



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

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

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**MONTHLY TELECONFERENCE Minutes
January 09, 2021 2PM Eastern**

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

Zoom Meeting ID: 228-809-511, PWD: 90755

Zoom Meeting Details:	Dial US	Dial International
Zoom ID: 228 809 511 Passcode: 90755	US: +1-669-90-06833 (San Jose) US: 1-929-205-6099 (New York)	Zoom International Dial-in Numbers <ul style="list-style-type: none"> • DEN: +45 89 88 37 88 • SWE: +46 8 4468 2488 +46 8 4468 6646 • Full list of international Numbers https://zoom.us/j/adSv3hv19d

- A. Call to Order – Open with the ACA Serenity Prayer
- B. Roll Call of Board Members – Bill D, Charlie H, David McB, Erin D, Fredrik H, Jim B, Rich R, Sharon F
- C. Quorum established
- D. Guest Introductions

Alexandra – Poland IG – Vice Chair of Translations	Anette UK – UK IG, CREA Member	Barbara – Northern CA – Nominating Committee	Carole C – Member Services Chair - Region 2 Rep
Carole G – Monterey Bay IG – Finance Committee	Denise R – Alaska – Literature and Nominating Committee,	Dove – Arizona, IG, MSC Member	Gary S – Los Altos Rep, SF Bay IG, 2022 Host Committee, H&I
Gino D – Alexandra VA – Capital Area IG	Greg R – Austin TX, Nominating Committee Chair & Literature Member	Hasse, Copenhagen Denmark, Vice Chair Translations, EC Chair, Danish International Committee	Jim R – WEB0120, Ballot Prep Committee

John W – POC meeting Rep, CREA committee	Julianne V – Indianapolis Indiana, Literature Spiritual Inclusion, New Lit Reader, MSC, We Agnostics Rep	Justine F – North East Region Chair – PA IG, Literature Committee Sponsorship Taskforce	Karin S – Illinois, Concepts Study Group, MSC
Kathy T, CA, Meeting and Service Safety, Spiritual Inclusion, IT – website redesign	Laura D – Colorado, Literature Service	Laura L – Southern California	Liz C – CT – North East Region, Global Members, Literature, ABC
Marcus H – Greater East Bay IG, delegate, Spiritual Inclusion	Monique – Australia, Global Members, Coordinator for International Studies	Lucia – South Florida, WSO Controller, Finance Committee	Nick – Operations Manager, Signal Hill, CA
Paul M – Co Chair Chapel Hill NC IG	Rene A – New Rep, North Hampton Mass	Rob F – Chapel Hill, Contributions Committee	Shari – Greater East Bay IG Chair
Marcia J – Quad Cities IG, Archives Chair	Sue V – Toronto CA, Toronto IG – Global Members Chair – Scholarship Task Force	Thaddeus G – Florida – CREA Committee	Tom A – Pittsburg PA, Group Rep, and finance Committee
Josh W – North East Region Secretary	John O – Bay Area - Global Volunteer	John B – Chapel Hill Treasurer	

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

F. Minutes:

- a. (Jim B) Motion to approve the December 12th, 2020 Teleconference Minutes
 Second: Bill D
 Discussion: None
 Decision: All in favor

G. Chair Report – Charlie H

- An ACA meeting to share Gratitude for Miles C, is being planned for Jan 30th at 2PM Eastern. The Toronto Intergroup is planning the meeting and will share details
- The board has been working the past few months on Committee questions with the OPPM committee. There are a number of motions being discussed and some will be presented today. The goal is to ensure we have consistent recommendations for transparency, reporting, Goal setting, standard Election cycle and procedures, etc. We will be reaching out to the committees to have discussions as needed.

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

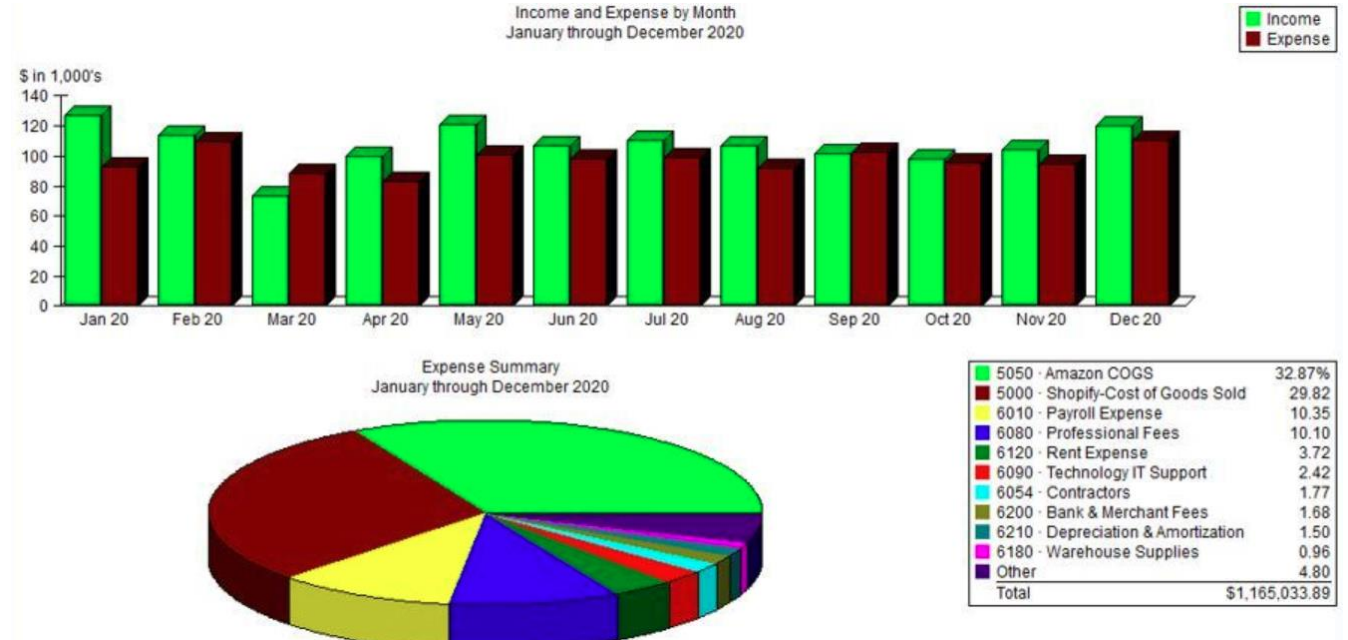
Our Total Cash and Cash Equivalents (Account 1000) increased by \$50,499, Inventory Assets (Account 1400) increased by \$11,413, while Prepaid Expenses decreased by \$4,373. Overall, we had a net increase of Total Assets \$54,435.

WSO's Total Liabilities and Equity was \$755,159 at the end of the period. This is