. The total in account 1400 – Total Inventory Asset was \$194,196.

WSO's Total Liabilities and Equity of \$639,680 at the end of the period. This was a 5.4% overall increase.

Looking at the P&L we can see Total Revenue for January was higher at \$107,826 compared to \$89,316 the prior month. The Cost of Goods Sold (COGS) was \$57,862, slightly higher compared to the prior period COGS of \$45,406 due to a increase in sales which left WSO with a Gross Profit of \$49,963 before deducting operating expenses.

Overall WSO expenses were \$36,565 which did not include Depreciation and Amortization expense. This left us with a net income of \$13,399 for the month.

WSO received \$13,690 in 7th Tradition Contributions for the month from members, groups, and intergroups. This is a good indication of the high regard the fellowship has for its world service organization.

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

1. Executive Committee: Majbrit M

The Executive Committee approved the following purchases:

1. 10,000 Newcomer Booklets from ABC Press for approximately \$3,491.00.
2. 5000 Finding Emotional Sobriety Trifolds from ABC Press for approximately \$324.00.

The Executive Committee approved payment of \$380.00 to Jim Mueller for administering the Hartman Value Profile to two new trustees and for short consultations about the results with both the trustees and the board.

2. Archive Committee: Mary Jo

L. No report.

3. Finance Committee: Bill D

During the Month of February, the Finance Committee met 4 times and worked on the following projects and tasks.

- Reviewed the Monthly Financial Statements for January (received Feb 16th) which are now posted in the repository under Treasurer's report.—Completed
- Continued working on the draft 2019 budget -In Progress
- Continued to add content to the newly created accounting manual by documenting the steps to perform the Transferwise international payments process -In Progress
- Researched and compiled a list of 10 Signal Hill area CPA accounting firms to send the accounting services RFP. Completed
- Discussed the financial information needed to properly account for the Sweden 2019 ABC AWC and how to obtain it.—In progress
- Reviewed the Russian BRB printing proposal financial tabulations and voted to recommend its adoption to the full board.—Completed
- Began discussing the Auditor's recommendation about establishing a policy for reporting fraud, harassment and abuse hotline number and voted to send a motion to the full board.

4. Literature Committee: Charlie H.

We have several exciting projects in the works and are grateful for the enthusiastic teams of volunteers who are helping shape the future of ACA. To volunteer, or to learn more, email litstaff@adultchildren.org

- The quarterly Literature Committee call is held the first Saturday of each quarter at 11:30 a.m. ET. The next meeting will be held on Saturday, 6 April at 11:30 am E
- The WSO Board has authorized the Russian fellowship to print another 1,000 copies of the Russian BRB translation. The fellowship has sold 2,500 copies
- The WSO Board has authorized design and publication of a new Greek Yellow Workbook (interactive PDF), a new German Yellow Workbook and a new Swedish Yellow Workbook
- The Literature Evaluation Subcommittee is seeking volunteers to review manuscripts and project ideas submitted from the fellowship. A next call is being scheduled for mid- to late February.
- The first meeting of the ACA Bill of Rights development team was held in February. The group is meeting monthly, and its goal is to evaluate multiple versions of a Bill of Rights document, with a goal of developing and proposing an ACA Bill of Rights for future ABC approval.
- Sponsorship Working Group met on Saturday, February 1. The group is now being led by Justine F. To join this group, please send an email to litstaff@adultchildren.org.
- The Little Big Red Book (LBRB) project is in progress. The next meeting is scheduled for Saturday, March 2. The outline has been completed, and drafting of chapters is progressing. This group is being led by Charlie H.
- The Loving Parent Guidebook (LPG) project is in progress. The project is currently not accepting new

volunteers.

- Ready Set GO!! (RSG). This workshop project was approved at 2018 ABC. In keeping with the Literature Development Policy, this workshop material will soon be available for review. We are completing an edit to provide guidance for the original face-to-face, phone meeting, and the one-day workshop models.
- International demand for literature is growing. Several groups are translating core literature into the languages of their childhood. 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. For example, we find that it is best for translators to work with the support of an intergroup. The European Committee has begun a call on the first Saturday of odd-numbered months that focuses on translators' needs.
- The Special Addressing Predatory Behavior Edition of the ComLine is now available!
- Our next ComLine will be published on April 1, 2019. Traditionally, shares for the April issue cover Steps 4, 5, and 6 and Promises 4, 5, and 6.
- We are currently reviewing suggestions for new literature and changes to literature. Development, review, design, and publication of new literature are time-consuming; major projects can take years to complete.

5. Member Services Committee: Carole C.

No report this month.

6. Public Services Committee: David Mc B.

Question: Do we have literature for the professional community? It is in the works. All we have currently is the Newcomer Booklet. We are also sending BRBs to therapists. Contact David to work on the pamphlet being created.

7. European Committee: Majbrit M.

There is currently a lack of manpower in the committee, as the Chair and the Secretary are occupied with urgent personal matters. The Germans have sent their first ever translated literature, the Yellow Workbook, to the printers last week. They are having their first convention as well, and 60 participants are signed up already. People are attending from all over Europe.

There is quite a bit of new literature coming out this year. The Russians are selling 1/3 of their literature to professionals, who want to have their own meetings, not open to the public, so they don't meet their patients. Meetings of this type can be held and not registered, but getting word out would be difficult. They can't register them as closed because that means closed to non-ACAs. They could possibly send notices of these meetings out through their professional associations.

8. WSO Office: David Mc B.

There is a great demand for the Newcomer Booklets. The office is working to clear up issues with selling on Amazon in Germany, which is complicated. We are working with a company called Solex in Montreal to see if we can use their services for out of country publishing, as well as publishing in Canada.

Nick and Gloria will both be at the ABC/AWC in Malmo.

Current Statistics:

- 2229 Meetings
- 107 Intergroups
- 1 Region

Many meetings are not listed. We know that at least 300 European meetings are not registered. There are now 3 new meetings from Spain who have registered.

9. DCOC: Bill D.

No report

10. Service Structure Committee: Marcia J.

The Service Structure Committee met twice in February. The requirements for Regions to send a representative to the Board of Trustees was finalized. The committee continued to talk about service entities. A group was formed to work on the ABC presentation. The report given at the 2017 ABC in San Diego, CA will be reviewed to set goals for our next year of work.

11. Website/Database Committee: Jim B.

Report is the same as last month.

12. ABC Committee: Jim R.

2019 ABC/AWC

a. Registrations/Trippus

There are currently 65 delegates registered for the ABC and 281 people registered for the AWC. 100 have booked reservations at the hotel. An email will be sent to all who have signed up reminding them to check their accounts in order to make sure to update what events they plan to attend and the meals they wish to order. Please look for this email. It will be sent from the Trippus system, with the name "No-reply at Trippus.com." If you don't find an email, check your spam or junk mail accounts. You must use the link in the email to check your account.

b. Onsite Meeting information

A copy of the room set-up used in San Diego has been sent to Sweden as a template for setting up the meeting room. There has been trouble finding a professional parliamentarian in Europe who understands Roberts Rules of Order. The chair will have an assistant who is capable, but not a professional.

c. Delegate Information

Erin D. and Jim B. are updating the delegate training page on the Repository. A delegate survey is being developed for the binder, which among other things, will ask delegates about their interest in ongoing training throughout the year rather than doing this at the time of the ABC. We are hoping to free up time at ABC while providing guidance to delegates.

We are hoping to announce online training dates for the ABC Delegates by mid-March.

d.Remote Voting

Currently 10 delegates have signed up for remote voting. We will publicize this one more time before the deadline, either by Mail Chimp or in the *Traveler*.

Voting on motions will done later in the day to accommodate time zone differences.

e.Program

Some past programs have been sent to Sweden as templates for their planning. Jim B. would like screen shots of programs from previous years. Anyone else who has pictures from past ABCs please sent to Jim B. for the archives.

f. Binder

A copy of last year's binder was sent to Sweden. Some changes are being made to the layout. Jim R. would like feedback from the Board, but is ready to go ahead if no one objects. A page for new literature is planned, as well as adding handouts and materials for presentations during the ABC itself. Pictures will probably show up all right.

Trustee statements of purpose are due March 20. Only one committee report has been submitted. Please send these in quickly.

g.Tables

One large table is being planned for the Nomination Committee as well as other Board committees and WSO. This will allow for coverage of the entire table if one area does not have a person to be there at a given time.

- 13. Ballot Prep Committee:** Mary Jo L.
Click on this link to find the report.

- 14. OPPM Committee:** Mary Jo L.
The committee hopes to have the document in shape for the ABC. A few more sections will be sent to the Board for approval soon.

- 15. Nominating Committee:** Greg R.
Click on this link to find the report.

- 16. Predatory Behavior Work Group/Committee:** Karin S.
The big accomplishment is the finalization of the Special Edition of the *Comline* on Predatory Behavior. A huge thank you to Robin and Mardi as well as Sharon and Jim B. for their work on this.

Over the course of reading peoples' shares and seeing how the laundry list traits play out in these situations, we have come to understand more about the behaviors as well as how the traditions can be used to deal with them. We have more clarity about why predatory behavior is such an issue. If a hotline for reporting is developed, we would like our work to interface with it.

Many shared their experience, strength and hope in dealing with these behaviors. Printing this edition can provide a resource to your group. A link to this issue will be published in our minutes.

The first impetus for this came from the fellowship in the National Capital Area. They noticed that there was a lack of information for dealing with predatory behavior available from the WSO. This is a good example of one group taking a global problem and doing something about it for the entire fellowship.

The annual report is being assembled and submitted by tomorrow for the ABC Delegate Binder.

J. Motions passed at the board working meeting on February 14, 2019

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

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

Second: Majbrit M.

Vote: Motion passes unanimously.

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

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

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

Second: Marcia J.

Vote: Motion passes unanimously.

- 3. Motion:** To approve changes to OPPM Section IV. ACA WSO BOARD OFFICERS. (OPPM Committee)
Background: These are changes to overall information about Board Officers and does not include specific officer responsibilities. The Board has been given specific documentation with the changes.

Second: David McB

Decision: Motion passes unanimously.

K. Motions passed at the board working meeting on February 28, 2019

- 1. Motion:** To approve changes to OPPM Section XXI. ACA WSO Website. (Website Committee).
Background: The Website section of the OPPM has not been updated in six or more years. The information in this document reflects current practice.
Second: Bill D.
Discussion: Approve after changes to first section. Change “Best Practices” to “Privacy.”
Vote: Motion passes unanimously.
- 2. Motion:** To approve the design and production of 800 commemorative coins for the 2019 ABC/AWC in Malmo, Sweden, at a cost not to exceed \$1,500. (Bill D. and Majbrit M.) **Background:** Last year for the Toronto ABC/AWC and 40th ACA Anniversary we ordered 700 coins at a cost of approximately \$1,100. Besides those that were given away to attendees, some were also sold to attendees, sold to the Toronto Intergroup, and approximately 180 have been sold on our shopping cart at \$3.00 each. About 1/2 of the original cost was recouped as a result of those sales.
Second: David
Friendly Amendment to Motion: To amend production to 900 commemorative coins not to exceed \$1,700 (David Mc B)
Second: Jim B.
Friendly amendment accepted
Decision: Motion passes unanimously.
- 3. Motion:** To revise the license agreement with the Moscow Intergroup (MIG), in accordance with a formula negotiated between the MIG and the Literature Committee. This allows the MIG to receive closer to 50 percent of profit from Big Red Book and Yellow Workbook sales after costs. (Literature Committee)
Background: The MIG operates a sophisticated distribution operation that serves multiple Russian fellowships and uses wholesale channels to get ACA literature to health professionals. Despite a workload that exceeds that of most intergroups, the current revenue sharing agreement gives the MIG less than a quarter of the profit after major costs are accounted for. The new formula more equitably reflects their contributions.
Second: Bill D.
Vote: Motion passes unanimously.
- 4. Motion:** To approve the printing of 600 total German language Yellow Workbooks, with 500 to be sent to the German fellowship and 100 to remain at the printer for a later use to be determined by WSO, following study by the Publishing Study Group. (Charlie H.) **Background:** At the request of the intergroup, WSO will not sell through Amazon Germany for at least three to six months, until after the Intergroup

has sold most or all of its first shipment. WSO also will explore pricing strategies that do not inappropriately compete with IG sales.

Second: David Mc B

Decision: Motion passes unanimously.

L. New Business:

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

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

Second: David McB.

Discussion: Sign and get to Bill at earliest convenience Bill can get this done.

Decision: Motion passes

2. **Motion:** That the Board of Trustees accept the recommendation of the Service Structure Committee for requirements to certify Regions and allow them to send a Regional Representative to the Board of Trustees. (Service Structure Committee)

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

Second: None

Decision: Motion postponed.

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

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

Second: Carole C.

Discussion: Change Finance Committee to Board (Done)

Decision: Motion passes unanimously.

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

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

Second: Bill D. Second: Miles C.

Decision: Motion passes unanimously.

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 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.

N. Guest Comments:

1. **Sharon F. KCMO:** Remind people about the Traveler. 6,000 subscribers, so if you need committee members, use it. On the Traveler page of the Repository, the types of information posted are listed. She does not post new events - only what is already published in the Repository.
2. **Mardi:** Would like to add a section to the Comline to advertise service positions and spread word about joy of service. In the past, the special issue of the ABC has used just one page of the following *Comline*.
3. **Kristian, Brooklyn. The** NE Region has begun its formation. At the last meeting, the vote to create this region was unanimous. As a next step, people will reach out to the Region Committee and Matt K., who will be speaking at the next meeting of this group.

N. Motion to close the meeting: Miles C.

Second: Jim B.

Decision: Motion passes unanimously.

O. ANNOUNCEMENTS: Next Meeting: Saturday April 13, 2019 at 2 PM EDT Meeting ended with the ACA Serenity Prayer



MONTHLY TELECONFERENCE AGENDA April 13, 2019

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

Zoom Webinar ID: 228-809-511

Webinar:	Mobile one-tap	Dial
https://zoom.us/j/228809511	US: +1-669-90-06833 (San Jose) PIN: 228809511#	Zoom International Dial-in Numbers • DEN: +45 89 88 37 88
	US: 1-929-205-6099 (New York) PIN: 228809511#	• SWE: +46 8 4468 2488 +46 8 4468 6646
Link for International Numbers: → https://zoom.us/j/adSv3hv19d		

A. Call to Order: Mary Jo L. began the meeting with the Traditional Serenity Prayer

B. Roll Call of Board Members

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

C. Quorum established

D. Guest Introductions

• Barbara, Pleasantville CA	• Greg R. TX Lonestar IG • Chair Nom Com, Lit. Cmte.	• Maria, Orange County CA	• Matt WI West Great Lakes IG, SVC, MPS Region Chair
• Bonnie K-M TX081/IG600 Ballot Com, IG Chair, Lit, SVC	• Josh DC IG 66 Pred. Behav. Comm., SVC, Intergroup Committee	• Niklas, Malmö, Sweden, Reawakening the inner Child. ABC Host Com.	• Laura L. CA IG620, NOM COM, Archives, OPPM, YA Liaison
• Chris M. France	• Madelen, Stockholm	• Olga, Princeton NJ015/Pa 999	• Sonia, Little Riv, Miami
• Dalia, Israel ISR0007			
• Erin PA076 Chair DTSC	• Mardi M. MT026 ComLine Editor	• Rich R. Albuquerque, NM APB Cmte., Sponsor. Cmte	• Vera IG620

E. 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

F. Minutes: Motion to approve the March 9, 2019 Teleconference Minutes (Marcia)

Second: Miles C.

Discussion: Header says "Agenda." Minutes will be corrected before permanent posting.

Decision: Motion passed unanimously.

G. Chair Report: Mary Jo L.

New Trustees Erin D. and Rich R. were introduced to those attending the teleconference. Mary Jo L. will be leaving the board after 6 years of service. She has most recently been Board Chair. Marcia J. is leaving after 2 years of service as Board Secretary. Thank you to both for their service.

H. Treasurer's Report (Bill D.)

In reviewing the Balance Sheet we can see ACA WSO ended the month with \$649,792 in Total Assets. This is up from the previous month by \$12,116 and is due primarily to increased revenues over the previous period.

WSO had Total Cash Assets totaling \$344,092 in account 1000 – Total Cash & Cash Equivalents. This is an increase of approximately \$28,771 from the prior period. WSO's Inventory Assets were down approximately \$17,482. The total in account 1400 – Total Inventory Asset was \$176,003.

WSO's Total Liabilities and Equity of \$649,792 at the end of the period. This was a 2% overall increase over the prior period.

Looking at the P&L we can see Total Revenue for January was lower at \$87,205 compared to \$107,826 the prior month partly due to a shorter number of days in the month. The Cost of Goods Sold (COGS) was \$48,625 and was slightly lower compared to the prior period COGS of \$57,981 due to a decrease in sales which left WSO with a Gross Profit of \$38,580 before deducting operating expenses.

Overall WSO expenses were \$31,370 including Depreciation and Amortization expense. This left us with a net income of \$7,210 for the month.

WSO received \$9,562 in 7th Tradition Contributions for the month from members, groups, and intergroups. This is in line with last year's overall average of about \$9,750 per month.

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

This is the last monthly meeting at which Bill D. will be reporting as Treasurer. ACAWSO expresses its gratitude for all his work.

I. Committee Reports: All reports can be found on the business website: <http://acawso.org>
[Click on this link](#) to find the report.

1. Archive Committee: Mary Jo L. We need a chair. Please consider service.

2. Finance Committee: Bill D

During the Month of March, the Finance Committee met 4 times and worked on the following projects and tasks.

1. Reviewed the Monthly Financial Statements for February (received Mar 15th) which are now posted in the repository under Treasurer's report. –Completed
2. Completed on the 2019 budget and presented it for adoption to the board at their March working meeting. –Completed
3. Sent the accounting RFP to 10 Signal Hill area CPA accounting firms with a return due date of March 31st. –Completed
4. Requested outstanding invoices for the Sweden 2019 ABC AWC. –In progress
5. Sent a motion to the full board establishing a policy for reporting fraud, harassment, and abuse hotline number. The motion was adopted. –Completed
6. Submitted the "Provided by Client" items required by the auditors who are conducting the 2018 Review. The Review results are due by the end of April –Completed
7. Reviewed the current selling prices on Amazon US and made a recommendation to increase the selling price on Amazon to offset Amazon's fees and to drive traffic to the ACA Website Shopping Cart where we do not incur the hefty fulfillment fees. The board approved the motion at their working session. –Completed
8. Completed and submitted the Finance Committee's Annual Report for the 2019 ABC. The report has also been posted to the ACA website. –Completed

Marcia J. thanked Bill for his leadership in professionalizing WSO Finances, as well as all the other committees which he started and on which he has served. He has truly made a difference.

3. Literature Committee: Charlie H.

2019 Literature Committee Quarterly Meeting Dates are as follows:

Saturday, 5 January at 11:30 am ET

The recording and notes from this quarterly call can be found at

<https://acawso.org/2019/01/03/literature-committee-quarterly-meeting-january-5-2019/>

Saturday, 6 April at 11:30 am ET

Saturday, 6 July at 11:30 am ET

Saturday, 5 October at 11:30 am ET

NEW PUBLISHING APPROVALS

The WSO Board has authorized the Russian fellowship to print another 1,000 copies of the Russian BRB translation. The fellowship has sold 2,500 copies.

The WSO Board has authorized design and publication of a new Greek Yellow Workbook (interactive PDF), and also a new German Yellow Workbook and a new Swedish Yellow Workbook.

SPONSORSHIP WORKING GROUP met on Saturday, February 1. The goals of this group are:

- To explore issues related to the mentoring and sponsorship of recovering adult children,
- To deliver a report and action plan to WSO Board and ABC by March 15, 2019, and for posting on our website.
- To work with WSO Committees (Literature, MPS -Membership and Public Service) and anyone else to turn the report's findings into a reality.

The group is now being led by Justine F. To join this group, please send an email to litstaff@adultchildren.org.

COMLINE

Mardi M. asked those who plan to attend the ABC/AWC in Sweden to take pictures and write articles for the next issue of the ComLine. A Swedish article would be most welcome. Send materials with release forms to litstaff@adultchildren.org.

IN THE WORKS

- **The Little Big Red Book** (LBRB) project is in progress. The next meeting is scheduled for Saturday, March 2. The outline has been completed, and drafting of chapters is progressing. This group is being led by Charlie H.
- **The Loving Parent Workbook** (LPW) project is in progress. The project is currently not accepting volunteers. The group leader is Bonnie M.

The ACA Bill of Rights subcommittee is in reviewing material to develop an ACA Bill of Rights for consideration as fellowship-approved literature. This is an important document, as many adult children approach life from a "less than" position. This group meets on the third Saturday of each month. The group is led by Charlie H.

Ready, Set, Go! should be ready soon. After the Toronto ABC The original authorship team did some major renovations. There were two different teams working on materials connected with RSG, and there were variations in the ability to coordinate meetings, which has held things up a bit. There are two or three different presentation forms for this piece of literature which we are bringing together.

The APB group has created a safety card for meetings. There will be a motion made in Sweden to accept card. Hopefully there will be useful comments to finish development. The goal of the card is to make available a one-page description of forms of predatory behavior and suggest ways the meetings can address these behaviors, empowering them to take care of their own safety. To see the card, click on the following link: <https://acawso.org/2019/04/12/addressing-predatory-behavior-safety-card/>

TRANSLATIONS

International demand for literature is growing. Several groups are translating core literature into the languages of their childhood.

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. For example, we find that it is best for translators to work with the support of an intergroup. The European Committee has begun a call on the first Saturday of odd-numbered months that focuses on translators' needs.

Free trifold in English and other languages can be downloaded from our site at <https://adultchildren.org/literature/free-literature-english-translated/>.

4. **Member Services Committee/ Public Services Committee:** Carole C. and David McB

The two committees gave a joint report because much of the work done during the last month has been to reorganize. The work of the committees has grown tremendously, which is why they were split. H&I has recently been split into its' own committee as well for the same reason. We will be looking for members for these committees.

Subcommittees of Member Services Committee and their chairs are:

- **Global Members Chair:** Sue V.
- **Intergroups Co-chairs:** Bonnie K-M and Vice Chair Tamara P.
- **Members Chair (North America) Chair:** Sharon F.
- **Region Chair:** Matt K.
- **Young Adults/Teens:** A chair is needed. Laura L. is currently the Liaison.

The committee also spent time organizing the table that will be available to the fellowship during the ABC/AWC.

5. **H & I Committee:** Miles C.

If your Meeting and/or Intergroup is doing work in Hospitals or Institutions, please let this committee know so we can keep track of it.

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

The first ever ACA Convention was held and they had their new Yellow Workbook in German. It was witnessing the birth of a fellowship: this is the first time all the separate meetings have come together. This has been a wonderful journey, from sending out the first starter kit, to seeing the establishment of this fellowship. Compliments to them, they have done a wonderful job and we are proud of them. This has brought to fruition Majbrit's dream when she first came to service as the European Trustee. The report will soon be posted. Many exciting things are happening in Europe, and Majbrit predicts, that 2019 will be a big year in Europe. Jim B. recognized the amazing work happening in Europe. They are taking part in the fellowship in greater numbers. We already have a new volunteer from Germany after the convention.

7. WSO Office: David Mc B

There has been a delay in receiving and delivering Laundry List Workbooks. They should be at the warehouse in three days.

We are planning to use the services of a CPA or CPA firm to help us deal with the complexity of tax obligations. Internet purchases are now including taxes, which differ by location. Our finances need to continue to become more professional. Our growth has been phenomenal and constant.

The location of our office and warehouse has new owners. Nick C. has been in contact with them, and so far there are no changes. Nick has also been working with a company in Canada to see if English books can be sent internationally at cheaper rates.

David thanked Mary Jo L. for her work with the office the past six years. He also thanked Bill D. for his service as Treasurer and wished Pat H. luck as incoming Treasurer.

[Group Count Update Report](#)

8. DCOC: Bill D.

Bill will maintain this committee for a while. A visit will be done by Jim and Bill for end of year inventory in late June and early July to see work on reporting issues. This committee is looking for other Board Members to step in and participate in this committee.

9. Service Structure Committee: Marcia J.

We have recently dealt with the requirements for Regions to be certified and send a Trustee to the Board. Marcia J. will be leaving this committee, and Jim B. will be the new Chair. There is no decision about the naming of a Vice Chair, who will be an important part of the committee. Also, the name of the committee will be changed from **Service Structure** to **Service Network** to more accurately reflect the spirit of the work. The presentation for the ABC and goals for next year were finalized and sent to Jim R. for the Binder.

Marcia feels very good about the accomplishments of this committee since it was established in 2016. Marcia then went on to name all the accomplishments of the committee since then, and then thanked the members who have helped make them possible. Miles thanked Marcia for her work on the committee, and Charlie gave her credit for organizing and guiding the discussion during the first year. The committee has opened up the communications between WSO and the fellowship.

10. Website/Database Committee: Jim B.

The delegate binder is up on the website. The expiration date for GoDaddy email came up this weekend, so all email was sent to Gmail, saving us about \$1,200.00 annually. The third delegate training session has been held with the fourth tomorrow with training for voting remotely.

Changes are also happening on the website, with updates in content and wording. A new member joined after the German conference who is helping us look at some open source software that might help with the meeting lists.

11. ABC Committee: Jim R.

Focus for the last month has been putting the binder together and finalizing processes and materials for the delegates. There have been talks with Fredrik in Malmo, and that has been going smoothly.

Madelen: Fredrik was not able to attend, so Madelen is giving the summary..

Delegates: 109

AWC: 349

Tickets SAT: 170

Still to do: printing, and preparations on site for the convention.

Majbrit acknowledged the Swedish host committee, who have gone over and above to create a wonderful conference. Marcia added that she hopes others will take an opportunity to consult with this committee to find out how they worked together so well.

DTSC: Many additions have been made to the delegate information section of the binder. They are online now. Chris W. is the new Vice-chair of this subcommittee and will take over as chair. Sunday will be the last presentation on Laundry List and traditions.

12. Ballot Prep Committee: Mary Jo L.

Results of the ballot have been posted. Proposals 7 and 9 will be on the ballot. The committee is done for a few months.

13. OPPM Committee: Mary Jo L.

Some updates have been made and the latest version is on the Repository. Some motions today will make their way onto the OPPM. Future looking to go over some other sections.

14. Nominating Committee: Greg R.

It has been a pleasure to submit nominees for the board, and we are starting the process for next year. Please encourage those you know to apply. Two members for the Nominating Committee are also needed. We have received an application for a non-voting secretary so interviews for that person will be held in the coming weeks.

The committee has just finished a draft for the webpage, giving the fellowship insight into the process while still maintaining of confidentiality. This is in response to some postings on Slack.

Jody is coordinating the information table which will be staffed during the breaks and before and after the ABC.

Inclusion and diversity are important and a formal statement of intent has been created for presentation to the fellowship at the ABC and for inclusion on the website. So far most committees have agreed to take part. If your committee hasn't yet and wants to, let Miles know.

Part of the charter is to start looking at committee chairs. We need to find out how much of a demand

there is for that, how we might interact with that, and if there is a committee we could interact with to use as a sort of “straw man” this year.

15. Predatory Behavior Work Group/Committee: Karin S.

Things are moving in the right direction and tangible results are happening. There will be a 10:30 AM workshop on Saturday at the AWC presented by this committee.

J. Specific Concurrences passed between meetings

- 1. Motion:** To approve the Florida Host Committee's selection of The Renaissance Boca Raton Hotel for the 2020 ABC/AWC. (Mary Jo)
Background: Our Florida Board members believe the prices negotiated are reasonable, given the costs in southeast Florida. The Florida Host Committee needs to move forward on this so they can negotiate the final contract as soon as possible.
Second: David McB
Decision: Motion passes with nine votes. Majbrit M. did not vote.
- 2. Motion:** To approve the appointment of Chris W. from Pennsylvania as the Delegate Training Sub-Committee Vice Chair. She will step into the role of Chair after the upcoming ABC. (Mary Jo) **Background:** Approval of this appointment is in line with the guidelines in the OPPM, Section X.
Second: Marcia J.
Decision: Motion passed unanimously
- 3. Motion:** To approve a Bank of America Debit and Domestic Credit card for Nick Calandrino, the WSO Operations Manager, with a credit card limit of \$2,500 and the normal bank daily limit on the debit card. Adherence to spending guidelines as spelled out in the OPPM, which include the requirement for pre-travel authorization for all travel and the \$750 limit on budgeted expenses within his area of the budget are required for use of the card. (Bill D.)
Background: The Operations Manager needs these cards to conduct routine WSO business. There is currently only a debit card in the name of one of the other employees in the office for paying authorized office expenses.
Second: David McB
Decision: Motion passed unanimously
- 4. Motion:** To approve seeking a tax consultant to assist WSO in setting up the proper tax registrations, collections, and remittances for its online sales channels as well as assist with international tax related issues. (Bill D.)
Background: As this work could possibly exceed the \$2,000 threshold and require competitive bids, it is likely we should have an RFP. This would allow WSO to obtain apples to apples competitive bids. The RFP could define the scope of services and allow the prospective bidders to bid on the same service. The responsibility for this task will reside in a committee of the board rather than the office.
Second: Marcia J.
Decision: Motion passed unanimously

5. **Motion:** That WSO authorize an agreement to sell 1,000 Danish-language *Strengthening My Recovery* meditation book to the Danish national intergroup for EUR 6,900 with the following payment schedule: EUR 4,000, which includes printing, delivery and a portion of WSO's margin, is due before printing; approximately one-half of the remaining balance (EUR 1,450) is due within 90 days of delivery of the books to the Danish Intergroup; and the remaining balance (EUR 1,450) is due within 180 days of delivery. **Background:** The Danish national intergroup recently translated its Strengthening My Recovery meditation book and has reached an agreement with WSO to publish and purchase 1,000 copies. Completing this agreement now will avoid any potential complications that may arise from Brexit. Under the payment plan, all costs of printing and delivery plus an additional amount to cover part of the WSO's margin will be paid up front by the Danes. Two additional payments will cover the WSO's remaining margin balance of this sale. Financial details are described in an attachment, "Danish Meditation Book (SMR) Sales Proposal."
- Second:** David McB
- Decision:** Motion passed unanimously

P. Motions passed at the board working meeting on March 14, 2019

1. **Motion:** That the Board of Trustees accept the recommendation of the Service Structure Committee for requirements to certify Regions with recommendations made and allow them to send a Regional Representative to the Board of Trustees. (Service Structure Committee) **Background:** The suggested requirements have been formed to give guidance to those working to form Regions as well as those who are available to assist them upon their request.
- Second:** Mary Jo
- Discussion:** Some minor changes were made to the wording to clarify the requirements. There is an opinion that if the region selects a member that meets the eligibility requirements they should be seated without approval by the nomination committee. However, the Nomination Committee was created to ensure that viable candidates are chosen and to work through issues concerning their acceptance. All Trustees go through this process per current OPPM policy, which was designed to provide us with qualified trustees and protect us from board involvement in choosing trustees. If the Board objects to a candidate, it will be handled through an objective committee set up for that purpose. **Minority Opinion:**
- Vote:** Nay—Bill/Yea: Motion passes with 9 votes.
2. **Motion:** To pay room costs for Jody O. and Sharon F. from April 22-29. (David McB.)
- Second:** Miles C.
- Discussion:** Included ideas on how to draw the line with help offered to those doing service at the ABC/AWC.
- Friendly amendment:** To pay room costs for those who are working for WSO for significant hours at the Board's collective discretion.
- Second:** Miles C.
- Decision:** Motion passes unanimously.

K. Motions passed at the board working meeting on March 28, 2019

- 1. Motion:** That the Board approve proposed changes to OPPM Section XIX - ABC and AWC. (OPPM Committee)

Background: Changes have been made to further clarify and document current practices for the ABC Section of the OPPM in advance of the ABC. Also included is an introduction to the AWC.

Second: Carole C.

Discussion: Clarify that payment for delegates who can't afford travel will come from their groups, not WSO. The motion for holding the ABC outside North America is not available. Minutes and recordings of that 2017 board working session cannot be found. Marcia and Mary Jo will verify if there is a record of an official motion for holding the ABC or the ABC/AWC outside of North America.

Decision:

Nay: David, Miles

Abstain: Bill D., Jim B.

Yea: Mary Jo, Marcia, Majbrit, Carole, Pat H., Charlie H.

Minority opinion: Per Bill, we should look at the finances of holding the ABC/AWC outside of North America before making any future decisions.

Motion: To table this motion (David Mc B.)

Second: Miles C.

Discussion: A decision needs to be made by Saturday so that an updated version of this section of the OPPM can be included in the Delegate binder. Is this a way to stop the International meeting outside the United States? It is not essential to find out if the ABC/AWC should be held internationally.

Decision:

Yea: David Mc B., Miles C.

Nay: Mary Jo L, Charlie H., Bill D., Pat H., Marcia J., Majbrit M., Carole C., Jim B.

Motion to table failed with 8 votes against

Friendly Amendment: Leave the Introduction as it was previously written (Bill D.)

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

Second: David Mc B

Vote:

Abstain—Majbrit

Motion passes with 9 votes

- 2. Motion:** That the Board approve proposed changes to OPPM Section X - Committees. Changes suggested by Board members as listed below are accepted as corrections to the final draft of Section X. (OPPM Committee)

Background: Changes have been made to further clarify and document current practices for WSO Committees and their leadership. All committees are called Committees of the Board. All subcommittees, workgroups, etc. are listed under the committee. Committee Chairs and Vice-Chairs serve for 2 years at which time they can be reappointed. Chairs are approved by the board. They are encouraged to have a communication channel. Committee Chairs and Vice-Chairs serve for 2 years at which time they can be reappointed. Chairs are approved by the board.

Second: Marcia J.

Discussion:

Suggested Changes:

The sentence that uses the term “non-members” should be changed to “ACA non-members.”

Committee chairs are expected to be a part of any subcommittee and work group work.

“Co-chairs” changed to “Vice-chairs.”

Committees are required to submit reports or minutes at the monthly TC and at the ABC.

David made a motion to accept the friendly amendments to the original motion.

Decision: Motion passes unanimously.

3. **Motion:** That the Board approve price increases for items sold on Amazon US as follows: Hard Cover BRB - from \$18 to \$20, Soft Cover BRB - from \$18 to \$19.50, Yellow Workbook - from \$14.50 to \$16, Soft Cover Med Book - from \$12 to \$13.25, Hard Cover Med Book - from \$12 to \$15, Laundry Lists Workbook - from \$18.50 to \$19.50 and Newcomer's Booklet - from \$3.00 to \$4.00. (Finance Committee)

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

Second: Carole C.

Friendly amendment: Give the DCOC and OM the flexibility to work with this within the parameters.

Second: Carole C.

Discussion: We need a true sample of how things affect sales. Some stability in pricing is necessary to give us good analytics. Let this run for a month and have a report back on how it is working.

Carole called the vote

Decision: Amended Motion passes unanimously.

4. **Motion:** To pay for Special Worker Eleni M. to go to the ABC/AWC. (Carole)

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

Second: David B.

Discussion: Eleni will be putting in about 2 hours per day more than her usual hourly wages. Airfare, food and room will be paid.

Jim called the question/Miles seconded Vote:

Nay: Majbrit, Pat

Abstain: Marcia and Mary Jo.

Decision: Motion passes with five votes.

Minority opinion: We need to also see if the Swedes are able to provide people to help with the work of the WSO. We need international members on our committees as well. **Vote remained unchanged**

L. Motions passed at the board working meeting on April 11, 2019

- 1. Motion:** To extend the 30% Intergroup discount on all products in the WSO Shopping Cart to ABC/AWC Host Committees, and to subsidize half the destination shipping charges. Regular quantity restrictions are waived. (Finance Committee)

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

Second: Pat H.

Discussion: None

Decision: Motion passes unanimously.
- 2. Motion:** To approve Jim B. as Chair for the Service Structure Committee. (Service Structure Committee)

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

Second: Charlie H.

Discussion: None.

Decision: Motion passes unanimously.
- 3. Motion:** To take H & I from its current subcommittee level of the MSC and PSC Committees in order to make it a standing committee. (MSC and PSC Committees)

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

Second: Carole C.

Discussion: H & I will interact with both committees by referrals made by both MSC and PSC committees. The previous H&I subcommittees under MSC and PSC will be dissolved.

Decision: Motion passes unanimously.
- 4. Motion:** To approve Miles C. as Chair for the H & I Committee. (Service Structure Committee) **Background:** Miles C. has been Chair of both the MSC and PSC subcommittees of H & I. He will be able to continue his work in the new H & I Committee.

Second: David Mc B.

Discussion: None.

Vote: Motion passes unanimously.
- 5. Motion:** To approve that the Service Network of ACA be made up of Meetings, Intergroups, and Regions and recognize that other entities may arise in the future at which time they will be defined and incorporated into the ACA Service Network. (Service Structure Committee) **Background:** The Service Structure Committee was tasked to study our organization and others to identify needs and get ideas to address them. One need was to breach distance between WSO and the Meetings, which affects communication, donation, and service on the part of the fellowship. Upon study and debate, the Service Network Committee recommends the entities named.

Second: Miles C.

Discussion: Alterations were made to the document and to the pyramid before the vote.

Vote: Motion passes unanimously.

6. **Motion:** To rename the Service Structure Committee to the Service Network Committee. (Marcia J)

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

Second: David Mc B.

Discussion: Over the last year or year and a half of our work, we find the sense of a top down organization is mentioned frequently. This needs to be changed in our literature and documentation. There was some sense that there was too much time spent editing this document just to for semantic purposes.

Decision: Abstain—Jim B.

Motion passes with 9 votes.

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 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.

O. Guest Comments

- **Niklas:** Swedish meetings and Intergroup would like a Service Handbook with basic information on how to conduct a business meeting and other meeting procedures. The more organized we get, the more questions we have. Is the handbook being planned that sort of handbook?
 - There is a section on running meetings in the BRB.
 - Jim B. let him know it is on the agenda of the **Service Network Committee**. The committee would appreciate their assistance with this.
 - Marcia encouraged Swedish participation in this committee. Different perspectives matter. It was mentioned that the structure of Swedish groups is different than those in the USA: it is non-hierarchical. Right now there is no secretary or notes.
 - Because there is no non-profit standing, there aren’t the same structures within a meeting; there is

- a flat service structure. Majbrit has been advocating for this for a long time. New fellowships need this handbook to know how to conduct business. Majbrit would also like to be part of the creation.
 - There will be a discussion about world perspectives at the AWC. Much of this discussion can be held there.
- **Josh** would like clarification about the motions concerning the Service Network at the beginning of the meeting. He thought the committee was coming up with suggestions for the fellowship to approve, rather than something that is being imposed. Even though these motions have been passed, is this still the intention?
 - Charlie says this will be part of the presentation at the ABC and all delegates will have the opportunity to comment on it.
 - Josh will be sent a copy of the requirements and he can look them over and talk about further revisions.
 - Members of the committee are also participants of Regions: Carole from Region 2 and Matt K. from the Midwest Region.
 - Marcia suggests that they contact Matt K. for further comment on regional requirements because that is where regional work will be occurring rather than in the Service Network Committee.
- **Matt K.:** Would like to mention three things. First, there is still a need for a public listing of committee times as well as a contact email for joining each committee. Second, there are cascading repercussions for book shortages. If the Intergroup doesn't have books ordered by meetings, it has to create refunds for books that are unable to be sent. This creates financial difficulty. Finally, Matt is looking for people interested in supporting the creation for the Southern United States. If anyone is interested, please contact him at regions@acawso.org
- **Chris M.** Thank you for openness of this meeting.
- **Maria:** The acronym, OPPM, refers to the Operating Policy and Procedures Manual, and it is the book we use to guide our procedures.
- **Bill D.** would like to emphasize that he did not intend comments about office reports in the DCOC report to be critical of the office. The numbers we get from different sources such as accounting and the office don't always correlate. The DCOC Committee would like to see if this can be dealt with. David Mc B thanked him for his support.
- **Bonnie K-M** would like to know if Mary Jo L. and Marcia J. will be leaving their committees as well as the board. Marcia J. is leaving all committees for the present. Mary Jo L. has not indicated what her plans are.
- **Josh:** Wants to know if there is a change log for the OPPM? Mary Jo has kept the documentation about changes, and is willing to go to a different platform. Simple notation is fine.
- **Majbrit:** Wants to acknowledge the exploding growth of the past five years. The board has picked up the ball and run with it.

P. Motion to close the meeting: Carole C.
Second: Jim B.
Decision: So moved.

Q. ANNOUNCEMENTS

Next Meeting: Saturday May 11, 2019 at 2 PM EST
Meeting ended with the ACA Serenity Prayer



MONTHLY TELECONFERENCE AGENDA May 11, 2019

THIS IS A REGULARLY SCHEDULED MEETING WITH NOTICE GIVEN ON THE ACAWSO WEBSITE AND THE TRAVELER
NEWSLETTER

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

Zoom Webinar ID: 228-809-511

Webinar:	Mobile one-tap	Dial
https://zoom.us/j/228809511	US: +1-669-90-06833 (San Jose) PIN: 228809511#	Zoom International Dial-in Numbers • DEN: +45 89 88 37 88
	US: 1-929-205-6099 (New York) PIN: 228809511#	• SWE: +46 8 4468 2488 +46 8 4468 6646
Link for International Numbers: → https://zoom.us/j/adSv3hv19d		

A. Call to Order: Charlie H.

B. Roll Call of Board Members

Establish Quorum: Bill, Carol, Charlie, David, Erin, Pat, Jim, Miles, Majbrit, Rich Present: Charlie H, David MB, Pat H, Miles C, Jim B, Majbrit M, Rich R, Carol C, Erin D, Bill D.

C. Guest Introductions:

Barbara CA IG 648, Christopher IG Long Island NY, Jim R NY, Greg Tx Nom Com Long Star IG, Karin IL APB, Niki CA Mission Viejo, Mikel Denmark, Maria Orange Co IG, Mary Jo IL, Marcus Malmo Sweden, Josh W DC IG APB OPPM, Fredrik Sweden, Pam CA

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

E. Minutes: Motion to approve April, 2019 Teleconference Minutes (Miles C.)

Second: David Mc B

Decision: Unanimously approved

F. Chair Report: Charlie H. First time as WSO chair. Thanks to Mary Jo, prior chair, who rotated off board after six years, including authorship of *Strengthening My Recovery*. Thanks to Marcia, who left the board after two years as trustee and secretary and chair of Service Structure Committee. Welcomed new trustees, Erin D. of Pennsylvania, and Rich R. of New Mexico. Thanked Greg R., chair of Nominating Committee. Introduced new executive officers: David McB., vice chair, of Florida; Pat H., treasurer, of

California; and Miles C., Secretary, of Ontario, Canada. Thanked outgoing executive committee: Mary Jo (Illinois), former chair; Majbrit M. (Denmark), former vice chair; Bill D. (Florida), former treasurer; and Marcia J. (Iowa), former secretary.

Brief report on annual meeting in Malmo, Sweden. Considered it a magnificent success. Had nearly 500 people, 25 countries represented. "I found it inspiring beyond the numbers." At closing ceremony, Serenity Prayer was said in two dozen languages. "More than ever we felt like a world fellowship."

- G. Treasurer's Report:** Pat H. Full written report is available at <https://acawso.org/2019/06/09/may2019-treasurers-report/>. First report as new treasurer. "This month was a perfect trifecta" — expenses from annual meeting, audit fees, and we had some adjustments to sales taxes hit. All told, there was a negative balance of \$14,739 for the month. A little deceiving because we haven't received all revenue from Malmo. "Losses nothing to panic about."

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

1. **Executive Committee:** David Mc B. Recommended moving working session to first and third Thursdays. Discussed importance of rotation, worked on upcoming agenda. Previous executive committee paid for gifts to Fredrik (Swedish Host Committee); Mary Jo (thank you as outgoing chair); Marcia (thank you as outgoing secretary). It also approved an emergency flight home for Marcia, who was injured in Malmo. The new executive committee approved a thank you gift for Marj, who took ABC meeting notes in Marcia's absence. Will have tally of expenses on the next call.

WSO needs help in committees, including vice chairs. We have a lot of volunteers and are working to make use of them.

2. **Archive Committee:** Charlie H. Laura L., who is acting as committee chair, not on call. She notes that the Archive Committee and Young Adult subcommittee of Member Services, both lack a chair and a vice chair. No further report.
3. **Finance Committee:** Pat H. First report as Finance Committee chair. Abbreviated month because of ABC/AWC. Committee reviewed requests for proposal for new accounting firms, to assess if they can help us with month-end accounting. Vetted top three, will seek more information. Requested outstanding invoices from Sweden. Transferring treasurer position from Bill D. to Pat. Still some loose ends. I have begun search for a sales tax consultant relating to Amazon sales. Have added Carol G., from Santa Cruz, CA, to the Finance Committee.
4. **Literature Committee:** Charlie H.
Written report: <https://acawso.org/2019/04/14/literaturecommittee-report-for-april-2019/>.

Cited two literature presentations given at the ABC in Sweden. These included a report whose notes are in the New Literature and Special Reports and Literature section of the ABC delegates binder. Second was a discussion and motion regarding an Addressing Predatory Behavior safety card authored by the Addressing Predatory Behavior working group, chaired by Karin S. Also discussed efforts by the Sponsorship working group to review and update literature on sponsorship and Fellow Traveler support. Reported publication of several new Yellow Workbook translations: German,

Swedish, and Russian. Greek YWB is in late stages of proofreading. Danish meditation book is ready to deliver. Thanked Alexia, a volunteer and special assistant in Germany. April issue of ComLine is published. Next edition is July 1. Shares are invited.

5. **Member Services Committee:** Carole C. Because of travel, no minutes for MS Committee or subcommittees. MS has created a global members subcommittee and young adults & teens subcommittee. Global chair is Sue V. Tamara will soon replace Bonnie K-M as chair of intergroup subcommittee. Sharon is editor of Traveler. We do need help, volunteers.
6. **Public Services Committee:** David McB. We're continuing to look for help. Got a lot of signups of potential volunteers in Malmo. Continuing outreach to other fellowships. Seeking to place an article in AA Grapevine, for AA members who are adult children.
7. **H&I Committee:** Miles C. Got some requests this week for jails and prisons. Will be in Montreal, hope to make connection with a professor from police sciences. We need more members. I can't do everything.
8. **European Committee:** Majbrit M. Since new year, we have tried to rearrange European service, since I am rotating off. Held a workshop in Malmo, brought together many leaders in European fellowships. At first meeting after ABC/AWC, there were a lot of people last Saturday. We will be looking into different areas that need support. Hopefully these new members of the EC can come up with protocols for new committees. We plan to meet in Minsk at annual EC, in the last weekend in July. More details will be provided soon.

I am told the Italians are coming on strong with a BRB translation; Polish also nearing completion of a translation.

Charlie H.: Part of the same workshop in Sweden, and on recent EC call. Very pleased that there was a lot of excitement and commitment from European fellowship leaders to play a more central role in charting the future of European ACA service. Majbrit has done a ton of work. It feels like there is a readiness for people to participate on a broader level going forward.

9. **WSO Office:** David Mc B. Nick reported that he made several significant connections in Sweden. His takeaway from convention is that ACA can run on compassion, not just commerce. Office is at full staff. Working on a single-SKU project to simplify inventory tracking. Adjusting how we do financial & sales reports. Seeking info from a Canadian publisher for possible printing help.
10. **DCOC:** Bill D. Report posted in repository: <https://acawso.org/2019/06/09/may-2019distribution-center-oversight-committee/>. Continued to work on new partnership agreement with the UK Intergroup to improve availability of affordable ACA literature. Met with Pat, UK treasurer, in Sweden. They are in process of finalizing a proposal for WSO. Addressed Amazon Germany Value Added Tax filing. Board has approved a motion recommended by DCOC. Should be able to resume Amazon Germany sales. Two new members, Rich R. and Magic from UK, have joined DCOC. Magic has experience in the supply chain industry. DCOC planning a site visit to distribution center in Signal Hill. YWB continues to be our leading sales item, slightly outpacing BRB. Newcomer booklets selling heavily. Still sending out a lot of literature from the DC every month.

- 11. Service Network Committee:** Jim B. Thanks Marcia for her tremendous work, also Charlie for doing SNC presentation in ABC/AWC. Planning our first meeting. Looking for a time to accommodate the European community. Major initiative is a service handbook. Lot of work is being done on business meeting support. Regions are looking to form.

Charlie: If people want to volunteer, what is best way to reach you? Jim: Go to the Service Network Committee section in repository. Will have the latest email contact info.

- 12. Website/Database Committee:** Jim B. Supported remote voting and participants in the ABC. Up to 20 online participants, who were quite engaged. First attempt. Went well enough for us to look forward to 2020, with more direct participation by online participants. It was exciting and gave us confidence to expand this. Website Committee also got additional volunteers in Europe.

WSO has posted the AWC closing ceremony as a free download.

Email license expired shortly before ABC. Migrated email to Gmail server. Transition went pretty well. This move will save WSO \$1,200 a year and WSO no longer has limits on number of email addresses.

Charlie: It was amazing seeing people issuing points of order from US and even Australia during the ABC. Thanks to Jim and Sharon.

- 13. ABC Committee:** Jim R. Final report as ABC Committee chair. In April, we were focused on completing the delegate binder, hammering out an agenda, which was pretty smooth. We were trying to facilitate people in North America voting. ABC went pretty smoothly. There were a few challenges, would focus having a few more volunteers for certain positions.

Official actions at the ABC are posted online on the motions. ABC was well attended. We had a lot of walk-ins. Question for the future is how we serve a larger than expected number of people. Since ABC, I conducted a survey. As an organization, always growing and changing. Central to how we function is the OPPM. It asks that the chair of the ABC committee survey key individuals after the event. It is WSO-centric, so I included attendees and volunteers. I polled 21 people, including WSO trustees, and compiled a list of observations. Others at 2019 ABC/AWC are invited to submit additional thoughts for how to keep improving the model.

We received a question from Alexia in Germany. Do we have a handbook to help others do similar events. There is a start of putting one together. Handbook is in its infancy. I am available to assist on this. Not sure who is in charge, but an ABC/AWC handbook would be a good thing.

Charlie: Thanks for your service. I think Erin, as new chair, is best suited to address the question of organizing a handbook.

- 14. Delegate Training Subcommittee:** Erin D. Four TC and remote trainings in April. More than 30 delegates participated. We had some delegates who did not receive training. Would like to explore how we reach more. What parliamentary procedure will we use next year? Did a delegate survey. Got more than 30 responses, our most ever. We got written feedback. We asked if they would like

to see more workshops on service, and almost every response wanted more of this. Survey also told us that people like bits of personal recovery throughout the ABC. Having a personal recovery would make it business, but personal at the same time. Breaks up the monotony of the work.

Why Traditions Matter workshop, by Jody and Erin, went really very well. Swedes asked how they could translate and present. Oaks group in Pennsylvania was instrumental in creating this program. That group will create a format so that groups and IGs can put on for a recovery day.

Committee would love to have more volunteers.

Charlie: Thanks to Fredrik (Swedish Host Committee) for immense effort and asks him to comment.

Fredrik H.: I think ABC/AWC went well, with some small problems. Every year will have lessons. Rather stressful sometimes, but rather well. There have been a lot of feelings afterward, mostly positive. Grateful and thankful for everything.

Carole: Think we should all give Fredrik a big hand of applause. Helped everyone when we had problems. (Applause)

David Mc B. Fredrik was like the Roadrunner, fast-moving solver of problems. Great working with you.

15. Ballot Prep Committee: Mary Jo L. No report. Won't start working in earnest for at least another a month.

16. OPPI Committee: Mary Jo L. OPPI has no report. Josh has joined the committee.

17. Nominating Committee: Greg R. <https://acawso.org/2019/05/11/nominating-committeereport-for-may-2019-meeting/>. Kudos to Jody for operating the volunteer table in Sweden. Spoke with more than 200 people, got 16 written forms expressing interest. Nominating Committee is still looking for two more volunteers.

Want to invite fellowship members to begin stating interest and applications for board trustee positions. Our goal is to start the vetting process by Nov. 1. If we get more than two applicants for the two board positions, we need more time. We're asking you to talk with the people you know, learn what is needed to get ready for board service, as you think of other service positions.

Want to thank Jim B., regarding email, web page, which we have updated to make it clearer. Initiate contact with the EC webmaster to post more info. Are requesting that the board identify a process for nominating committee chairs. We think we have a robust process for nominating trustees. Let's look at what it takes to get nominees for chairs, contribute to committee membership. Not sure it's fully part of our charter yet.

Charlie: The board nominating process is open. If you meet the stated criteria, you are invited to apply. **Jim B.:** It's a pleasure working with Greg and the Nominating Committee.

18. Addressing Predatory Behavior working group: Karin S. Thanks to Charlie and the Literature Committee for putting forward the safety card motion in Sweden. Also want to thank Josh and Erin, who were instrumental in moving forward the discussion. Very sorry I couldn't travel to Sweden. Very excited that even though safety card didn't receive full approval, it did cause a very vibrant discussion. We are tasked with convening at least two open discussions, and we hope to do that with Zoom, with a goal of submitting a final draft to the board. Goal is to have a revised version of a safety card available to the fellowship by September. Will announce at TCs, Traveler, and ComLine. Also will need a feedback look. APB has its work for the next year.

Also received very positive feedback on a workshop in Sweden on predatory behavior. Seeing increased interest in the APB working group.

I have had several conversations with members who brought concerns about predatory behavior who spoke to their groups and had very challenging responses. I'm also hearing about local groups separate from WSO and local intergroup who are interested in discussing meeting safety. That is a development that I welcome. It increases awareness and discussion.

I. Concurrences passed outside of regular Board work meetings

- 1. Motion:** To approve the Avalara proposal to perform VAT (Value Added Tax) registration for ACA/WSO in Germany and obtain a certificate of such registration for a onetime fee of approximately \$670 and to perform the required quarterly/annual tax filings at a fee of approximately \$165 per filing for a 12 month period. (Bill D.)

Background: The German Amazon sales channel is currently not active pending an upload of a required VAT tax certificate. Due to Germany's VAT registration process WSO needs an agent in Germany to comply with their tax laws. Avalara is a worldwide consultant in taxation for online sales platforms who can provide this service.

Motion passed unanimously.

J. Motions passed at the board working meeting on May 9, 2019

- 1. Motion:** To submit the closing 2019 talk to XASpeakers.org (Jim B)

Second: Carol C

Background: Made by Jim B to submit the 2019 talks to XASpeakers.org. This site has many other 12 Step and 12 Tradition group recordings. We have received a number of requests from the fellowship to share MP3 recordings. This site does not use social media or sharing which avoids potential issues. Allows exposure of the fellowship as a first step exploring the use of recordings and getting feedback on how to proceed.

Motion approved unanimously.

- 2. Motion:** That the board approve the Diversity Statement that was passed at the 2019 ABC. (Charlie H)

Second: David McB

Discussion: Approval enables WSO to begin posting the statement on our website.

Motion passed with 7 votes and 2 abstentions.

K. Guest Comments:

1. **Barbara CA IG 648.** Would like to reinforce the appreciation hearing the Serenity Prayer said in the various languages of those present at the ABC and would like to see that repeated.
2. **Christopher Long Island NY.** Appreciated the ability of Remote Attendees of the ABC to view speakers. Settings used during the training were different than those used at the conference. He found it isolating to have someone speak for them. Questioned the possibility of viewing the ABC minutes in real time with Google Docs. Charlie may have a follow up conversation on this.
3. **Josh W DC IG.** Request to post a reminder of the monthly board Teleconferences one week prior on the general channel of Slack. Member Services IG Subcommittee would like to know the status of board approval to the Say Hi letter as it has been on hold for a few months now. Charlie asked that they resend the letter stating that it will receive top attention. Jim B. volunteered that there is a board email WSOBoard@adultchildren.org which can be used by the fellowship to address concerns.
4. **Mary Jo L.** Thank you for the kind words as she departs from the Board and wants to extend a Thank you to Fredrik for his service to the ABC/AWC.
5. **Bill D.** Asks if we can we reach out to the IG's so that they may post the ABC Closing Ceremony on their websites. Jim B, noted that as it has already been released to the fellowship and IG's may add the link without delay. It was further suggested that the IG Subcommittee may want to put this out in an announcement.

L. Motion to close the meeting: Miles C.

Second: David Mc B.

Motion passed unanimously.

M. Closing with the Serenity Prayer: Danish, Swedish, English

ANNOUNCEMENTS: Next Meeting: June 8, 2019



MONTHLY TELECONFERENCE AGENDA June 8, 2019

THIS IS A REGULARLY SCHEDULED MEETING WITH NOTICE GIVEN ON THE ACAWSO WEBSITE AND THE TRAVELER
NEWSLETTER

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

Zoom Webinar ID: 228-809-511

Webinar:	Mobile one-tap	Dial
https://zoom.us/j/228809511	US: +1-669-90-06833 (San Jose) PIN: 228809511#	Zoom International Dial-in Numbers • DEN: +45 89 88 37 88
	US: 1-929-205-6099 (New York) PIN: 228809511#	• SWE: +46 8 4468 2488 +46 8 4468 6646
Link for International Numbers: → https://zoom.us/j/adSv3hv19d		

- A. Call to Order:** Charlie welcomed the fellowship to the teleconference and began the meeting with the ACA Serenity Prayer.
- B. Tradition 6:** 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.
- C. Roll Call of Board Members—Quorum established.**
Present: Bill D., Charlie H., David McB, Erin D., Jim B., Miles C., Pat H., Rich **Absent:** Carole C, Majbrit M.
- D. Guest Introductions:**

• Chris Oaks Group DTSC Chair	• Josh W. DC IG 66 OPPM	• Laura Mission Viejo 1240 OPPM NomCom Young Adult	• Niklas , Malmö, Sweden Reawak. Inner Child.
• Dove Pueblo, CO Treas. Peace and Joy group	• Judith FL158 Ft. Lauderdale	• Matt K. WI West Great Lakes IG, SNC, MPS Region Chair	• Sharon F. KCMO Traveler Ed, Member Outr. Chair, MSC & Webst. Cmtes.
• Fredrik , Swedish IG	• Justine PA IG	• Mardi M. MT026 ComLine Ed.	• Pam CA IG 64
• Greg R. TX Lonestar IG Chair Nom Com Lit Com	• Kay Santa Cruz Inner Loving parent 1215	• Mary Jo L. OPPM, Ballot Prep,	• Shannon Co-Chair 2020 ABC/AWC South FL
• Jeanne T. IG50 Jupiter, FL	• Laura CO IG Rep to Region 2	• Nick ACA Operations Manager	• Tamara Int. Sub. Chair

- E. Minutes:** Minutes for the May 11 meeting are not yet available. (Miles C.)

Decision: Table approval until the TC on July 11.

- F. Chair Report:** Charlie H.

Charlie made some introductions. We are in a period of transition. The whole executive committee is new. They have been meeting once every two weeks to run through agendas and approve expenditures. They are all learning their roles. One of Charlie's roles is as the public face of the Board. If there is anything you want the board to focus on, please contact him at: chair@acawso.org

We have many more committees than we did two years ago. Reporting is taking longer. Simple issues can be dealt with at the end of the call. If the issue is more complex, you may be directed to the next step to take.

- G. Treasurer's Report:** Pat H.

At the present time, we are showing revenues for May in the amount of \$90,047.27. This includes \$9,051.00 in 7th Tradition Contributions. Our year-to-date revenue is at \$502,587.17, which includes \$58,999.44 in year-to-date 7th Tradition Contributions. As compared to the same time period last year, our year-to-date revenue is up \$59,000, an increase of over 13%. Our year-to-date 7th Tradition Contributions are up \$9,397, an increase of 19% over last year.

I expect our May expenses to increase once all of the costs for the 2019 Malmo ABC/AWC are accounted for. The success of this year's ABC/AWC far outweighs the increase in costs of this first ever European AWC. The Board views the 2019 Malmo ABC/AWC as an investment in the international growth of our fellowship. History was made at this year's AWC, with nearly 500 attendees from 24 different countries present. Many collaborations were made possible by having the conference in Sweden. New committees were formed, potential vendor relationships began, volunteers signed up for service at the new "Volunteer Table", and many attendees were able to put faces to what were formerly just names on email or Slack. Those of us able to attend the 2019 Malmo ABC/AWC left knowing that Adult Children of Alcoholics is truly a world-wide organization.

- H. WSO Office:** Nick C.

We are investigating a transition from multiple SKU numbers per item to a single SKU per item in an effort to eliminate inventory problems and streamline the discount system for IGs. Team members are collaborating to work through possible issues in Quick Books and Unify that may arise from the switch. After these issues are defined and addressed, a report will be submitted to Jim on the office process. Depending on our findings a test of the new system will be conducted and any anomalies discovered in that process will be dealt with.

Our monthly inventory was conducted on May 1, 2019 and submitted to the board the following week. A few shortages were found but after a recount, adjustment and reconciliation no major discrepancies were found.

A new inventory counting system has been developed called "inventory by location." Every bin location in the warehouse has an ID number and all locations are inventoried and recorded without having to find all like items and add them up before writing down a quantity total. Inventory sheets counted by two separate employees are compared and any discrepancies are easily identified by their respective location. The warehouse / stockroom have been re shelved and bins have been added to accommodate the coin inventory. All have been assigned location numbers. We believe this will render a very accurate count and help

streamline the inventory process.

Single copies of each of our publications have been sent to Solex Corp in Canada for inspection. We are waiting for their response regarding quotation of print and possible distribution costs. For information about orders and books in transit, visit the report on the Repository. Click this link for a Report on [7th Tradition giving during May](#).

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

1. Executive Committee: Pat H.

Authorized the purchase of 10,000 BRB

2. Archive Committee: No report

No chair at this time. Anyone having skills on information storage and retrieval contact Charlie. We are looking for systematic access

3. Finance Committee: Pat H.

During the Month of May, the Finance Committee had another abbreviated schedule, meeting only 2 times, due to the Malmo ABC/AWC and Memorial Day. The office of Treasurer transferred from Bill D. to Pat H.

April financial statements were reviewed and are posted in the repository. The process of inputting the approved 2019 budget into Quickbooks was begun. Reviewed the Monthly Financial Statements for April which are now posted in the repository under Treasurer's report. A review of outstanding invoices for the 2019 ABC/AWC in Sweden as well as a reconciliation of revenues and costs was also begun.

After discussion, reference checks and interviews Onisko & Scholz has been chosen as our accounting firm. Alvalara has been chosen as our sales tax consultant and began the process of filing the German VAT forms.

4. Literature Committee: Charlie H.

The next Literature Committee Quarterly Meeting is Saturday, 6 July at 11:30 am Eastern US. Starting in July, the Literature quarterly call will be available by internet or telephone.

- ***The Literature Evaluation Subcommittee*** is seeking volunteers to review manuscripts and project ideas submitted from the fellowship. We are currently reviewing suggestions for new literature and changes to literature. Development, review, design, and publication of new literature are time consuming; major projects can take years to complete. The literature development policy can be found at <https://acawso.org/2018/03/13/wso-literature-development-policy/>
- ***The Sponsorship Working Group*** is meeting on the first Saturday of each month. This group plans to explore issues related to the mentoring and sponsorship of recovering adult children, deliver a report and action plan to WSO Board and ABC by March 15, 2019, and to work with WSO Committees (Literature, MPS -Membership and Public Service) and anyone else to turn the report's findings into a reality. The group is now being led by Justine F. To join this group, please send an email to litstaff@adultchildren.org

- **The *Getting Started*** introductory text is in progress. The development team meets monthly on the first Saturday at 1 pm eastern US. The outline has been completed, and the drafting of chapters is progressing. This group is being led by Charlie H.
- **The *Loving Parent Workbook (LPW)*** project is in progress. The project is currently not accepting volunteers. The group leader is Bonnie M.
- **The *ACA Bill of Rights*** subcommittee is in reviewing material to develop an ACA Bill of Rights for consideration as fellowship-approved literature. This is an important document, as many adult children approach life from a “less than” position. This group meets on the third Saturday of each month, at 11:30 am eastern US. The group is led by Rich R.
- ***Ready Set GO!! (RSG)***. This workshop project was approved at 2018 ABC. Preliminary sample design pages incorporating telephone and one-day sessions are complete. In keeping with the Literature Development Policy, this workshop material will soon be available for review. Final author edits and developments are complete. This book is ready to go into pre-production and design.
- **A new Danish translation of *Strengthening My Recovery***, ACA’s daily meditation book, has been published and is being distributed. Our congratulations to the Denmark service committee. International demand for literature is growing. Several groups are translating core literature into the languages of their childhood.
- **Free trifolds** in English and other languages can be downloaded from our site at <https://adultchildren.org/literature/free-literature-english-translated/> Any ACA member or group downloading free trifolds is asked to kindly make a one-time voluntary 7th Tradition contribution of USD10.00 or more as a token of appreciation for the downloadable trifold service. Free downloadable literature can be copied for ACA meetings or personal use.
- **The April issue of the *ComLine*** is now available! We also have the ComLine in Russian! See the latest translation at <https://adultchildren.ru/lit/wso/comline/2019-q2/>
- Our next regular issue will be published on July 1, 2019. Traditionally, shares typically cover Steps 5, 6, 7 and Promises 5, 6, 7. However, all recovery-related shares are welcome. Deadlines for submissions is June 9, 2019. Shares should be 250-300 words.
- Statistics for sales of E-books and Audio Books can be found in the June Literature report posted in the Repository.

5. Member Services Committee: Miles C.

The difficulty with making recordings available on the WSO website seems to be that people identify themselves speaking during the recording, and we don't have their permission to air them, so a workshop recording would have to edit their names out.. People who want to record their shares might be able to do so. The Website Committee is looking into creating an app for ACAWSO.

Global Outreach Subcommittee: Sue V.

A new subcommittee to support new and emerging meetings outside the USA and Canada. Sue V. has

been approved as chair of this committee, which is currently working with Bangladesh and India. The first global conference call was held on May 29. If you are interested in working on this committee please contact globalmembers@adultchildren.org

Intergroup Subcommittee: Tamara, Chair

Tamara was approved as the new chair of this subcommittee. Bonnie K-M has recently stepped down after many years of faithful service. She will remain on the committee. Josh W. will be the group secretary and Matt K. is serving as the website/DB contact. Thanks to all for their service. The committee is currently working on the "Say, Hi" letter; tracking responses received as well as formulating a "message received" response. Work was also done on the Needs Assessment.

Regions Subcommittee: Matt K.

Continues to interface with Regions and their development. Ongoing development in the Midwest and the Northeast. Matt would like a contact name from other regions of the world

The Members Subcommittee got a first draft of a membership survey done which they hope to send to all the committees of the WSO for additions before sending to the fellowship. Please have those questions back to Sharon by August 15, 2019.

6. H & I: Miles C, Chair

Putting out a lot of literature to doctors, jails, and institutions. Drafting directions for how to do meetings in institutions.

7. Public Services Committee: David Mc B., Chair

Discussion of the possibility of adding Emotional Sobriety handouts to some sort of program from WSO for support in supply to AA club rooms. Florida keeps running out of them. Should this be sent to Intergroups or do we have money at WSO? This flier uniquely seems to go out hundreds at a time, so preprinting might save money. We need to study how to approach production and distribution issues.

Those fliers run out everywhere. There is a download for them in color or black and white. You can add your own Intergroup information. We continue outreach to AA and with Alanon in Canada. We are getting a much warmer reception. An article was written about ACA from the Montreal AA/Alanon English Speaking group. We have been invited to functions from that, and are putting out materials in French and English. The therapeutic community is very successful. High School counselors are looking for materials. Articles about trauma and addiction are coming out every day. We need more help on this committee. Time will be spent at the next Board working meeting to deal with these issues. Thanks to Miles for all his hard work. It is exciting that other 12 Step fellowships are starting to appreciate the value of what we do.

There is a Spanish Translation in the works for Emotional Sobriety and the Newcomer Booklet. The Newcomer Book needs to have sewn rather than stapled edges to go into the prisons.

8. European Committee: Majbrit M.

This is a time for major changes on EC – Majbrit entering last year on Board, Tanya and Jeffrey also leaving for personal reasons. There is lots of activity in the European fellowships – translating, publishing and growing. The ABC/AWC in Sweden was great. It is time for Europeans to have a more central role for taking the lead in European service. We can work together on what we think is most appropriate service model going forward. Europeans interested in service are needed on both the EC

and WSO Boards.

At the monthly meeting in May, members of the fellowship had a chance to say what their vision was for Europe during the next few years. Most mentioned were:

- Continuing communication, possibly on Zoom or Slack.
- Creation of working committees such as literature, service structure and MPS that have chairs and work between European Committee calls.
- Service Sponsors and putting principles before personalities.
- Some form of income, possibly through European 7th Tradition monies.
- A temporary organizing committee was formed with the following members: Frederik (Sweden), Mark (Netherlands) Alexia (Germany), Veronika (Switzerland), and Mikkel (Denmark). A meeting of all interested parties will be held in Minsk, Belarus at the end of July.

This feels like the beginning of an exciting new chapter in Europe as we find out how the European Intergroups will take the lead in their own development. Frederik was asked to speak. He sees a lot of people willing to do service. There is a need for countries to come together. There are different levels of participation among countries, but the process has started. When we meet each other in Minsk things will become clearer.

9. DCOC: Bill D.

- The UK Intergroup formally voted last month after the ABC to proceed with the in-country printing of ACA literature. The literature printing specifications have been sent to the printer they have been working with and we are waiting on price quotes for each of the 4 major titles and a couple of booklets. After that is received WSO will finalize an agreement with the UK.
- Approved a quote for 15,000 Yellow Workbooks based on analysis performed that weighed storage fees against cost savings that yielded over \$6,000 in print cost savings. This was sent on to the board and was approved.
- Worked with the Swedish Intergroup to source alternate shipping methods that will lower their freight costs for every BRB Shipped from California from about \$8 to \$4.63, a 42% decrease in the cost to the Swedish fellowship.
- Our Amazon Germany seller account has been temporarily place on hold until Avalara completes the VAT registration certificate filing.

10. Service Network Committee: Jim B.

The committee meets every two weeks on Monday at 8PM ET and Tuesday at 2PM ET. The addition of the Tuesday meeting will accommodate European and other schedules. The next meetings are on Monday June 17 and Tuesday June 18. The primary focus will be a service manual. We are reviewing manuals from other fellowships to create our table of contents. We have an active Slack channel about the handbook. If you are interested in this committee please reach out to us.

11. Website/Database Committee: Jim B.

We have a new service committee calendar. The goal is to make meetings easily visible to the fellowship. It is on acawso.org. We are happy with Zoom and have three different Zoom accounts to accommodate at least three meetings at one time. We are making the accounts available to the committee chairs. Ask Jim B. for access to a shared account if you are a chair.

- 12. The Database and Website Committee** has a channel on Slack. If you are interested in participating, please send an email to webservant@adultchildren.org. We meet weekly on Wednesday's at 1pm ET via teleconference. We can use people experienced with web design, particularly Word Press. We support adultchildren.org, shop.adultchildren.org, acawso.org, acawsoec.com, and acaworldconvention.org

Sharon F is the new Committee Vice-Chair. Thank you for your service Sharon!!! Work continues investigating the BMLT meeting lists open source software. The 2019 AWC talks are being posted to the shopping cart –most are available now. Made a change to the website to reduce the number of calls to Google Maps –the cost has gone up. Working on getting different mailing times for the daily meditation –so Asia, Europe, and the US region can all get it in the morning. Looking at merging our 2 mail chimp accounts to get a better rate. Meeting List Type settings are being cleaned up: Men's and Women's meetings are almost completely reviewed. Supporting our new zoom accounts to get all committees self-sufficient. To see what projects are currently in our queue, go to our report on the repository.

- 13. ABC Committee:** Erin D.

This past month has been spent learning about the different parts of the ABC. Moving forward we want to use feedback from the evaluations to improve our next ABC/AWC in such areas as adaptations of Roberts Rules of order and use of a parliamentarian. We are looking for those interested in hosting the ABC/AWC in 2021 or 2022. Shannon and Claudia are Co-chairs for the AWC and Shannon introduced herself. They are working with the hotels on menus and have a contract written and have just received it back from the lawyer and ready to send back to the hotel. Hope to launch the website in July. Hope to launch the applications for workshops on July 15 and they will be available through the fall. Charlie offered help from those who have already done this.

- 14. DTSC:** Chris

The committee met for the first time May 29 and will meet monthly on 4th Wed. at 3PM ET. We are using information from the questionnaires to drive training. One area of interest is the number of walk-ins as opposed to registrants, and what can be done for them. We would like to get Intergroups more involved in training and hope to offer more frequent training.

- 15. Ballot Prep Committee:** Mary Jo L.

No report. The committee will start working sometime within the next couple of weeks.

- 16. OPPM Committee:** Mary Jo L.

The OPPM Committee met twice since the ABC/AWC. Committee officers were chosen and the creation of a new Committee Mission Statement was discussed. Mary Jo L. is Chair. Laura L. is being recommended to the board for approval as Vice Chair. Josh W. was elected Secretary. A review was done of the structure of the OPPM as well as the work we do and the processes used to ensure consistency throughout the document. We are currently continuing the revision of *Appendix L Right to Petition*.

- 17. Nominating Committee:** Greg R.

We have two positions available on the committee, especially one from outside North America. If you or someone you know is interested and qualified, contact chairnomcom@acawso.org and submit an application (see <https://acawso.org/category/nominating-committee/>)

During May, we had two teleconferences. We clarified that the Nominating Committee currently has no responsibility for identifying committee members. There are, as yet, no applicants for Board Trustees or for the remaining two positions on this committee. We continue to search for both.

We have started interviews for a non-voting position of secretary on the committee.

Bill thanked Greg for his service in Sweden. We have not looked at having non-member trustees as other 12 Step groups have done. This would require a change in the OPPM. Greg is not aware of any move in that direction.

18. Addressing Predatory Behavior Working Group: Erin D.

The committee was tasked with having two town halls for input on proposed language for the Safety Card, which are now scheduled for June 22 and July 13 from 12:30 -2:00 PM ET. A letter will be going out to delegates to invite them to the meeting, but all are welcome. The call will not be about people relating to specific happenings in their own lives; it is more about wordsmithing. Suggestions, ideas, and comments will be welcome. People are working on specific questions for that call that will help keep the call focused. There was some confusion over the email being sent to the 2019 delegates, which was a commitment made to them. The email has not yet gone out, but will be soon. All call details should be posted on the Slack website.

J. Motions passed at the board working meeting on June 6, 2019

1. **Motion:** To approve the purchase of 15,000 YWB at a price of \$28,960.00 plus shipping of about \$2,544.00 per an attached quote from Bang printing. (Bill D.)

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

Second: Miles C.

Decision: Motion passed unanimously.

K. New Business:

1. **Motion: (Pat H.):** To hire the firm of Onisko & Scholz as our new outside accounting firm, replacing Wilshire Financial Services, with a \$5500/month retainer fee for their services. **Background:** The Finance Committee was tasked by the Board with finding a replacement for our current outside accounting firm, Wilshire Financial services. An RFP was sent out to half a dozen Signal Hill area accounting firms and the Finance Committee reviewed the responses.

The responses were narrowed down to two candidates: Onisko & Scholz and CKP. The Finance Committee checked their customer references and had telephone interviews with both firms. Onisko & Scholz has considerable experience with Non-Profit Organizations, has clients who sell through Amazon, is familiar with Sales Tax Nexus requirements in each state, is the closest in location to the Signal Hill office, and has already gone to the office and seen some of our systems.

The firm's retainer fee will be reconciled against actual at year end. Any overpayment will be returned

to WSO or carried over to the following year. We paid Wilshire Financial \$55,166.00 last year. Onisko & Scholz will outsource our payroll function to ADP, and our monthly fee will be less than \$500/month. ADP will file all of our payroll taxes in every state we have an employee.

Second: David Mc B.

Discussion: Is there an industry standard for an amount paid for services per size of corporation? We have a complicated setup. We print books, we sell them, we take in 7th Tradition funds. We have been paying about the same per year in the past, and some of the RFPs were higher. We went with the middle ground.

Decision: Motion passes unanimously.

L. Guest Comments: Priority will be given to the people using the Raised Hand function, and then others.

- **Jeanne:** Wrote proposal 8 about the name change for our organization. It needed about 16 more votes to make it to the ballot. There was talk of changing the required number of votes to put proposals on the ballot. If there is a chance a name change could still happen, she would like the board to be thinking about it. My proposal was to change our name to Adult Children Anonymous, which would not require a change of initials, and would also take care of confusion about whether the organization is only for adult children of alcoholics. **David:** He favors the name, and would like to get it and hold it in reserve in case we decide to use it. **Charlie:** We can pursue this and it has come up once or twice in board conversations. The board will pursue the conversation. We will let you know whether we are going to pursue it or whether to do a new ballot.
- **Sharon F.:** Would like people to know that the Traveler is looking for a Co-editor. This is not a reporter position. We just put the information on Mail Chimp. At this time Committees present items, and events come from the events calendar on the website. Please contact me if interested.
- **Matt K.:** Can Rich give a plug for the survey he posted on the general Slack channel? We only have 13 responses. **Rich:** We are about halfway to getting the ACA version of the Bill of Rights. The survey has 8 or 9 questions. This is for ACA as a whole to determine what they would like. Please take the survey.
- **Kay:** Regarding the name change: could this topic be moved to the Public Services Committee? That would be a way for people outside the fellowship to understand better what we are about. The 2/3 standard is quite high to pass a proposal. A simple majority seems more reasonable. **Charlie:** Every year after the ABC/AWC we do a review. The ballot threshold is already on the table. Anything that has to do with a name change is universal in its impact. We would be casting a wide net to get opinions on this.
- **Erin D.:** Regarding the ballot. The ones that took so much time were the ones that required the most wordsmithing. How could we change the process so we could get more ballots discussed? Perhaps the wordsmithing could be done ahead of time in some way.
- **Mardi:** Someone sent a link to the closing talk and ceremony at Malmo which was very powerful. For those of you who don't know where that is, the free download is at on the blue service website as well as at shop@adultchildren.org Please share with as many members as possible.
- **Pam:** The program was almost high-jacked by another group calling themselves Adult Children Anonymous in the early 1990s. They had a website and were asking that 7th Tradition funds be sent to them. If that group still exists under California law, it can't be used at this time. Secondly, I knew Tony A. When he was approached about the possibility of a name change he was very much against it. He

wanted the place of alcohol to remain prominent. Lastly, if you change the name, there is a large number of money that has to go through the incorporation process.

Charlie: We looked into this at the time the proposal came up, and found out that the name is available. This topic has not gotten off ground level at this point. Much more conversation would have to occur, because people will have strong feelings about it.

- **Dove:** Asked for a repeat of the email address for those interested in proofreading. Those addresses are: literature@acawso.org and litchair@acawso.org

M. Motion to close the meeting: David McB

Second: Bill D.

Decision: Motion passes unanimously.

ANNOUNCEMENTS: Next Meeting: July 11, 2019 2 PM EDT

Meeting is closed with the ACA Serenity Prayer.



MONTHLY TELECONFERENCE AGENDA July 11, 2019

THIS IS A REGULARLY SCHEDULED MEETING WITH NOTICE GIVEN ON THE ACAWSO WEBSITE AND THE TRAVELER
NEWSLETTER

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

Zoom Webinar ID: 228-809-511

Webinar:	Mobile one-tap	Dial
https://zoom.us/j/228809511	US: +1-669-90-06833 (San Jose) PIN: 228809511#	Zoom International Dial-in Numbers • DEN: +45 89 88 37 88 • SWE: +46 8 4468 2488 +46 8 4468 6646
Link for International Numbers: → https://zoom.us/u/adSv3hv19d		

A. Call to Order: Charlie H. began the meeting with the Traditional Serenity Prayer

B. Roll Call of Board Members

Present: Bill D., Carole C., David Mc B., Erin D., Jim B., Majbrit M., Miles C., Charlie H., Rich R.

Absent: Pat H.

C. Quorum established

D. Guest Introductions

Arian NET Webmaster for Netherlands, Belgium	Josh DC IG 66 OPPM Committee	Kathy T. CA Pred Beh, Delegate WSO	Mardi M. MT026 ComLine Ed
Barbara Alameda CA Int. 647	John MA	Karin S. Chicago Chair APB WkGrp	Mikkel DEN Rep for Country and INT Rep Temp. Planning Board European. Comm.
Gloria CA Brentwood Rep	Josh DC IG 66 OPPM Committee	Kay R. CA 1227	Bonnie K-M Texas
Greg R. TX Lonestar IG Chair Nom Com Lit Comm	Justine F. NJ139/IG599 Lit Com., Intgr. Com, APB WkGrp Sponsorship WkGrp	Marc G. Amsterdam Dutch Int.	Tamara P.

- E. **Tradition Seven:** Jim B. read the tradition. Every ACA group ought to be fully self-supporting, declining outside contributions.
- F. **Minutes:** The Teleconference Minutes for May 11 and June 8 are almost ready. Presentation must be tabled at this time.
Decision: The minutes will be presented at the August Teleconference.
- G. **Chair Report:** Charlie H.
There are a number of newcomers on the call today, so Charlie wants to give an idea of how the teleconference works.
1. **Committee Reports:** A part of the meeting in which those present can learn the types of work the WSO and committees do. We have made a point in the last several years to acknowledge our need and reliance upon volunteers. For the first part of the meeting you will be spectators.
 2. **Open Forum:** Anyone on the call can make comments and suggestions. It is not necessary to wait for an ABC to be heard.
 3. **Slack Channel:** This is our platform for participation in committees and a source of information. If you are not on Slack and would like to be, mention this in the open forum so you can be added.
 4. **It is a challenge for us, as ACAs to do organized service.** A priority in all meetings is to consciously use the traditions to guide our actions. Especially the second tradition in which we keep in mind that we are trusted servants, but do not govern; the first tradition in which we acknowledge that we truly depend on each other and so treat each other with respect; the twelfth tradition in which we put our egos aside and place principles above personalities.
- H. **Treasurer's Report:** Pat H.
Our Treasurer is not present. Her recommendation is to postpone the report until next month.
- I. **WSO Office:** David Mc B.
1. The single SKU project is nearing completion. This has been a joint project of the Office Webmaster DCOC Treasurer Accountants Technology Letter going out to IG different way for the discounts to be done. Jim has been conducting tests, and we should be starting on August 1. In the next two weeks all Intergroups using the discount will be contacted by the office to help them get set up to use the new system.
 2. The June inventory is the first full one done by location rather than the use of SKUs. This is the next evolution of our warehouse process and should bring about more accuracy and ease with certification.
 3. Bang orders:
 - BRB 15,000 copies (in July)
 - Newcomer Booklet 10,000 copies (in July)
 - YWB 15,000 copies (three month turnaround)
 - Laundry List quotes are out for quantities of 5,000 and 10,000 copies.

4. Sales have leveled out. They seem to be upticking on Amazon. An added shipment was made to Amazon so as not to run out.
5. There was no evidence of damage from the Southern CA earthquake.
6. We are working with a new company to ship materials to Sweden, but have been having difficulties dealing with the company. The Treasurer has been most helpful in dealing with these problems.
7. Carole: SKU stands for Stock Keeping Unit. A label on the product to keep track of what we are selling. This will give flexibility because books do not have to be ordered by the case.

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

1. Executive Committee: David Mc B.

The following actions were taken

Orders for 10,000 Newcomer Booklets from Bang at \$2671.00 as well as one year medallions were approved. We completed the contract for the 2020 ABC with the help of our Treasurer, Pat H.

- Orders approved for items under 10,000 newcomer booklets for \$2671.00 and the one year medallion.
- Completed the contract for the 2020 ABC with the help of our Treasurer, Pat H.
- Updating working session agendas
- Working with Erin exploring planning for cost and budget for ABC/AWC
- Board retreat 25-27 Long Beach
- LOM 2nd year David McB to continue
- There is no report about the 2020 ABC/AWC

2. Archive Committee: Charlie H.

Marcia J. who was our previous secretary, has agreed to chair the Archive Committee. She is a Librarian by training which is wonderful for our purposes. Thanks to Laura L. who really has kept this committee going for the past several years. Marcia, Laura, and Charlie are going to do a handoff call soon. Charlie will be the Vice Chair for now and is the Board Liaison.

3. Finance Committee: Charlie H.

The report for this committee will be given at the August Teleconference.

4. Literature Committee: Charlie H.

- **Quarterly call:** The biggest focus was getting a sense of what committee priorities are. The main topics concerned catching up on unfinished business from the ABC in Sweden.
 - There was a Motion relating to the enactment of a mission statement for the fellowship. A study group will be created to work on a statement, or perhaps consider creating a preamble as some other 12-Step groups have done. A preamble is a statement about core values and how the fellowship works.
 - There was support for an APB motion in Sweden to create a safety statement, but there is a desire for more study on the writing.
 - There is a desire for more guidance about using the Traditions and Concepts in service settings. This may not be a literature committee project because the Service Network Committee is working on a Handbook, which might use this topic. It may be possible to

work with the many variations of group inventory to make a version that is pertinent to ACA as part of this.

- There are questions about whether to consider greater use of alternatives to the term “God” in reference to “Higher Power.” There is excessive reliance on that term in our literature. This may turn away newcomers who are sensitive to this issue. No immediate action is being taken, but there is interest in a study group to look at the implications.
- If you are interested in having a voice and working on any of these topics, please come to the next quarterly meeting in October. There is also an open discussion channel for literature on Slack. If you would like to be put on that channel, send an email to litchair@acawso.org

- **Development projects:**

- Getting Started, which is a beginners book and the Loving Parent Guidebook are in their last stages of writing and should be able to be presented at the 2020 ABC.
- Format kinks are being worked out for Ready, Set, Go having to do with one day and longer term presentations.

- **ComLine:**

- July **ComLine** is up on adultchildren.com/comline. Jim B. has been busy uploading about 15 past issues as well. The deadline for the next **ComLine** is August 31.
- Pictures and articles about the ABC are needed so a summary of that event can go out. Articles are needed from ABC reps and from the Chair of AWC. This issue cannot go out until these materials come in. Send to litstaff@adultchildren.org Charlie will work with Mardi offline to make sure she has the stuff

5. **Member Services Committee:** Carole C.

Carole gave an explanation of the breakup of the former MPS. Committee. The committees will report during this section of the meeting.

- **Global Members** is the newest committee. Sue V. is the chair. The committee deals with members worldwide other than North America (Canada south to Panama) and Europe. Right now she is working with India and Bangladesh to get some meetings going and has a lot of people involved.
- **Intergroup:** Tamara. The current project is to establish connection with Intergroups to find out their needs. A letter has been sent to say “hi” and verify contact information. 137 letters have been sent out and responses are coming back. A needs assessment is being created. If anyone has experience with focus groups and would like to help develop questions, please let us know. Work is being done with Jim B. on the committee webpage.
- **Members:** Sharon F. The committee is receiving feedback from other committees for inclusion in the membership survey. If your committee would like to add questions, please have them to us by August 15. They are also working with the webmaster to create content for newcomers to put on the website. Anyone interested in doing content for the website geared towards members and meetings, please contact us. Contact information can be found on the Member Outreach page of the website. There is currently no Slack channel for the membership survey. Message Sharon or post on members subcommittee or by email to mpseditor@adultchildren.org
- **Meeting Safety working group:** The chair of that group is unclear and there was no one to report.

- **Regions:** Matt K. is the chair, but was not present. Matt has been traveling in the east to get intergroups to think about forming a Regions. The Midwest is working to get all their business worked out before getting their Region formalized.
- **Teen and Young Adult:** A chair is needed. Laura is holding the place. The committee has been receiving emails and information on Slack. No official meeting has yet been held.
- **The Traveler:** Sharon F. We have someone interested in being co-editor. All are encouraged to submit articles. The deadline for the August Traveler is July 24.

6. Public Services Committee: David McB.

Working with Miles on doctors, therapists, and doctors. We are looking to have them link to our website, and are cultivating that relationship. We are rebuilding the public service structure. If you are interested you can contact David at vicechair@adultchildren.org.

7. H & I: Miles C.

- There are three members in Quebec working to translate the YWB into French.
- August: An invitation to the Kahnawake Reserve in Montreal for their health days.
- November invitation to an AA function in Rockwell.
- Miles has an appointment with the Ontario Mental Health Association and social services to give them information about our program.
- Literature was sent to a prison in the Ft. Lauderdale, FL area.

8. European Committee: Majbrit M.

- Planning to have a complete turnover of the committee. There is lots of involvement and a planning group committee that meets weekly. There will be a meeting in Minsk at the end of July. We have many open positions and we need to find people and vet them, which takes time. Everything is done by group conscience.
- The planning committee has doubled in size within the last week. A call to service has been written and sent to the European fellowship. We hope that awareness is raised and that people who have served before will recirculate.
- People are needed with knowledge of their local service structures. The letter is posted on the European website. It is exciting and exhausting, but Majbrit is reassured that there will be a firm foundation to stand on.
- Members that were engaged at the ABC/AWC are participating. A year from now, the European Committee will be broader than it has ever been. Thanks for Majbrit for bringing this committee to the point where this can happen.

9. DCOC: Bill D.

- This is the WSO oversight committee for the distribution center.
- We are close to having a licensing agreement with the UK. Information is needed from Jeffrey F. so this can proceed.
- 7th Tradition checkout in the shopping chart has a place to list your meeting and intergroup information so that you can be credited with your donation.
- DCOC will skip their annual trip to Signal Hill as the strategic planning meeting will be held there in October.

10. Service Network Committee: Jim B.

- Meets biweekly in two meetings: Monday at 8 PM Eastern and Tuesday at 2 PM Eastern. This is an effort to make committee membership and participation available to people across the globe.
- The goal for this year is to build the service manual. Building table of contents to list what we want included in the manual and looking at other manuals.
- The committee is keeping informed of some planning involving a new format for business meetings and the Slack channel on which the ACA concepts are being discussed. We hope to participate in ways that concern our own committee.
- Majbrit brought up the Service section in the BRB. Many things have changed since that was written, and she would like to see those changes reflected there as well.

11. Website/Database Committee: Jim B.

- Jim shared the service website at <https://acawso.org> especially for people who are new. Pictures can be shared, the Monthly Teleconference Section contains information about connections, agendas, and minutes. All committees have pages with information about their activities and reports. Statistics are also available.
- Jim shared the regular site, we have a whole new drop-down menu for the newcomer. A new section for members is in the works.
- The Convention website was also shown. It includes pages concerning previous ABCs and Conventions. In 2019 section there are workshop recordings and slides that are free, as well as pictures.

12. ABC AWC Committee: Erin D.

- A meeting is scheduled for August 18 at 3PM in which will roles and troubleshooting suggestions. The time may change to evening Eastern Time if there is no International participation, so please stay tuned.
- A bid is being pursued for 2021. We would like to have more than one to choose from. If your committee is interested next year or any time in the future, please plant the seed. You will have help.
- Survey reports from ABC have been put in slide form. We would like to make this more widely available.

13. Ballot Prep Committee: Mary Jo L.

No Report

14. OPPM Committee: Josh W.

- There are four active members:
- Service positions are; Laura L. Vice-Chair and Erin D. Board Liaison
- New mission statement is with the board for approval and there may be some revisions. This will be on the next board call for review.
- There are some suggested revisions to the OPPM concerning right to petition.

15. Nominating Committee: Greg R.

- The committee recommends 2 candidates for the board of Trustees each year and starts the process after the ABC.
- Applications are due in November at which time the committee begins the process of interviewing and vetting to identify and recommend 2 candidates around the middle of February

- If you know of someone who would be a good Trustee, ask them to apply.
- This is a big service commitment. Qualifications are on our web page, which is on the <https://acawso.org> website.
- Even if the person does not meet the qualifications at this time, please mentor so they can meet them in the future.
- There are two positions on the Nominating Committee that have not yet been filled. Information on the qualifications is also on the website. Looking for someone outside North America, especially.
- There are still no applicants for Trustee or Committee positions. We would like to have trustee applicants from Europe, since Majbrit will be leaving the board in April. Other international candidates are also being sought.
- Chris S. is a volunteer outside the committee to assist with administration duties.
- We are interested in onboarding to assure continuity. We are actively working on this now.
- Charlie mentioned that this committee has professionalized the choice of Trustees, taking it out of the hands of the board. Qualifications can be seen by all, so there is no ambiguity. The goal is to make the board open to anyone with time and experience in ACA.

16. Predatory Behavior Work Group/Committee: Karin S.

- Development of a self-check inventory questionnaire for people who have doubts about why they are reaching out to newcomers. People have been asking for this.
- We are also finalizing the tradition workshop for mid-October.
- The literature committee will be working on a process for feedback.

K. Motions passed at the board working meeting on July 9, 2019

1. **Motion:** That WSO provide free access to named AWC Host Committee members for MP3 talks from that convention year. (Jim B.)

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

Second: Carole C.

Discussion: A question was asked about whether or not a limit should be placed on these downloads. Others have also expressed this concern about this matter. This should focus on people who really can't get to most of the talks. It was decided to add the word "named" to the term AWC Host Committee.

Decision: Motion approved unanimously.

L. Motions passed at the board working meeting on June 20, 2019

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

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

Second: Bill D.

Discussion:

Decision:

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

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

Second: Unknown

Decision: Motion passed unanimously.

3. **Motion:** To approve holding October's Strategic Planning Meeting on October 24 - 28, 2019 in Long Beach, CA at the Cove Hotel. (Pat H. and David Mc B.)

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

Second: no second

Discussion: Clarification on the dates for arrival and the retreat itself.

Decision: Motion approved unanimously.

M. Specific Concurrences

1. **Motion:** That the Distribution Center adopt a single SKU# (Stock Keeping Unit #) system on literature and chips. (DCOC Committee)

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

Second: David Mc B.

Decision: Motion passed unanimously.

2. **Motion:** To approve the attached contract of the Renaissance Hotel in Boca Raton, FL for the 2020 ABC/AWC. The rate will be \$142.00 per guestroom. WSO agrees to pay the balance of food and beverage purchase requirements that are not met.

Background: The Florida ABC/AWC Committee identified this hotel has the one that best met qualifications as a venue for our annual event. Negotiations were done to make the food and beverage agreement more transparent.

Second: Unknown

Decision: Motion passed unanimously.

N. Guest Comments

Carole C. Chair of Greater Western Region 2: The bank will no longer cash checks that are not made out to the Region without using the whole name, Greater Western USA Region. Checks not made out that way will have to be sent back and redone.

Bonnie K-M: Does the 30% order apply to all orders? Yes, as long as you meet the \$100.00 minimum.

Justine: There appears to be an issue with purchasing audio downloads. She is being stopped because she is missing a shipping cost. Jim B. directed her to send him her list so the mpg3 with the posting problem can be identified.

Gloria CA: Thank you to everyone on the call who is of service.

Josh W.: Why are recordings of the calls not posted? Charlie will take this up with the board, since it is a public meeting.

O. Announcements: Next meeting will be held on August 10, 2019

P. Motion to close the meeting: David Mc B.

Second: Carole C.

Decision: Motion passed unanimously

Q. Meeting closed with the Serenity Prayer



MONTHLY TELECONFERENCE MINUTES August 10, 2019

THIS IS A REGULARLY SCHEDULED MEETING WITH NOTICE GIVEN ON THE ACAWSO WEBSITE AND THE TRAVELER
NEWSLETTER

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

Zoom Webinar ID: 228-809-511

Webinar:	Mobile one-tap	Dial
https://zoom.us/j/228809511	US: +1-669-90-06833 (San Jose) PIN: 228809511#	Zoom International Dial-in Numbers • DEN: +45 89 88 37 88
	US: 1-929-205-6099 (New York) PIN: 228809511#	• SWE: +46 8 4468 2488 +46 8 4468 6646
Link for International Numbers: → https://zoom.us/u/adSv3hv19d		

A. Call to Order: Charlie H. began the meeting with the Traditional Serenity Prayer

B. Roll Call of Board Members

Present: Charlie H, Erin D, Miles C, Pat H, Rich R, Carol C, Majbrit M, David McB.

Absent: Bill D, Jim B

C. Quorum established

D. Guest Introductions

Marc Netherlands Dutch Translation Chair	Sharon F. Website Data vice chair, Traveler editor	Laura L. CA 1040 OPPM, Nom Com, Archives	Mary Jo L. OPPM, BPC, Website
Greg TX Lit Cmte, Nom Com	Kathy CA APB	Barbara CA GEBACA IG	Kay O. CA #1233
Josh DC IG Sub Cmte, OPPM, APB, Nat'l Capitol Area IG	Mikkel Denmark IG 40 Euro. Union Temp Planning Cmte	Mardi M MN Comline editor, 026 Delegate	Pam Central Coast IG chair 076
Karen R Former Board Member	Kelle FL Telephone Mtgs. APB	Markus Sweden ACA European host Cmte	John MA IG

E. Tradition Eight: Adult Children of Alcoholics should remain forever non-professional, but our service centers may employ special workers.

F. Minutes: Motion to table May 11, 2019 Teleconference Minutes (David McB.)

Second: Miles C.

Discussion: Minutes were posted this morning. Tabling the minutes will allow members to review and approve the backlog of May, June and July at the next board meeting.

Motion to table the minutes from May through August until September for approval.

Second: Miles C.

Decision: Motion passed unanimously.

G. Chair Report: Charlie H.

In transparency to the fellowship announced the leadership change in the Executive Committee. Erin D and Miles C. have volunteered to switch positions. Erin will become Secretary to complete the backlog of Board Meeting minutes and Miles will now serve as the ABC/AWC Chair. Minutes for May and July are now in draft form on the website. We expect to have June and July posted at the end of the week.

H. Treasurer's Report: (Pat H.)

Pat H. Reports an interesting time for the fellowship (see full report at ACAWSO.org). We have switched from an accountant to a CPA firm in June. Currently June and July is on the upswing as we begin making money. Malmo expenses have been accounted and recorded. See the Finance committee page for the July balance sheet. A \$40,000 deposit on inventory was made with an equal amount due to pay the balance for the next month. Year to date, our net income is in the black at \$53,101.00. New monthly accounting fees are lower than in the past. Seventh Tradition donations are up at ten thousand. Ending balance \$27,240.

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

1. Executive Committee: David Mc B.

Amazon required new labels this was time consuming with no advance warning. Books which were crated needed to be relabeled. In the future, everything through Amazon now needs labels with bar codes.

2. Archive Committee: Charlie H. (For Marcia J.)

Good news is it is now functioning with 4 to 5 members beginning to layout a charter for the coming year. Marcia J. was unavailable to report today, we will gain a fuller report in September.

3. Finance Committee: Pat H.

Implemented approved budget for this year. For the first time budget was inputted to Quick Books. This means an arduous task of recoding postings from the first seven months. This is the first year committees will have budgets and we can see how it is working. This gives the fellowship a better understanding of where their money is going. This will be the first year we match budget to expenses. Sales to costs of goods tally will be available for next month's report. We reviewed and

recommended an additional floating holiday for the employees. Motion passed unanimously. Charlie asked about recoding expenses in layman's terms. Recoding expenses allows us to understand if a committee is going over their budget and where their expenses fall in line.

4. Literature Committee: Charlie H.

- **ComLine** Mardi M.
The next edition will come out on Oct. 1. To submit articles on Steps, Traditions, and Concepts 10, 11, and 12, send with a release form to <mailto:litstaff@adultchildren.org>. We would also welcome ABC/AWC shares, poetry and artwork.
- **The Literature Committee does a quarterly open call.** (First Sat of each quarter) Anyone interested may contact Charlie H. on Slack. The theme of the July call was activity in Sweden.
 - A motion to adopt a mission statement for ACA and meetings was postponed and given to the Literature Committee. A suggested meeting preamble similar to other 12 Step meetings was discussed. Work on this preamble will be continued on the next call which will take place on October 15 at 11:30 AM Eastern.
 - Workshops on Traditions and Meeting Safety were very well attended, more literature about service, The 12 Concepts are desired and needed.
 - Another topic was the use of Higher Power as more neutral, God as more threatening, a possible put off, to the fellowship and newcomers. A study team to look at that will hopefully come about by the October 5th call.
- **Bill of Rights:** Rich R.
The committee meets the third Saturday of each month at 9:30 Eastern. Currently 22-24 statements are to be edited and finalized.
- Miles asked about the French translation of the BRB, Robin, Charlie and Miles may call to discuss how this is progressing.
- A special summary of the ABC/AWC from Malmo, Sweden is forthcoming.

5. Member Services Committee: Carole C.

- **Global Members**—Sue V. Chair. In Bangladesh a human rights organization sponsored a meeting in English and Bengali. Public outreach made to S. Korea. We are working with other 12 Step fellowships and receiving warm welcomes.
- **IG Report**-Tamara The Say Hi letter responses are being received and followed up where needed. A task force to review IG's getting started has formed and is working on a document. IG Best Practices are being taken from the needs assessment,. They are updating a mission statement and creating a vision statement.
- **Members Sub Committee** -Sharon F. A newcomer page is in place to help decide if ACA is right for them. Traveler subscribers are up 300 from June. September Traveler items are due Aug 15th. A possible Vice Chair is on the horizon. A 2019 Membership Survey requests questions to be included to help guide work in the future. Sharon can be contacted on Slack or <mailto:MPSEditor@adultchildren.org>.
- **Regions Subcommittee** -Matt K. Chair- Five North American regions have been designated by the board. Greater Western USA Region is functioning <https://gwuregion.org>. Active Slack workshop is at <mailto:gwuregion@gmail.com> The Northeastern region is planning a Meet and Greet for some time this autumn. Contact Matt K on Slack for Region information.
- **Young Adults and Teens** Laura L. Liaison-nothing to report, no emails have been received.

6. Public Services Committee: David Mc B.

The committee is active but has not been meeting. David and Miles attended the 2019 State convention in Miami, FL for AA to try to promote future conventions there. We have a 2020 invite for an information table and workshop in Jacksonville again and an AA follow-up in New York, also an invite from Young People in AA.

7. H & I Committee: Miles C.

- Continues to send books and literature. To Order books for prisons send the required books and numbers to info@ACAWSO.com. Books must be ordered through WSO for prisons.
- ACA has been invited to Mohawk Clean Days native reserves in Canada next week. Invited to 72nd Annual AA Conference in Carmel, Ontario information table and a possible meeting November 8,9, 2019. information@acawso.org

8. European Committee: Majbrit M.

July and Minsk minutes are posted in the Repository. The European Committee (EC) is undergoing major renewal, there is a large body of volunteers stepping up since a workshop was presented in Malmo. Majbrit will be rotating off and a handing over is taking place. The EC started in 2014. In the EC new ways to carry the message were needed for translations. Anyone interested in European service may contact Majbrit at EU@ACA.com for service enquiries. Minutes from Minsk are on the Repository. Tanya and Jeffrey have stepped down from the EC. An Interim committee will be ratified in September on the EC Teleconference. Charlie offered gratitude to Majbrit for her tremendous leadership shown in this time of transition!

9. WSO Office: David Mc B.

- David reports a new procedure by which an IG order of over \$100 receives a 30% discount.
- The website now offers easier access and improvements to 7th Tradition contributions.
- Jose has broken records by getting orders out within 24 hours.
- Books are being stored in various locations, U.S, Canada, Amazon, Bang and the UK and Signal Hill CA.
- Sales are up on Shopify and Amazon.
- Upgrades to OSHA safety kits in place.
- Executive Committee approved costs to relabel books for Amazon.

STATISTICS

Meetings: 2340 registered

Intergroups: 102

Regions: 1

10. DCOC: Bill D.

No Report

11. Service Network Committee: Jim B.

No Report

12. Website/Database Committee: Sharon F. (For Jim B.)

The full report is posted on repository. Working with Robin and Mardi on html format for the website. Each article will run independently as a blog post. Updating meeting lists. Providing more search capabilities for the IG and Regions subcommittees. We are researching best practices for using Zoom and Dropbox.

13. ABC Committee: Miles C.

Meeting August 17 with the Florida team. An Advisory team will be a resource for host committees to fall back on. Erin D. Application for Speaker Presentations was approved and is expected to be up shortly. The 2021 Host Bidding Packet as well as an Invitation to Host letter. Miles will establish a monthly meeting for the ABC/AWC and the Advisory Team. Question from Carol. Will we continue to use the term Host since the WSO is the host? To be followed up at the Board Working Session Thursday.

14. Ballot Prep Committee: Mary Jo L.

The committee prepared the Call for Proposals which went out Aug 1st, as well as info on how groups can prepare for submitting a proposal. If any group needs these mailings please email the committee <mailto:bpc@adultchildren.org>. Proposals due Nov 30th.

15. OPPM Committee: Mary Jo L.

Creating a project plan and prioritizing and awaiting approval on things currently in the hands of the board.

16. Nominating Committee: Greg R.

- Two openings for Nominating Committee members are on the website along with the qualifications needed to be a member of the committee.
- Two new Trustee positions are open for 2020. Since July no applicants for either positions. Trustee position submissions are due November 22, 2019.
- The committee requests a review of the Nominating Committee process regarding references and applicants. Please send suggestions to the Nominating Committee.
- Questions about the requirements for selecting and vetting committee chairs and vice-chairs were submitted this morning to the board. We suggest it is not an appropriate task for this committee. The committee sent a letter through Carol to the Board requesting a change to the OPPM.
- It would be beneficial if the board confirmed each year how many new trustees are needed. Send written confirmation through Carol.

17. Predatory Behavior Work Group/Committee: Erin D. (Reporting for Karen S.)

A third Town Hall will be held tomorrow August 18, 2019. The revised safety card will be presented to all interested. It will then go the Board for approval.

J. Motions passed at the board working meeting on August 1, 2019

- J. Motion:** That WSO revise ballot measure requirements, so that support from 60% or more of voting groups places a measure on the next Annual Business Conference.

Amendment (Jim B.): That WSO revise Annual Business Conference rules so that 60 percent passage by ABC delegates is required to enact a motion.

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

Second: Miles C.

Discussion: Majority favored lowering the threshold for discussion motions. Changing the rule now would enable WSO to communicate this to the fellowship in its Ballot Preparation letter.

The Amendment was proposed because ACA generally requires a principle of substantial unanimity, and a simple majority vote might allow major changes to occur based on a closely divided vote. The new formula will require delegates to work to gain greater unanimity before passing a motion.

Decision: Motion passes unanimously. Amendment passed unanimously.

- K. Motion:** To revise the OPPM so that former board members must have left the board two years before they are eligible to serve on the Nominating Committee. (David McB)

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

Second: Carole C.

Discussion: Participants in the original Nominating Committee discussion agreed that a two-year separation from the board was intended, and that the goal remained valid.

Decision: Motion passed unanimously.

K. New Business

- 1. Motion:** Change name from the ABC Committee to the ABC/AWC Committee. (Charlie H.)

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

Second: David

Discussion: No discussion.

Decision: Motion passed unanimously.

L. Guest Comments

- 1. Mikkel Denmark**—Interest in the study group on God. Two people who have stepped up to be the chairs of the EC they have discussed and suggest the chair and vice chair as members of the WSO as well. One hundred and fifty people in Minsk celebrating a 10 year anniversary. Russia and Belarus

difficult as they do not speak English.

2. **Jeannie**—International sponsorship. Request if anyone knows anyone who has gotten mtgs in their town's prisons please contact Jeannie on Slack on developing H and I guidelines. Emails to info@acawso.com 7 emails went unanswered. Risk of credibility without emails returned to prisons as they follow up. mscchair@adultchildren.org hichair@adultchildren.org vicechair@acawso.org. David McB: Prisons take time because it must go from WSO to prison. Different prisons esp. private-run take longer in their systems. Pat H. on Slack she is also working with Santa Cruz prisons and available.
3. **John Mass**—What is Slack? A chat board to committees, persons, documents to communicate with committees. It is a communication too. An email address sent to a Board member will get anyone invited. Send your email to any board member to be invited.
4. **Majbrit**-Currently experiencing email problems.
5. **Josh**- request to announce on Slack next teleconference one week prior to jog member's memory.

M. Motion to close the meeting: Carole C.

Second: Miles C.

Decision: Motion passed unanimously.

N. Announcements: Next meeting will be held on September 14, 2019 at 2PM Eastern

O. Meeting closed with the Serenity Prayer



MONTHLY TELECONFERENCE AGENDA September 14, 2019

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

Zoom Webinar ID: 228-809-511

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

A. Call to Order: Charlie H.

B. Roll Call of Board Members: Bill D, Carole C, Charlie H, David McB, Erin D, Jim B, Majbrit M, Miles C, Pat H, Rich R.

C. Quorum established.

D. Guest Introductions:

Barbara Alameda CA Greater East Bay IG 648	Josh DC IG 626 OPPM Committee Intergroup SC	Markus S. Malmo SW Webmaster
Charlotte D. IG702 TX Dallas	Kathy T. SoCal IG 630 APB Committee	Mikkel DEN 2 Vice Chair EU INT Committee
Christopher NE Region Rep	Karin S. Chicago Chair APB WkGrp	Niklas, Malmö, Sweden, Reawak. Inner Child.
Fredrik, Sweden. 1 Vice Chair EU INT Committee	Karen N. 29 IG KY	Pam CA Central Coast IG 76
Greg R. TX Lonestar IG Chair Nom Com Lit Comm Austin TX	Laura CO Denver IG Region 2 Rep from Denver CO	Sharon F. KC MO Traveler Editor, Committees: MSC Member Outreach Chair, and Website Vice Chair
Jeff WI Secretary WGLI	Laura L. CA IG620, NOM COM, Archives, OPPM, YA Liaison	Tamara P. Intergroup SC Chair
Jody O. TX Nom Com DTSC, Intergroup	Marcia J. IL029 Archive Chair	

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

F. Minutes: Motion to approve May Minutes (Erin D.)

Second: Bill D.

Discussion: Additions, and corrections to be made on where to reach Charlie H, chair@adultchildren.org and add a missing word on the ABC report.

Decision: Motion to approve as amended

Minutes: Motion to approve July Minutes (Erin D.)

Second: Miles C

Discussion: Nom Com reference to be changed from professional to “greatly improved”.

Decision: Motion to approve as amended

Minutes: Motion to approve August Minutes (Erin D.)

Second: Carole C

Discussion: None

Decision: Motion passed unanimously.

G. Chair Report: Charlie H.

The Minutes are how we let the fellowship know what we do, in a timely way. Transparency supports the value of trust. Everyone has access to present ideas year-round, not just at the ABC. The board is doing its best to keep commitments and we recognize the importance of not letting the minutes fall behind. Through shared service, we were able to bring them up to date.

Only Board Trustees take part in discussion during the TC. Ideas from the fellowship may be presented at the time of Guest Commentary at the end of each TC, on Slack, or by reaching out to any Board member.

H. Treasurer’s Report: Pat H.

The full report can be found at: <http://acawso.org>

In reviewing the Balance Sheet, we can see ACA WSO ended the month with \$683,827 in Total Assets. This is an increase of 4.6% (\$31,328) from the previous month and is due primarily to an increase in our Total Cash Assets. Our Checking and Savings account totals increased from \$359,308 in July to \$397,389 in August.

WSO’s Inventory Assets decreased by approximately \$20,409. This is the second month our inventory levels have dropped while we utilize our existing inventory. We currently have \$77,000 of inventory orders we are waiting to be delivered. We have prepaid a deposit for these orders of \$39,000. The August Inventory total was \$96,009.

WSO's Total Liabilities and Equity of \$683,827 at the end of the period and a Year-To-Date profit of \$74,269.

In reviewing the Profit & Loss Statement, total Revenue for August was slightly lower than July. The Cost of Goods Sold (COGS) was slightly higher compared to the July's, showing a Gross Profit of \$49,401. The impact of the lower sales revenues and the higher COGS was a lower Gross Margin of 47.2% in August compared to 52.3% in July.

Overall WSO expenses were \$28,983 including payroll and operating expenses resulting in a net income of \$20,418 for the month of August.

7th Tradition Contribution Report:

WSO received \$11,068.89 in 7th Tradition Contributions for the month from members, groups, and intergroups. This is an increase of 13.5% over last year's overall average of about \$9,750 per month. Grateful to the fellowship for its donations which are greatly needed and appreciated.

Questions from the Board:

- **Bill D.:** The PayPal fees seem high, compared to last month.
Pat H.: We have had lots of activity in PayPal. The increase may be because of an accumulation of fees, plus we have made some payments using PayPal.
- **David Mc B.:** Amazon sales have inched up by a couple thousand dollars. Our Amazon net profits have improved because we raised prices.
- **Pat H.:** Raising Amazon fees was a good thing to do. Our intention was to drive purchasers to WSO books, where we make more money.

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

- 1. Executive Committee:** David Mc B. No report
- 2. Archive Committee:** Marcia J.
Mission Statement and membership roster have been developed. Members will be looking for their own projects. Proposal to be finalized next meeting. A member has experience with oral histories. One is underway of Majbrit and the development of the European Committee. Deed of Gifts has been sent for review by the board. Would like to know if the Deed has been approved. The Board wants more time to look into this document.
- 3. Finance Committee:** Pat H.
A study to keep a prudent reserve so that WSO may continue the business of ACA should something catastrophic occur (4 months is suggested). This prudent reserve should be filled by end of September. Recommended changes to staff benefits. Finalized pricing for the ABC/AWC menus
- 4. Literature Committee:** Charlie H.
Two quarterly calls have taken place. The next call is the first Saturday in October. A team to study how the fellowship defines "God" is taking shape. The goal is to study and make recommendations.

Rich R. The group working on the Bill of Rights meets on the third Saturday of each month at 11:30 AM EST. The next meeting is on September 21. This call will focus on statements that did not make the final cut. The value of a Bill of Rights allows us to focus on rights and responsibilities in recovery.

Ready, Set, Go workshop is a way of introducing people to the 12 Steps and inner child work. Formats for the various ways to introduce it to the fellowship are being discussed.

Getting Started Guidebook pertains to things for beginners to use during the first 18 months. Both the Loving Parent Guidebook and Getting Started will be ready for presentation at the 2020 ABC. There is a Loving Parent Guidebook overview on the webpage looking for shares. Submissions on their webpage.

Volunteers greatly welcome on the next quarterly call. Next committee meeting Oct 5, 11:30, EST. Contact Charlie H. on Slack for volunteer opportunities.

5. Member Services Committee: Carole C.

Meetings have been moved to ZOOM. The repository is being updated. Member Services has many subcommittees listed. Subcommittees are under MSC.

Global Sub Committee: (Sue V Chair) Dalia from Israel is now the Vice Chair. They have begun using UTC time zone (previously GTC). South Korea is experiencing growth, and recently established their first meeting. Sarah O. did public outreach while in South Korea on a business trip. Taiwan, has received **Lights On** materials, free literature sent from WSO to the first meeting in any country in order to foster their growth. India has begun step studies. They are working with Hospitals and Institutions. Carole believes the Global Services Subcommittee should be made into a stand-alone committee.

Intergroup Subcommittee. (Tamara, Chair) The needs assessment survey is being finalized with a goal of submission to the Board for approval to be sent out by Oct 1st. A draft of best practices in starting an IG is underway.

Regional Committee. (Matt K, Chair) NE and Midwest Region committees are targeting 2021 for obtaining official status as Regions with representation on the board. Region 2 is growing and looking to hold activities soon.

The Traveler: now has over 7 thousand subscribers. Subscriptions are increasing monthly.

Young Adults and Teens: A Zoom meeting time and location will be posted soon on the General channel.

6. Public Services Committee: David Mc B. No report

Psychology Today mentions ACA in their recent magazine. Trifold for therapists and outreach to therapist is underway. Outreach has begun with AA State Convention outreach, New York AA, Detroit AA Convention, Canadian outreach including AA Cornwall Round-up, Mohawk Indian Tribe Indian tribes. Plans for ACA depend on our finances. Writers and technical skills are welcomed and needed to the committee.

7. Hospitals & Institutions Committee: Miles C.

Keep sending out literature to prisons and counselors. Did a meeting in a native reserve in Quebec as part of their healing days. They may start a meeting. Have put them in touch with another native meeting in Ontario.

8. European Committee: Majbrit M.

The committee is larger than ever before. We are getting closer to determining how the EC should work. Officers were elected as follows:

- Fredrik (Sweden) will serve as First Vice-chair
- Mikkel (Denmark), Second Vice-chair
- Secretary
- Treasurer
- Service Sponsor Coordinator

A new position has been created: Service Sponsor Coordinator. This person will be trained to have a working knowledge of Traditions, Concepts and best practices to introduce service to other countries as they join the ACA fellowship. Our goal in creating this position is to provide consistent use of the Traditions and Concepts in all countries.

Charlie acknowledged the strong leadership of Fredrik and Mikkel to move forward.

9. WSO Office: David Mc B.

There are currently 2,362 active meetings listed as well as an unspecified number of closed meetings. There are 101 registered intergroups.

Book sales are high due to the price increase on Amazon. Though less books are being sold, more people are ordering directly from WSO. The whole board will be at the office in October, and will be able to see the nuts and bolts of shipping out literature. There are almost no missed orders, and only one order return because of damage during shipping. This is quite an achievement.

10. DCOC: Jim B.

The committee is meeting bi-weekly. Currently, Amazon VAT issues with Germany are being sorted out.

11. Service Network Committee: Jim B.

The ACA Concept Study Town Hall has begun. The SNC is working with other service committees to update trifold. Service manuals of other fellowships are being reviewed to determine how ACA may want to proceed in creating our own Service Manual. *New Meeting* and *Running an ACA Business Meeting* both need updating as requested by the fellowship. Charlie and Jim will talk about how the Literature Committee and SNC can best support each other in this endeavor.

12. Website/Database Committee: Jim B.

Paid staff will have access to Shopify Registration for the ABC/AWC ready to go once the site has been approved by the ABC and Local Host Committees. The URL has been published and there is no reason to wait on hotel reservations as they are done independently. People will register with the hotel and then book meals and AWC separately through WSO.

This committee is available to help as they ask groups to update their meeting status at least once a year. New meeting list issues are being resolved.

Sharon at mpseditor@adulthoodchildren.org is looking for ideas on how to make the adulthoodchildren.org website work to spread the message. We need volunteers. Web program experience is not necessary.

13. ABC Committee: Miles C.

- The website is ready for ***The Power of Sharing*** from the 23rd to the 26th of April.
- The logo has been approved, and the workshop application is up. We are receiving applications already.
- A bid for the 2021 ABC/AWC made by San Francisco is underway.
- An Advisory Team is being created for which there is now a Slack channel.
- Erin, Miles and FL committee will meet next Saturday.
- The new bidding packet will be approved at the next Board Working Meeting. The document will be reposted for the Board to review.

14. Ballot Prep Committee: Mary Jo L.

The *Call for Proposals* and information on *How to Create a Proposal* can be found on the service website acawso.org. Proposals are accepted until Nov 30th.

15. OPPM Committee: Mary Jo L.

Mary Jo welcomed Jasmina, a new member, to the committee. A comprehensive project plan, in priority order is expected to be finalized at the next meeting.

We are awaiting permission from the Board on Appendix 1 and the Mission Statement. The Board is invited to review Appendix 1 at the next committee meeting Thursday, September 26th.

16. Nominating Committee: Greg R.

The cutoff date for applications for the Trustee position is Nov 22nd. Experience with finance and corporate secretary skills are needed. The European Committee has a new process for becoming a Trustee which will be done through their own committee. The process is posted on acawso.org. Suggestions on the process are welcome.

17. Predatory Behavior Work Group/Committee: Karin S.

The working group has finalized a draft for the APB tent card. The third, and final, Town Hall call is Saturday, September 21st from 12:30 PM to 2 PM Eastern time to review the draft. Commentary received next week will be submitted to the board with the draft, though no further drafting is intended at this final Town Hall.

J. Concurrences passed outside of regular Board work meeting

1. September 6, 2019

Motion: To approve the delisting of the contact person for NM022 from the WSO website. He can petition the WSO after a year to be allowed to list the meetings he has started. (Rich R.) **Background:** The history of this motion can be found in the 2 letters written by group members, to the Board. The situation has been discussed with the Region, which has agreed with this recommendation. Complaints include several years of unpaid rent, misuse of the church key, and blatant disregard for Traditions with outbursts. Group members have made attempts to speak with the person about group conscience

decisions to no avail. These behaviors place newcomers and established members in vulnerable situations.

Second: Bill D.

Discussion: Thoughtful discussion ensued, with the church to be made aware that any meetings started by this person are not ACA approved meetings. The group has sought the direction of more experienced members, inviting them to assess the meeting the APB working group has also been consulted over the year.

Decision: Motion passed unanimously.

J. Motions passed at the board working meeting on May 23, 2019

1. **Motion:** To approve Sharon F. as Vice Chair of Website and Database Committee. **Background:** Sharon has been on the committee for over a year and has been a welcome addition. Her willingness to serve at the ABC was a great help. Having only one person at the helm puts us in significant risk if something should impede his service.

Second: David McB

Decision: Motion Unanimously Approved

2. **Motion:** To approve an order of 10,000.00 to Bang for Big Red Books. (David McB)

Second: Charlie H.

Decision: Executive Board voted to accept this unanimously.

K. Motion passed at Board working meeting on July 11, 2019

1. **Motion:** To approve Charlie H. as Vice Chair and Board Liaison to the Archive Committee. (Archive Committee)

Background: This was a request from the Chair, Marcia J.

Second: Miles C.

Decision: Motion passed unanimously.

L. Motions passed at the board working meeting on August 1, 2019

1. **Motion:** Propose Erin D. as Secretary of ACA WSO (Charlie H.)

Background: Erin D., ABC/AWC Chair will exchange positions with Miles C., Secretary.

Second: Miles C.

Decision: Motion passed unanimously.

2. **Motion:** To approve Miles C. as Chair of the ABC Committee and Erin D. as Vice-Chair (Charlie H.)

Background: Miles C., Secretary will exchange positions with Erin D., ABC/AWC Chair.

Second: David Mc B.

Decision: Motion passed unanimously.

M. Motions passed at the board working meeting on August 15, 2019

1. **Motion:** (Carole C.) Request change to OPPM Appendix IV

Delete the sentence in section titled, "Purpose of the Committee", lines 4-6:

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

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

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

Background: A key operating principle of the Nominating Committee is ensuring that there is a clear separation of the Committee from the Board in the identification and vetting of new Trustees. The Committee has maintained this clarity by employing an open process while maintaining in confidence the names and information about candidates and their references. The process for identifying and vetting members of WSO Committees will require continued interaction with individual Trustees and the Board as a whole. This is counter to the Nominating Committee operating procedures and separation from the Board.

Second: Rich R

Decision: Motion passed unanimously.

N. Motions passed at the board working meeting on September 5, 2019

1. **Motion:** To hire Alexia P to develop a dedicated web page and downloadable materials to guide ACA translation activities at an estimated cost of \$2,773.00. (Charlie H.) **Background:** Translation is essential to carrying the message to adult children who aren't native English speakers. As the volume of translation grows, it has become important that translation teams have detailed, easily understood instructions to enable them to work quickly and consistently. An online section about translation will ultimately reduce WSO staff time and frustration for local translation teams by giving everyone a consistent process to use. The Board will be consulted if it appears likely that the \$2,773.00 cost estimate will be exceeded.

Second: David

Discussion: Translation resources are urgently needed to serve other countries.

Decision: Motion passed unanimously.

N. Guest Comments:

Marcia J. (Iowa/Illinois, Archive Chair): Wants the European Committee to know she is totally “wowed” by their accomplishments! Congratulations to Majbrit, Fredrik, Mikkel and Marcus on the good work.

Karen R. (TN, Former Trustee): Wants the Board to know she is thankful for all their work. She has a concern that there is no easy way to link to the Teleconference on the adultchildren.org website. A disconnect is sometimes felt between the Board and the fellowship, and this would be one way to help the fellowship find the TC information. Jim B will add this link.

Kathy T. (CA APB Working Group): Thank you for the service work of all. Erin and Kathy will revise the August minutes under the report for ABP working group.

Christopher (NE Region): Would like to inform WSO and the fellowship that the Region has voted and elected the Region's chair, secretary and treasurer earlier today. The developing Region also has an email address: ne.us.region.aca@gmail.com

Laura (CO, Denver IG Rep): Was not listed as present in the August minutes and asked to be added.

O. Motion to close the meeting: Majbrit M.

Second: Miles C.

Decision: Motion passed unanimously

P. ANNOUNCEMENTS: Next Meeting: October 12, 2019



MONTHLY TELECONFERENCE AGENDA October 12, 2019

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

Zoom Webinar ID: 228-809-511

Webinar:	Mobile one-tap	Dial
https://zoom.us/j/228809511	US: +1-669-90-06833 (San Jose) PIN: 228809511#	Zoom International Dial-in Numbers • DEN: +45 89 88 37 88
	US: 1-929-205-6099 (New York) PIN: 228809511#	• SWE: +46 8 4468 2488 +46 8 4468 6646
Link for International Numbers: → https://zoom.us/u/adSv3hv19d		

A. Call to Order: Charlie H. began the meeting with the Traditional Serenity Prayer

Roll Call of Board Members

Present: Bill D., Charlie H., Carole C., David McB, Erin D. Rich R., Miles C.

Absent: Jim B., Majbrit M.

B. Quorum established

C. Guest Introductions

Arian NET Webmaster for Netherlands, Belgium	Gregg R. TX Lonestar IG Chair Nom Com Lit Com Austin TX	Kathy T. SoCal IG 630 APB Committee	Matt WI West Great Lakes IG, Lit Come, MPS Region Chair
Barbara N. Alameda CA Greater East Bay IG 648	Jim R. Brooklyn, NY109 OPPM Comm.	Karin S. Chicago Chair APB Wk Grp	Nick ACA Operations Manager
Fredrik, Sweden. Vice Chair EU INT Committee	John Ft. Lauderdale IG	Laura CO Denver IG Region 2 Rep from Denver CO	Pam CA Central Coast IG 76
Greg DC Capitol Area Group Rep	Justine PA Int.	Marc G. Amsterdam Dutch Int.	Sharon F. KC MO Traveler Editor, Website Vice Chair

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

E. Minutes: Motion to approve the September 14 , 2019 Teleconference Minutes (Erin D.)

Discussion: Minutes are not ready.

Decision: Table until next month.

F. Chair Report: Charlie H.

G. Treasurer's Report: (Pat H.)

1. Balance Sheet

[CLICK HERE TO VIEW THE SEPTEMBER, 2019 BALANCE SHEET](#)

In reviewing the Balance Sheet we can see ACA WSO ended the month with \$690,712 in Total Assets. This is an increase of \$7,091.62 from the previous month and is due primarily to an increase in our Inventory Assets. Our Cash positions decreased about \$40,000 as we invested in inventory. Cash went from \$397,389 in August to \$357,553 in September.

WSO's Inventory Assets increased by approximately \$29,000. The September Inventory total was \$128,605.

WSO's Total Liabilities and Equity of \$690,712 at the end of the period and a Year-To-Date net income of \$80,936.

2. Profit & Loss Statement

[CLICK HERE TO VIEW THE SEPTEMBER, 2019 PROFIT & LOSS STATEMENT](#)

Looking at the P&L we can see Total Revenue for September was slightly lower at \$94,621 compared to \$104,627 in August. The Cost of Goods Sold (COGS) was \$62,663 and was slightly higher compared to the August's COGS of \$52,795 showing a Gross Profit of \$55,226. The impact of the lower sales revenues and the higher COGS was a lower Gross Margin of 34% compared to 47.2% in August. Gross margin is calculated by subtracting cost of goods sold (COGS) from total revenue and dividing that number by total revenue.

Overall WSO expenses were \$25,084 including payroll and operating expenses resulting in a net income of \$6,874 for the month of September.

3. 7th Tradition Contribution Report:

WSO received \$6,512 in 7th Tradition Contributions for the month from members, groups, and intergroups. This is a decrease from the prior month. To see the 7th Tradition Contributions for the month click the link below or go to the 7th Traditions tab in the right-side menu of the acawso.org website.

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

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

1. Executive Committee: David Mc B.

No Report

2. Archive Committee: Marcia J.

- The Mission Statement was approved.

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

- Ingrid D. will do an oral history of a long-time member in her area.
- There was a general conversation about oral histories and how to do them, what parameters there might be, and how to proceed. We will devote the meeting in November to a discussion of Oral Histories. We will identify who is interested in doing the histories, who might take the lead in this endeavor, and specific people to interview.

The committee will meet again on November 7, 2019 at 7:30 PM Eastern. Anyone interested in participation can contact Marcia J. at archives@adultchildren.org

3. Finance Committee: Bill D

During the Month of September, the committee worked on the following projects and tasks.

- Reviewed the Monthly Financial Statements for September which are now posted in the repository under Treasurer's report. – **Completed**
- Wrapping up the transition of the Treasurer and Finance Chair's duties and responsibilities from Pat H. to Bill D. – **In Progress**
- Filed for and obtained a sales tax exemption status with the State of Florida for the 2020 ABC AWC – **Completed**
- Restarted the 2018 Audit Review by contacting the auditors and connecting them to the accountants – **Completed**
- Initiated a project to begin addressing the sales tax liabilities nationwide across both sales platforms due to recent legislation that allows states to collect sales tax on internet commerce whether the seller resides in the state or not. – **In Progress**
- Worked with accountant to prepare a 4th Quarter YTD budget analysis. – **Completed**

4. Literature Committee: Charlie H.

The quarterly Literature Committee call is held the first Saturday of each quarter at 11:30 a.m. eastern US. Past Literature Committee meeting information is at <https://acawso.org/category/literature-committee>

The focus of our July call was a discussion of issues raised during the ABC and AWC in Sweden: Mission Statement, Addressing Predatory Behavior Statement, more literature about Traditions, Concepts, and Service, and God, Higher Power, and Spirituality in our literature

The next Literature Committee Quarterly Meeting is Saturday, 4 October at 11:30 am Eastern US. Starting in July, the Literature quarterly call will be available by internet or telephone.

- **The Literature Evaluation Subcommittee** is seeking volunteers to review manuscripts and project ideas submitted from the fellowship. A next call is being scheduled for late February.
- **The Loving Parent Workbook (LPW)** needs fellowship voices to make it more accessible and complete! This Guide, an expanded, experiential book to support BRB Chapter 8, is nearing its first draft and those working on it are seeking shares on the subject. We believe this book will help newcomers and seasoned members alike. Please spread the word, and send your anonymous shares on any re-parenting experience that is meaningful to you. Please visit <https://acawso.org/category/loving-parent-guidebook/> for more information and to submit an anonymous share.
- **The Spirituality in Literature subcommittee** is focusing on how ACA discusses God and spirituality in its fellowship texts. The purpose of the group is to review existing ACA literature and consider alternative ways to discuss ACA's spiritual dimension that are inclusive of all religious traditions,

including those who are agnostic or atheists. Based on the group's study, and findings, recommendations will be made to the Literature Committee for possible changes to ACA literature. Its first meeting is scheduled for Saturday, Oct. 12, from 11 am to 12:30 pm eastern US time. If you would like to help shape how ACA discusses spirituality, please join us.

- **The Sponsorship Working Group** is meeting on the first Saturday of each month. The goals of this group are: to explore issues related to the mentoring and sponsorship of recovering adult children, to deliver a report and action plan to WSO Board and ABC by March 15, 2019, and for posting on our website. to work with WSO Committees (Literature, MPS -Membership and Public Service) and anyone else to turn the report's findings into a reality. They are compiling ideas in the form of a publication outline –for review and comment. The group is now being led by Justine F. To join this group, please send an email to litstaff@adultchildren.org
- **The Getting Started** introductory text (formerly LBRB) is in progress. The development team meets monthly on the first Saturday at 1 pm eastern US. The outline has been completed, and drafting of chapters is progressing. We are entering a new phase of this project entering what might be called the “review and edit” phase of book development. Initial chapter drafts provide an important starting place, but to create a truly collaborative work, we need to provide lots of feedback to each other. This group is being led by Charlie H.
- **The ACA Bill of Rights subcommittee** is in reviewing material to develop an ACA Bill of Rights for consideration as fellowship-approved literature. This is an important document, as many adult children approach life from a “less than” position. This group meets on the third Saturday of each month, at 11:30 am eastern US. The group is led by Rich R.
- **Ready Set GO!!(RSG)**. This workshop project was approved at 2018 ABC. Preliminary sample design pages incorporating telephone and one-day sessions are complete. RSG workshop material as a production piece is in field testing. This book is nearly ready to go into pre-production and design. Approved design will be implemented in formatting the book.
- To participate in any Literature Development Subcommittee project, we must have received your completed, signed Nondisclosure Agreement (NDA) This can be downloaded from http://www.repository.adultchildren.org/images/literature/ACAWSO_NonDisclosure_.pdf.

TRANSLATIONS

International demand for literature is growing. Several groups are translating core literature into the languages of their childhood. New core literature that is offered for free download is uploaded when it becomes available. With guidance from Majbrit M., translation volunteers are collaborating to develop best practices for translating WSO literature. **Free trifolds in English and other languages** can be downloaded from our site at <https://adultchildren.org/literature/free-literature-english-translated/>. Any ACA member or group downloading free trifolds is asked to kindly make a one-time voluntary 7th Tradition contribution of USD 10.00 or more as a token of appreciation for the downloadable trifold service.

The Japanese BRB is ready for production. The literature committee is evaluating production and distribution costs for print and e-books.

The French-Canadian BRB will be ready for prepress production in late 2019 or early 2020.

COMLINE

We are currently reviewing submissions for the October issue. Shares for this quarter typically cover Steps 10, 11, 12 and Promises 10, 11, 12. However, all recovery-related shares are welcome. Deadline for submissions was September 30, 2019. However, we will be accepting shares up through September 20. Shares should be between 250-500 words. We would especially like to see non-dominant handwriting

illustrations. Please email your story along with a scan of the completed, signed ComLine Copyright Release Form to litstaff@adultchildren.org.

LITERATURE EVALUATION AND DEVELOPMENT

The WSO Literature Development Policy outlines procedures for submitting a proposal for new literature or to change existing literature. The policy outlines the evaluation, development, and production processes. It 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/>

E-BOOK SALES FOR SEPTEMBER

- **STRENGTHENING MY RECOVERY** were 62 books. Total sold is 2,427 e-books.
- **BRB 260e-books**. Total sold is 18,517e-books.
- **BRB Audio Book** 208-books sold.

5. Member Services Committee: Carole C.

Global Members Subcommittee—Sue V. Chair reported they now have a Vice Chair, Dalia, from Israel and a Secretary/Admin Assist., Cloee from Canada. The committee has created a purpose statement:

Reaching out globally, connecting with and supporting meetings and members, in continents outside of North America, carrying the ACA message in countries new to ACA.

The subcommittee has been reaching out and actively supporting meetings in India with Satish as a liaison. A new meeting is starting up in South Korea which Monica will be supporting. Dalia is supporting with translations. The committee is also doing member and public outreach through ACA members traveling to the Philippines, and Thailand in the next few months. Sue is talking to various Chairs of the WSO committees to explore how they can all support each other. Global met with WSO Literature and EU translations and partnered with the MSC Intergroup and Region subcommittee chairs to support an Intergroup in an overseas country. There is an ambitious agenda with unique concerns for the committee. A new internal list is being developed as a resource planning tool by continent/country/time zone/language/special considerations, e.g., countries at war or past wars—cultural challenges. We continue to seek new Global Reps in different continents & time zones, e.g. Africa, South America, other parts of Asia, Mexico, Australia (and New Zealand), and support and encourage overseas countries to attend in person and/or remotely the 2020 ABC and AWC.

Intergroups subcommittee—Tamara P. Chair, reported that the Needs Assessment Survey has been submitted it to the Board of Trustees for approval. The next step is to send it out to the Intergroups, gather responses through November 15, and then use the results to draft a roadmap for 2020. They also agreed to IGSC share an information table at the 2020 ABC/AWC, attendees to help staff the table during sessions, create business cards, complete the already in progress How to Start an Intergroup, and complete a list of items to post for Intergroups on the adultchildren.com website. IGSC is looking for a Secretary.

Members subcommittee—there is currently no Chair, so the MSC Chair is assisting with incoming calls and emails. Eleni, our special worker, is doing a great job of answering and forwarding the messages to the proper committee or subcommittee.

Regions subcommittee—Matt K. Chair reported he was contacted about a German Region. He will talk to Alexia P. and then with the Service Network Committee regarding this request. Carole C. reported that

Regions now are set up to receive the 30% literature discount.

The Traveler—Sharon F., editor announced The Traveler has about 7300 subscribers. The Membership Survey (to be sent out to all meeting groups) is almost set up and will be sent to the Board for approval by the second week in October. The goal is to announce it in the November *Traveler*.

Young Adults and Teen subcommittee—Marc, Chair. Marc, from Netherlands, was voted in as the subcommittee Chair at this meeting. Marc reported that they restarted the Young Adults and Teen subcommittee meetings on September 18, 2019. They approved an opening statement for the teleconferenced meetings: *When I look, let me truly see. When I listen, let me truly hear.*

Information about the subcommittee was published on WSO Slack (msc_teen_nd_yng_adlt) and two members stepped up, volunteering to review the posted documents there. Documents will be update as needed. Laura is continuing to answer and reply to emails for the subcommittee with Marc's assistance. She wrote an informational announcement that was placed in the October Traveler.

6. Public Services Committee: David Mc B.

The Cornwall AA Anniversary on 4 November has invited ACA to have a table. Due to the success of the *Emotional Sobriety* trifold, David has an appointment with Greg of AA regarding ACA in November. There is hope ACA will be allowed by GSR to set up a table at the 2020 AA World Convention in Detroit.

Rich R. has been asked to write a trifold for therapists in the same spirit as the *Emotional Sobriety* trifold written for AA members. The first draft is awaiting remarks by WSO Trustees, doctors, and a therapist.

Meetings in Africa do not have money to give literature away for outreach. translations are not a problem in Africa because members either speak English or are illiterate.

7. H&I Committee: Miles C. Chair reported that he had an order for 28 Yellow Workbooks and BRBs for a women's prison.

8. European Committee: Majbrit M. Members of the Interim European Committee are as follows:

Majbrit Chair DEN.

Charlie WSO Chair

Fredrik Vice-Chair SWE

Mikkel Second Vice-Chair DEN

Jeanette Secretary SWE

Veronica Treasurer CHE

Päivi Service sponsor coordinator FIN

Marjo Webmaster FIN

Markus vice Webmaster SWE

Marc Vice-Chair, Literature NLD

- The header for the WSO website was shared for viewing in Zoom. Some modifications were requested. Mikkel is going to help with the header.
- Majbrit is working on an Excel document with job descriptions for the service positions based on her experience and knowledge. The document is almost ready.

9. WSO Office: David Mc B. /Nick C.

No report posted.

10. DCOC: Bill D.

No report posted.

11. Service Network Committee: Jim B.

The committee has new meeting times. We meet weekly on Monday at 8PM ET, and Tuesday at 2PM ET to accommodate European and other schedules. Check the WSO committee calendar at <https://acawso.org/committees-calendar/> and the service committee page at <https://acawso.org/category/service-structure-committee> for information.

The committee is continuing the review of other fellowships service manuals to see what we like and what we will have in the ACA Service manuals. We are also reviewing existing published documents with a goal of updating them so they can be part of the ACA Service manual. These include the following: ***Issues for New Meetings*** trifold, ***Guidelines for New Meetings, Conducting a Business Meeting*** trifold and the ***Sample Meeting Format***.

We have scheduled meetings to review an ***ACA Preamble***. We think this will serve us better than a Mission Statement. The goal is to get a consensus on the wording of the preamble so it can be brought to the 2020 ABC as a motion. Please join one of the ***ACA Preamble*** discussions. They will be held on Monday October 21, 2019 at 8PM Eastern, and on Tuesday October 22, 2019 at 2pm Eastern. <https://zoom.us/j/368722526>

The next concept study call is scheduled for Sunday, October 20, 2019 at 10:30am Eastern .The link to join this meeting is <https://zoom.us/j/283490458> The meeting ID is **283 490 458**. You can find your local number to call into the meeting at <https://zoom.us/u/ac3j5BIs0a> Our topic for October will be Concept 2 <https://adultchildren.org/literature/the-twelve-concepts-of-ac>

12. Website/Database Committee: Jim B.

- The Database and Website Committee has a channel on Slack. If you are interested in participating, please send an email to webservant@adultchildren.org. We meet bi-weekly on Wednesday's at 1pm ET via telecon. Check the committee's calendar on the service website at <https://acawso.org/committees-calendar/>
- We can use people experienced with web design, SEO, and particularly Word Press.
- We support adultchildren.org, shop.adultchildren.org, acawso.org, acawsoec.com, acaworldconvention.org
- We are continuing our efforts to make sure each group updates their meeting information at least yearly. Please help make sure the meeting list is accurate. If you need help changing the WSO contact –please send an email to meetings@acawso.com
- We are working on a procedures document for handling Meeting Updates to ensure we have a consistent process. We are removing people from the meetings database that request to be unsubscribed from group mailings and need to review how we handle meeting contacts.
- We will be contacting the public IG and Meeting list contacts who currently have first and last names in their email addresses, asking them to use a different email. After 2 weeks, the addresses that have not been changed will be removed from the Intergroup and Meeting lists. We ask everyone to take a look at their meeting and IG contacts to see if they need to be changed. (See Tradition 11)

- The SEO Audits are underway for our websites
- Changes to the intergroup pages on adultchildren.org are underway
- The ABC and AWC product sales are live on <https://shop.adultchildren.org/> Register today!!!
- We have developed a mail merge solution to print badges for the convention.
- A new development site for adultchildren.org was built to help with new projects
- Provided a number of new emails for the European Committee
- **Projects in our queue are to test different Convention APP tools for the 2020 ABC AWC**
to have the ABC Binders, AWC Program and Schedule and other information available from an APP
 - Fix broken links and update SEO information on our websites
 - Port the acawsoec.com website to a different host to save renewal costs
 - Update the design of the Free English and Translated Literature page
 - Updating meeting and intergroup registration and update forms –what fields to show, what are required, consolidate online, Web, Skype?
 - Clean up Meeting Types in Meeting Listing and Add Type Search
 - Address time zone issues for Meeting Listings
 - Look at PDF plugins and better security for copyrighted material
 - Adding some usage stats for comline links and other content
 - Update state drop down to be auto populated better on default and after a validation error
 - On the website now, the IGs can pull up all the meetings affiliated that Intergroup. The Regions need to have the same ability.
 - Make Register and Update a meeting page to be consistent
 - Document Best Practices for Drop Box, Zoom, Website updates
 - Have the web team do all updates on adultchildren.org and acawso.org to improve consistency and timeliness.
- **Projects on hold at this time**
 - Work is on hold for investigating the BMLT meeting lists open source software
 - Add ComLine articles as Blog posts on adultchildren.org. This will make it easier to find articles for a particular topic or category and help improve the sites SEO.

13. ABC Committee: Erin D.

Here is a quick recap about all of our convention progress thus far: It's a combination of WSO and AWC efforts.

- Planning of the 2020 ACA World Convention is moving forward. Excitement growing...
- Many thanks to Jim and Sharon for all their hard work and contributions to this amazing website and keeping it updated on a daily basis.
- Workshop Applications are coming in and the committee is moving forward to schedule interviews. Deadline for applications is November 15, 2019.
- Registration is up on our website.
- Hotel Registration – A link to the Boca Raton Renaissance Hotel is up on our website.
- Meals – A link to order meals is also up on our website.
- Global Entry – US State Department information for Visa is up on website.
- Scholarship information just posted on our website. If they become available, they may only cover the \$35 registration fee.
- Room Sharing or Local Hosting has just been posted on our website. Those interested Fellow Travelers can send an email to aca2020housing@gmail.com.
- It has been a great joint effort from all who have been involved. This will be an amazing convention.

14. Ballot Prep Committee: Mary Jo L.

We did not meet within the past month. Our active work is on hold until Proposals are received.

15. OPPM Committee: Mary Jo L.

The OPPM committee has over the past few months been making steady progress on a number of items, including

- A Committee Mission Statement. The current (draft) version of the Mission Statement reads: *The OPPM (Operating Policy and Procedures Manual) is the primary WSO protocol document for the Board and its Committees. The OPPM Committee maintains and updates the OPPM to provide order and continuity for the operation of WSO. It is the Committee's goal to help ensure the OPPM reflects best practices that are in line with the ACA Traditions and Concepts.*
- Appendix I of the OPPM: Right to Petition. Feedback from the Board relayed by Erin and Charlie and further clarifications were made. A completed draft will be sent to Board Chair
- Project Status Tracker. •We have developed a prioritized running project list to help organize our work over the next year or so.

16. Nominating Committee: Greg R.

We will soon start the vetting process for 2 Trustees to be nominated in February 2020. If you (or someone you know) want to up your service game, submit your application by November 22, 2019 for consideration.

See <https://acawso.org/category/nominating-committee/> for guidelines, forms and process information. We are especially looking for someone with experience in finance or as a corporate secretary. One of the Trustee positions is for a member from Europe. The other position is for a member from elsewhere in the world. **NOTE:** Applicants from Europe should apply directly to the Nominating Committee, not through the European Committee.

We have two positions available on the committee, especially one from outside North America. If you or someone you know is interested and qualified, contact chairnomcom@acawso.org and submit an application (see <https://acawso.org/category/nominating-committee/>)

We would like Board Trustees and members of the fellowship to review the processes employed by our committee and suggest opportunities for improvement. <https://acawso.org/category/nominating-committee/>

Accomplishments since September 1, 2019:

1. Conducted one teleconference in September.
2. As yet, the Nominating Committee has received one application for 2020 Board nominations.
3. As yet, the NC has received no applications for the remaining two NC positions.

Next Steps:

1. Continue to search for 2020 Board applicants
2. Continue search for two committee members, including at least one from outside US and Canada
3. Continue to engage fellowship via WSO communications
4. Continue development of on-boarding process for committee members.

17. Addressing Predatory Behavior Work Group: Karin S.

Tent Card

- 3rd ZOOM Town hall, presenting APB Tent Card
- Presented revised APB Tent Card to Board for approval for preliminary publication; approval by Board obtained on 10/3/2019
- Working with Literature Committee on publication, currently drafting announcement e-mail, to be distributed via *Traveler* distribution list

Self-Check Inventory: Revived sub-group to work on self-check inventory. First subgroup meeting scheduled 10/12/2019

Meeting Safety for Virtual Phone Meetings: Concerns raised about service concentration in dashboard ownership, exploratory discussion.

Question from the fellowship: How will Predatory Behavior be addressed at 2020 ACA ABC/AWC?

J. Motions passed at the board working meeting on September 13, 2019

1. **Motion:** To approve the finalization of the ABC/AWC Bidding Packet. (Miles C.)
Background: The ABC/AWC Committee has been preparing a standardized bid packet for future use. The packet will be put on the acawso.org webpage.
Second: Rich R.
Discussion: San Francisco is preparing a bid for 2021 and has been told to use the current form. The deadline for them to submit has been extended from Sept. 15 to

Oct. 15. Suggested changes can be seen on the ABC/AWC Committee page by clicking the link to the document. The major change was the addition of more information, such as the Memorandum of Understanding: who does what. The more the fellowship is informed, the higher number of bids we might receive. The handbook can be sent out with the bid packet.

Decision: Motion passed unanimously

2. **Motion:** To approve the announcement that it is now possible to register for the 2020 ABC/AWC, and to publish it in the October Traveler. (Jim B.)

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

Second: Bill

Discussion: None

Decision: Motion passed unanimously.

K. Motions passed at the board working meeting on September 23, 2019

1. **Motion:** To accept the resignation of Pat H. as Board Treasurer effective September 19, 2019. (Charlie H)

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

Second: Carole C.

Decision: Motion passed unanimously.

2. **Motion:** To approve of Bill D. as Board Treasurer. (Charlie H)

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

Second: Miles C.

Decision: Motion passed unanimously.

L. Motions passed at the board working meeting on October 3, 2019

1. **Motion:** To approve a licensing agreement with the UK Intergroup as spelled out in the addendum licensing agreement to allow the printing of the BRB and several booklets using fulfillment agents in the UK. Profits and royalties at the rate of 50% IG 50% WSO will be paid quarterly. Agreement to be valid for reprinting until Oct 1, 2020. (Bill D.)

Second: Majbrit M.

Discussion: Allows for reasonable costs of literature to the UK. Taxes need to be. A License Agreement signed by both parties. H and I books included in agreement.

Decision: Motion passed unanimously.

2. **Motion:** To renew the Russian book-publishing license. (Charlie H.)

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

Second: Carole C.

Discussion: None

Decision: Motion passed unanimously.

3. **Motion:** To approve the meeting safety card created by the Addressing Predatory Behavior working group for testing within the fellowship. (Charlie H.)

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

Second: Rich R

Discussion: Two meetings are using the card in Albuquerque and the feedback is great. It is good to have a conference approved resource of this nature in order to protect the fellowship, especially newcomers. It will be good to continue testing in other locations. This will encourage groups to take ownership of addressing this issue.

Decision: Motion passed unanimously.

J. **Guest Comments:** Not available

K. **Motion to close the meeting**

L. **Announcements:** Next meeting will be held on Saturday November 9, 2019 at 2 PM Eastern



MONTHLY TELECON MONTHLY TELECONFERENCE AGENDA November 9, 2019

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

Zoom Webinar ID: 228-809-511

Webinar:	Mobile one-tap	Dial
https://zoom.us/j/228809511	US: +1-669-90-06833 (San Jose) PIN: 228809511#	Zoom International Dial-in Numbers • DEN: +45 89 88 37 88
	US: 1-929-205-6099 (New York) PIN: 228809511#	• SWE: +46 8 4468 2488 +46 8 4468 6646
Link for International Numbers: → https://zoom.us/j/adSv3hv19d		

A. Call to Order: David Mc B. began the meeting with the Traditional Serenity Prayer

B. Roll Call of Board Members

Present: Bill D., Carole C., David Mc B., Erin D., Jim B., Miles C., Rich R.

Absent: Charlie H., Majbrit M.

C. Quorum established

D. Guest Introductions

Amanda L.	Kristian NE Region	Jo S. Tampa, Florida	Lana IG Rep Canada
Arjan NET Webmaster for Netherlands, Belgium	Kathy T. SoCal IG 630 APB Com, Lit Com.	Laura L. CA IG620, NOMCOM, Archives, OPPM, YA Liaison	Laura CO Denver IG Reg. 2 Rep from Denver CO
Barbara N. Alameda CA Greater East Bay IG 648	Karin S. Chicago, Chair APB Work Grp DTSC	Greg R. TX Lonestar IG Chair Nom Com Lit Com. Austin TX	Sharon F. KC MO Traveler Editor, Website Vice Chair
Josh W. DC IG 626 OPPM Com., NE Region	Mary Jo L. OPPM, Ballot Prep, Website comm.	Marc G. Amsterdam Dutch Int.	Sue V. CAN IG558 MSC, Chair Global Outreach Subcom.
Marcia J. IL029 Archive Chair	Pam CA Central Coast IG 76	Markus S. Malmo SW Webmaster	

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

F. Minutes:

- a. Motion to approve September 8, 2019 Teleconference Minutes (Jim B.)

Second: Miles C.

Decision: Motion passed unanimously.

- b. Motion to approve the October 12 , 2019 Teleconference Minutes (Jim B.)

Second: Bill D.

Decision: Motion passed unanimously.

G. Chair Report: David Mc B. reported that Charlie is still traveling. The board just completed a Strategic Planning meeting (SPM) in Long Beach California. All trustees visited the Literature Distribution Center in Signal Hill. More details about the SPM will be provided soon.

H. Treasurer's Report: Bill D.

[Click on this link](#) to find the report.

In reviewing the Balance Sheet, we can see ACA WSO ended the month with \$693,077 in Total Assets. This is an increase of \$15,579 from the previous month and is due primarily to an increase in our Cash Assets. Our Cash positions increased about \$44,000 as we sold off inventory in Signal Hill. Cash went from \$354,060 in the prior month to \$391,995 this month.

- WSO's Inventory Assets increased by approximately \$8,976. This month's inventory total was \$137,629.
- WSO's Total Liabilities and Equity of \$693,077 at the end of the period and a Year-To-Date net income of \$80,936.
- Overall WSO expenses were \$32,955 including payroll and operating expenses resulting in a net income of \$17,941 for the month.
- WSO received \$12,956 in 7th Tradition Contributions for the month from members, groups, and intergroups. This is almost double the prior month of \$6,512. [Click on this link](#) to see the full list of 7th Tradition contributions.

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

1. Executive Committee: David Mc B.

The committee worked on the Strategic Planning Meeting that was just held.

2. Archive Committee: Marcia J.

The committee did not meet in October and there is nothing new to report, the committee can be contacted at archives@adultchildren.org

3. Finance Committee: Bill D

Working on changes to Sales Tax collections. Doing analysis to see where we have Nexus and are required to collect sales tax. Each state has different rules. An RFP was prepared to get professional Also looking at inventory analysis with our accountants and the office. The full report can be found at [this link](#).

4. Literature Committee: David Mc B.

Literature being developed includes *Let's Get Started*, which is the working title for what we have been referring to as the *Little Big Red Book*. Some booklets and trifolds are also being developed.

5. Member Services Committee: Carole C.

The Member Services Committee (MSC) meets by teleconference from 30 minutes to an hour at 6pm Eastern time on the first Wednesday of every month. In between teleconferences we stay in touch on our Slack channel **#member_services_cmte**. MSC is looking for volunteers to help assist and support adult children through better communication with the fellowship in North America and globally. Since the last teleconference, the committee has submitted its 2020 budget.

Members Subcommittee: This subcommittee needs a Chair.

Intergroup Subcommittee: Tamara P.

A needs assessment survey was issued. We are building a document that will specify how to start an intergroup. Volunteers are needed for the 2020 ABC.

Regions Subcommittee: Matt K.

- Rich R. is the new chair for Region 2.
- A formal application has been received from the German Language-Speaking Region
- The forming Northeast Region has elected officers and is working towards a formal application.
- The forming Midwest Region is doing a *Ready Set Go* road show.

Traveler: Sharon F. There are about 7,500 subscribers. The January 1st issue will be the last with Sharon as editor. This position is open.

Young Adults and Teens Subcommittee: Marc

The subcommittee is actively working with the young adult and teen community and seeing what current literature we can use. Looking for speakers for a monthly meeting on the 3rd Wednesday of the month.

Global Outreach Subcommittee: Sue V.

The subcommittee is working with other WSO committees to carry the message worldwide.

6. Hospitals and intuitions: Miles C. Rich R. is the new Vice Chair of the subcommittee which is currently` working on a trifold pamphlet for doctors and psychologists. If you need literature for "inside the walls" contact hichair@adultchildren.org. We are attending AA conferences when invited

8. Public Services Committee: David Mc B.

There is currently a study of childhood trauma called ACE (Adverse Childhood Experiences) and we are looking to work with them. We are making progress in cooperation with AA on their 2020 convention in Detroit. We hope to have some sort of presence there.

9. European Committee: Majbrit M. is not present so there is no report this month.

10. WSO Office: David Mc B.

The office hosted and supported the October visit by the Board of Trustees to Signal Hill. Along with continuing work of sending our materials, they are working on inventory systems and building an Operations Manual.

Current Statistics:

- 2398 Meetings
- 101 Intergroups
- 1 Region

11. DCOC: Bill D.

- Looking for a new time for the committee to meet. The lease on the WSO Office is due for renewal in May 2020, so negotiations will be under way. A new management company bought the commercial park.
- Helping with the Sales Analysis for tax compliance. The VAT Tax for Amazon in Germany is still in progress.
- IRS Form problems.

12. Service Network Committee: Jim B.

The committee meets twice weekly. We are making progress on the ACA Service Manual. We are currently reviewing service manuals from other fellowships, and will start working on the Table of Contents for our service manual soon. The committee submitted a ballot proposal for an ACA Preamble. The full report can be accessed here.

11. Website/Database Committee: Jim B. [The full report can be accessed here.](#)

- Documenting Meeting Lists Update procedures,
- Merged Online and online Audio meetings.
- Committee voted to approve a name change to WSO Information Technology committee. The vote is pending board approval
- Sharon F was elected committee chair effective January 1 2020. The vote is pending board approval
- Free Translated Literature page is being updated.

12. ABC Committee: Miles C.

2020 Plans are coming along. Early registration is encouraged. The San Francisco and East Bay Intergroups were approved as Hosts for the 2021 ABC AWC.

Delegate Training Subcommittee: Erin D.

The Traditions Workshops are being posted. A letter with a checklist has been sent to the delegates; there are plans to send bi-monthly messages. [The full report can be accessed here.](#)

13. Ballot Prep Committee: Mary Jo L.

4 proposals submitted so far. November 30th is the deadline for submissions.

14. OPKM Committee: Mary Jo L.

A draft of the committee mission statement is pending feedback and approval by the Board.

15. Nominating Committee: Greg R.

We request all candidates for a 2020 Trustee position submit your applications by November 22, 2019. The Nominating Committee will start vetting applicants at that time. European applicants are requested to submit application to the Nom Com and not the EC. Doing board member exit interviews and using the valuable feedback. [The full report can be accessed here.](#)

16. Predatory Behavior Work Group: Erin D.

The text for the tent card has gone through 3 rounds of town hall review. The group plans to send the card out for fellowship feedback and field testing. [The full report can be accessed here.](#)

J. Motions passed at the board working meeting on October 17, 2019

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

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

Second:

Decision: Motion passed unanimously.

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

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

Second:

Decision: Motion passed unanimously.

- 3. Motion:** To authorize Member Services to send the membership survey out to the fellowship.

Background: Additions requested by the Board were added.

Second:

Decision: Motion passed unanimously.

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

Background: There is a big push for the local host committee to select workshops. They have asked for

recordings from 2019 in order to help with the selection and recruiting process. Access will be terminated after the vetting process.

Second:

Decision: Motion passed unanimously.

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

Background: The UK Intergroup will work with Martin's, a local printing and fulfillment vendor. They agree to print ACA literature but not violate the copyright. David had it checked out with a copyright lawyer.

Second: David Mc B

Decision: Motion passed unanimously.

K. Motions passed at the board working meeting on November 7, 2019

1. **Motion:** To accept the resignation of Erin D. as Board Secretary.

Second: Jim B.

Decision: Motion passes unanimously.

2. **Motion: To elect Jim B. as WSO Board Secretary**

Second: Rich R.

Decision: Motion passes unanimously.

3. **Motion:** To accept the 2021 ABC AWC bid by presented by the San Francisco Bay and Greater East Bay Intergroups, and authorizes the ABC AWC committee to study the feasibility of using a convention Planner. (Miles C.)

Background: This is the only bid that was presented and once accepted we can move forward with the hotel selection and contract.

Second: Rich R.

Discussion: The WSO is to move forward with hotel selection and contract negotiations.

Decision: Motion passed with one abstention.

4. **Motion:** To approve the ABC/AWC Memorandum of Responsibilities (Miles C.)

Background: The document clarifies the roles and responsibilities between the WSO, ABC Committee, and the local host committee for the ABC and AWC.

Second: Rich R.

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

Decision: Motion passed unanimously.

5. **Motion:** Begin collecting sales tax revenue in Shopify and Amazon for the following states, so that WSO complies with state tax laws, where such taxes are not already being collected: California, Illinois, Kansas, Minnesota, North Carolina, New York, and Texas. (Bill D.)

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

Second: Rich R.

Discussion: There was a minority opinion that suggested we make it more generic so new states could be added without a new motion. We decided to move forward as is and require at least one more motion to add new states.

Decision: Motion passes with 8 in favor and 1 against.

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

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

Second: Miles C.

Discussion: This is the similar suggested allocations for meetings.

Decision: Motion passed unanimously.

L. Guest Comments

1. **Josh W.**

- Asked for clarification about the opening for an editor for the Traveler. One co-editor is in training now. We can use more help.
- Asked about the Intergroup Needs Assessment – It was sent out.

2. **Arjan from the Netherlands**

Does not think he received the IG survey; asked how to handle WSO contacts in his area that do not share emails that were sent to them.

Here is a link <https://acawso.org/2019/11/10/intergroups-needs-assessment-survey-released/>

The committee email is intergroups@adultchildren.org

3. **Pam**

Would like to know what is covered by the Intergroup 30% discount. It covers all items

She thanked us for a speedy meeting

4. **Laura from Colorado**

Is there a direct website to get information on the convention? Yes. The following sites might be helpful. The convention information can be found at <https://www.acaworldconvention.org/>. Questions about Delegate Training can be sent to dtsc@acawso.org.

When the number of meetings and intergroups are mentioned, do they represent worldwide numbers?

They do, but we do not have all of the groups and intergroups registered. It is our goal – but we do not have them all for various reasons. There are also many step groups not registered.

M. Motion to close the meeting: Bill D.

Second: Carole C.

Decision: Motion passed unanimously.

N. The meeting was closed with the Serenity Prayer.

O. Announcements: Next meeting will be held on Saturday December 14, 2019 at 2PM Eastern



MONTHLY TELECONFERENCE AGENDA December 14, 2019

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

Zoom Webinar ID: 228-809-511

Webinar:	Mobile one-tap	Dial
https://zoom.us/j/228809511	US: +1-669-90-06833 (San Jose) PIN: 228809511#	Zoom International Dial-in Numbers • DEN: +45 89 88 37 88
	US: 1-929-205-6099 (New York) PIN: 228809511#	• SWE: +46 8 4468 2488 +46 8 4468 6646
Link for International Numbers: → https://zoom.us/u/adSv3hv19d		

- A. Call to Order:** Charlie H. began the meeting with the Traditional Serenity Prayer
- B. Roll Call of Board Members Present:** Charlie H., Carole C., Bill D., Majbrit M., David Mc B., Jim B., Miles C., Rich R.
Absent: Erin D.
- C. Quorum established**

D. Guest Introductions

Brad – National Capital Area IG	Arjan –Netherlands	Greg, Austin TX	Josh National Capital Area IG
Karen – APB Chair	Launa – IG Calgary Alberta	Marcia – Archives Chair	Matt – Regions Subcommittee Chair
Mikkel, Denmark	Markus, Sweden	Marc, Netherlands	Pam, Central Coast IG
Sharon – IT Vice Chair			

- E. Tradition Twelve:** Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

F. Motion to approve the minutes from the November 10, 2019 Teleconference. (Jim B.)

Second: David Mc B.

Decision: Motions passed with one abstention by Charlie H.

G. Chair Report: Charlie H.

Charlie gave a summary report on the October Strategic Planning Retreat. The Board of Trustees met for 3 days in Long Beach, CA to review needs of the fellowship and decided on targets and goals for the next year. A written report will be presented at the next Teleconference.

The following are a list of specific tasks accomplished:

1. Trustees visited the Distribution Center in Signal Hill, CA to get a sense of the operations there.
2. Sessions were held with our new accountants.
3. Trustees heard from Nick, our Operations Manager.
4. The first draft of the 2020 budget was reviewed.
5. A review of the strategic goals from last year, listing strengths and weaknesses.
6. New goals with articulated actions target dates were created.
7. Trustees did sessions on communication skills.

H. Treasurer's Report: Bill D.

[The full report can be accessed here.](#)

Balance Sheet

In reviewing the Balance Sheet, we can see ACA WSO ended the month with \$696,703 in Total Assets. This is a decrease of \$24,928 from the previous month and is due primarily to a decrease in our Prepaid Deposits for book printing purchases. Cost of goods sold decreases inventory and cost of goods sold exceeded the inventory purchased in November. Liabilities decreased more than assets decreased because of the liabilities we paid off for the strategic planning meeting in October. We paid the vendor for the order. Our total cash increased by \$6,086 and our inventory decreased as a sales offset. We are in good financial condition and are continuing to meet all our obligations without drawing into reserves.

This month's inventory asset total was \$149,888.

WSO's Total Liabilities and Equity of \$696,703 at the end of the period and a Year-To-Date net income of \$84,106.92.

Profit and Loss

Looking at the P&L we can see Total Revenue for the month was \$87,985. This is lower than the previous month by \$23,317. This is due to an overall decrease in both sales and contributions. It and December are historically lower sales months for us. The Cost of Goods Sold (COGS) was \$49,648 and was also lower compared to the prior month's COGS of \$58,358 showing a Gross Profit of \$38,338 before expenses. The impact of the lower sales revenues and the lower COGS was a lower Gross Margin of 49.6% compared to about a 39% average for the publishing industry. Gross margin is calculated by subtracting cost of goods sold (COGS) from total revenue and dividing that number by total revenue.

Overall WSO expenses were \$33,821 including payroll and operating expenses resulting in a net income of \$4,516 for the month.

7th Tradition Contribution Report

WSO received \$8,807.27 in 7th Tradition Contributions for the month from members, groups, and intergroups. This is down by about \$4,000 from the prior month. We budgeted right at \$10,000 per month needed in contributions to fund our committees and programs.

I. Committee Reports

1. Executive Committee: David Mc B.

[The full report can be accessed here.](#)

The following report covers October through December.

- A review of the strategic planning retreat was done and decisions were made about follow-up and completion. A timetable for the April Board Retreat was set for before and after the ABC/AWC.
- **Approvals:**
 - Booklet reprinting approved
 - Swedish Newcomer printing reviewed and approved.
 - UK printing proof approvals, lots of challenges
 - UK Amazon resupply delayed
- Resumption Publishing Study Group scheduled
- Evaluation on all monies spent on software, consultants and fees for all accounting upgrades and changes
- Recommendation for a diversity committee
- The Board Working Session agendas were planned.

2. Archive Committee: Marcia J.

[The full report can be accessed here.](#)

Inventory of materials and scanned documents. We would like to find a way to scan with OCR in order to manipulate print. We would like to hear from people who started ACA in their area, BRB creation, etc. If you can help, please contact archives@adulthoodchildren.org

3. Finance Committee: Bill D

[The full report can be accessed here.](#)

The finance committee reviewed the monthly financial statements. The ABC-AWC Budget for 2020 was prepared and submitted to the board; and a 2020 AWC Budget was compiled with input from all committees and is being reviewed. There was an update on the Sales Tax Compliance project. Phase 1 has been completed and Phase 2 is in progress. A review of the Avalera proposal was done in conjunction with this. The committee was provided with a report summarizing IT and accounting expenses, which was put together by the accountants. A review has been started of WSO Travel Policy. Recommendations for change will be forthcoming.

4. Literature Committee: Charlie H.

[The full report can be accessed here.](#)

- **The ComLine** is scheduled to come out in the New Year. As usual submissions always welcomed!

- **The next Literature Committee Quarterly Meeting** is Saturday, 4 January at 11:30 am Eastern US. <https://zoom.us/j/487695031>
- **ACA Bill of Rights** still in progress
 - Updated Literature Policy being developed
 - Ready Set Go scheduled to be published by mid-year
 - Getting started transcript is about 2 months away!!!
 - The Loving Parent Workbook is being developed – 1st review manuscript is out! You can submit an anonymous share to help with the book content
- **Study groups** on Spirituality in Our Literature and Working My ACA Program with Others (sponsorship) are ongoing – volunteers are welcome.
- **World Publishing and Translations** - <https://acawso.org/literature-translations/> -
 - Sweden has ordered a new batch of newcomer booklets,
 - BRB for Greek fellowship design in progress,
 - Ukraine local printing of Russian Language is in progress
 - UK has begun local printing to lower costs to the fellowship
 - Miles commented that there is some work being done translating the yellow workbook into French.

5. Member Services Committee: Carole C.

[The full report can be accessed here.](#)

The committee consists of 5 Subcommittees and *The Traveler*. Subcommittee reports and minutes are posted to the link above. The main committee meets monthly. At our last meeting the committee budget for 2020 was presented. We are currently working on our yearly report for the ABC. We are also assisting the website committee with meeting contact changes. If you have questions or would like to join the committee or subcommittees, send an email to mscchair@adultchildren.org

- **Global Subcommittee:** Sue V, Chair. South Korea has registered their intergroup. There are new meetings in Israel, South Africa and India as well as new translation contacts. The committee is reviewing literature needs for new groups.
- **Intergroup Subcommittee:** Tamara P, Chair. The Needs Assessment has been sent out. Responses will be reviewed in January. The committee will be supporting a Volunteers Table in April at the ABC.
- **Members Subcommittee:** Currently has no Chair. The Membership Survey is live! Please fill it out. The committee is creating newcomer pages on adultchildren.org
- **Regions Subcommittee:** Matt K, Chair. Information has been posted to let those interested know how to get certified as a region. At this time the committee is reviewing the application made by the German Language Region. Our next committee call is scheduled for this upcoming Sunday.

- **Young Adults and Teens Subcommittee:** Marc, Chair. Literature working sessions are underway.
- ***The Traveler*** Needs a new editor starting in January 2020.

6. Public Services Committee: David Mc B

[The full report can be accessed here](#)

The committee needs help. If you are interested, contact vicechair@acawso.org

7. Hospitals and Institutions: Rich R.

There has been conversation about separating the H&I committee from both the Member Services and Public Services committees. We are hoping this may help the committee to get better attendance at meetings and more volunteer participation. We will post these changes here and in H&I repository. Tentatively these changes will occur first of the year.

The trifold for Doctors and Therapists has gone through a preliminary write up and has had two edits, one by a physician and one by a therapist. We presently have 6 people working on this. If you are interested in helping, we would enjoy your input. The next meeting will be in January 2020 (date pending) and will be posted prior to the meeting.

WSO has ongoing literature requests from institutions, most recently from Florida and Texas.

8. European Committee: Majbrit M, Chair

The committee is helping new committee members to transition in. We are hoping for an election and ratification of new officers on February 1, 2020. In the meantime, committee travel has been put on hold until there is clarity about those qualified to travel.

We have updated the header for our committee on the Repository, and our yearly report for the ABC is being developed.

A European Committee event is being planned for September 2020.

9. WSO Office: David Mc B

The office is working with our accountants to review procedures and inventory reports. They are also dealing with a new Amazon sticker system; books are now being shipped to Amazon UK. There has been a delay in ***Laundry List*** Book production. We are getting Newcomer Booklets from 2 individual vendors. There has been an issue with security cameras which is currently being resolved.

Current Statistics: 2442 Meetings, 102 Intergroups, 1 Region

10. DCOC: Bill D., Chair

[The full report can be accessed here](#)

The DCOC welcomed Sharon F. as a new member in November. Sharon is the incoming IT Committee Chair in a few weeks and has served WSO as the Traveler Editor and the Vice Chair of the Website and Database (now IT) Committee. She also served as a chair of both the Virtual and Members Subcommittees. Sharon brings a broad range of experience and enthusiasm to the committee. –

The UK in country printing project that was discussed seriously months ago at the 2019 ABC has culminated with the printing of books beginning in November. PDF files were prepared by the Literature Committee staff and delivered to the printers in the UK. The resizing of the books to

European specifications took place and the softcover BRB was being printed first.

Received and approved an order for 10,000 Newcomer Booklets from the office. The recommendation was sent to the Executive Committee for board approval –Continued to work with the US IRS to obtain documentation necessary to provide to the German government to complete the VAT tax registration process for Amazon Germany.

Began a budget discussion for the DCOC for the coming year.

11. Service Network Committee: Jim B., Chair

The committee meets weekly on Monday at 8PM ET. A second meeting is on Tuesday at 2PM ET to accommodate European and other schedules. <https://zoom.us/j/368722526>

The Service Network committee is focused on creating an ACA Service Manual. We have completed reviews of service manuals from CODA, DA, AA, OA, and CA. We are now comparing the table of contents of our Red Book's Handbook section with the other service manual's table of contents to see what we think will make a service manual for ACA. After building out our Service Manual's draft table contents we will look to see what literature we have already that can fit that need and if that literature needs updating. This is an exciting process for our fellowship.

We sent in a ballot proposal for the 2020 ABC having to do with an ACA Preamble. We updated it at our last meeting.

The next concept study call is scheduled for Sunday, December 15, at 10:30 am EDT. The call is an informal study of the ACA Concepts. The topic for December is Concept 12. Which can be found at <https://adultchildren.org/literature/the-twelveconcepts-of-aca/>

The following is the link to join this meeting:

<https://zoom.us/j/283490458>;

Meeting ID: 283 490 458

Find your local number: <https://zoom.us/u/ac3j5BIs0a>

12. Information Technology Committee: Jim B., Chair

The committee supports the following websites: adultchildren.org, shop.adultchildren.org, acawsoec.com, acawso.org, acaworldconvention.org

At our Nov 2nd meeting we had elections. Sharon F. was chosen as the Committee Chair to take effect on Jan 1, 2020. We also voted to recommend a committee name change from **Website and Database Committee** to **WSO Information Technology Committee**.

Efforts are continuing to make sure each group updates their meeting information at least yearly. Please help make sure the meeting list is accurate. If you need help changing the WSO contact, please send an email to meetings@acawso.com

A procedures document for handling meeting updates is being created to ensure we have a consistent process. We are removing people from the meetings database that request to be unsubscribed from group mailings and need to review how we handle meeting contacts.

The following tasks were also done:

- Some security changes to the meeting lists code were made to protect against SQL injection.
- The PDF plugin was updated to patch a security problem.
- Meeting Types were cleaned up in the Meeting Listing and a meeting Type Search was added.
- The website acawsoec.com was migrated to our **GoDaddy** server to save renewal costs.
- **WordPress** templates are being created for ACA websites use.

13. ABC AWC Committee: Miles C., Chair

There are 33 applications for 2020 AWC workshop presentations. Early registration for the ABC-AWC lasts until February 15, 2020. There have been some questions about the menu during the Business Meeting and Conference. We will be updating the menu with the hotel.

Delegate Training Subcommittee: Erin D

Chris R resigned as Chair of the committee and Cheryl F. has agreed to be the new subcommittee chair. The subcommittee is updating the "Getting Started" documents. A delegate checklist is being created and training workshops are planned. The Traditions Skit may be done with animation this time around. Please register as a delegate so we can keep you informed.

14. Ballot Prep Committee: Mary Jo L, Chair/ Jim B

16 ballot proposals were received and will be released to the fellowship in Mid-January. The board is currently working on the WSO analysis for each proposal. Proposals will only need 60% approval to make the ABC agenda. The same 60% threshold will be used for ABC Motions coming from proposals.

15. OPKM Committee: Mary Jo L., Chair

- An updated OPKM version has been posted to the website
- **Project Tracker** is being used to track issues.
- The threshold changes for proposals and ABC voting was noted as a decrease to 60% for the proposals and an increase to 60% to be passed at the ABC
- Return of property section was updated.
- Change bars are now in the document posted to help version control.
- A number of items are in discussion for some OPKM appendixes i.e. planning for logos and trademarks, and IP. An ad hoc committee is being planned to work on these.

16. Nominating Committee: Greg R., Chair

No applications have been received for the two open positions on the Nominating Committee. However there were two applications for Board Trustee. The committee is starting the interview process. One teleconference was held in November.

We are distilling results of interviews with 3 former Board members into recommendations for the Board and recommendations for the Nominating Committee.

Next Steps:

- Start search for additional 2020 Board applicants for additional Board seats, as needed.
- Continue search for two committee members, at least one from outside US and Canada.
- Continue to engage fellowship via WSO communications.
- Evaluate feedback from former Trustees and incorporate recommendations as appropriate.

17. Predatory Behavior Work Group: Karin S., Chair

The group is working through some questions on the relationship of the working group to the Board of Trustees.

The following motions were made by the working group:

- **Motion:** That the APB Working Group hand over to the Literature Committee the field-testing and feedback-gathering for the APB tent card (“ACA Commitment to Addressing Predatory Behavior”) that was approved by the WSO Board of Trustees on 10/3/2019.
Decision: APPROVED UNANIMOUSLY
- **Motion:** That the APB working group will prioritize discussions regarding the relationship of the APB working group to WSO. Additionally, the working group will report to the Board in February 2020 on status of our discussions.
Decision: APPROVED UNANIMOUSLY

The groups is continuing work on a self-check inventory on the topic of predatory behavior. The SCI group is in its formative stages.

J. New Business

1. **Motion:** The Ballot Prep Committee has put forth Jim B as Board Liaison to the committee and the Board recognizes him in this role. (Jim B.)
Background: Jim B has recently joined the BPC and the committee has accepted him as the Board Liaison to the committee
Second: Charlie H.
Status: Motion passed unanimously.

K. Motions passed at the board working meeting on November 21, 2019

1. **Motion:** To change the Website/Database committee name to Information Technology Committee. (Jim B.)
Second: Bill D.
Background: The committee is doing work in many areas besides the website, so this recognizes the increased scope and workload of the committee
Decision: Motion passed unanimously.
2. **Motion:** Ratify Sharon F as the Chair of the Information Technology Committee starting January 1st, 2020. (Jim B.)
Background: Sharon has been a key committee member and vice chair. The current chair recently took on the role of the secretary.
Second: Carole C.
Discussion: Do we think we need to have a format vote to recognize committee chairs – YES.
Decision: Motion passed unanimously.
3. **Motion:** To approve 2020 ABC AWC budget (Bill D.)
Second: Miles C.
Background: Bill D. presented a comparison of previous ABC budgets before presenting a 2020 Budget of expected income and expenses. 2020 Revenue is expected to be \$54,700.00; 2020 Expenses are projected to be \$52,894.00. This leaves a projected profit of \$1,806.00. The following

are not included in the expenses: DJ (needs to be reviewed with the 2020 Local Host and ensure it is clear in the memorandum of understanding) and Trustee expenses.

Decision: Motion passed unanimously.

4. **Motion:** To approve Cheryl F. as the new Chair of the Delegate Training Subcommittee. (Erin D.)

Decision: Motion passed unanimously.

5. **Motion:** To accept the following OPPM mission statement:

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

Second: Carole C.

Decision: Motion passed unanimously after two friendly amendments.

6. **Motion:** To accept the updated OPPM ***Return of Property Statement***. (Erin D.)

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

Background: the existing policy was updated for clarity and consistency.

Second: Carole C.

Decision: Motion passed unanimously.

L. Motion passed through Specific Concurrences between meetings.

1. **Motion:** To Approve the update language for the OPPM ***Right of Petition*** language. (Erin D.)

Background: There was a discussion to change some of the wording about regions; the motion was tabled at the Nov 21st working session and moved to ***Slack*** for update and voting

Decision: Motion passed unanimously.

APPENDIX I — RIGHT TO PETITION

In the event the Board or a Committee of the Board (WSO) has declined to take action on an issue, or there is dissent or dissatisfaction with some action or inaction of WSO, the fellowship may formally petition for reconsideration or some other specific action to be taken by WSO.

Guidelines for submitting petitions are as follows:

- 1) Must be submitted in writing to the Board Secretary (secretary@adultchildren.org) cc'ing the Board Chair (chair@adultchildren.org).
- 2) Must include the reason for submitting the petition, including any information that might not have been available at the time of the original WSO decision.

- 3) Must be co-submitted by either
 - a. Five (5) or more registered meetings that are spread out over at least three (3) different states, provinces or countries, or
 - b. Three (3) or more registered Intergroups that represent at least two (2) different states, provinces or countries
- 4) The petition must include contact information for all supporting groups (as in 3 above).

Note: We suggest for ease and speed of processing that your petition include, if available, background information about the original issue, the decision made and any reasoning given, results of any vote taken and whether or not it was unanimous, as well as dissenting opinions, if given.

WSO will be obligated to place the petition on the agenda at the regularly scheduled Monthly Board Teleconference no more than 45 days after receipt of the petition.

Petitions will be taken up by the Executive Committee, which will delegate consideration of the petition to the appropriate WSO body. Working with the Petitioners, the assigned WSO body will determine a timeline to address the petition.

Once the assigned WSO Body determines a suggested resolution that suggested resolution shall go to the Board for review.

Actions that can be taken are to:

- a. Accept and implement the petition
- b. Reject the petition with an explanation.
- c. Seek a mutually agreeable compromise.

Petitions with their original submission date will remain on the Monthly Teleconference agenda and a progress update made until such time as a resolution has been determined and announced. Once a resolution is achieved, the petition and its resolution will then be posted on the Monthly Teleconference agenda for the following two monthly meetings.

NOTE: Petitions that result in the Board reconsidering an action may not be re-submitted again after a resolution has been determined by the Board, unless there is significant new information available that may alter the original decision

M. Motions passed at the board working meeting on December 5, 2019

1. **Motion:** To give all WSO hourly employees a 1.6 % Cost of Living Adjustment, effective Jan 1st 2020, in accordance with WSO personnel Policy. (Bill D.)
Background: Other Raises are done separately as part of an annual review
Second: Charlie H.
Decision: Motion passed unanimously.
2. **Motion:** To approve design of Greek BRB, as well as creation of BRB template for future translations, at a cost of \$1,325. (Charlie H.)
Background: We have a number of BRB translations coming due. As was demonstrated with the YWB, creating a template with all design coding will reduce per-book design costs for future translations, so this is an investment in ongoing BRB translations.

Second: Carole C.

Discussion: A license agreement has been submitted to the Greek fellowship for local print on demand.

Decision: Motion passed unanimously.

N. Guest Comments

- **Josh** – How can WSO support Regions that are not yet recognized by the WSO? Do they get a vote at the ABC? Can they be listed on the website?
- **Bill**—asked about the status of the Avalara Contract approval – We need to ensure we get that motion recorded in the next month’s teleconference.

O. Motion to close the meeting was made by Miles C.

Second: Jim B.

Decision: Motion approved unanimously.

P. Announcements: Next meeting will be held on Saturday January 11, 2020 at 2PM Eastern

Q. The meeting closed with the Serenity Prayer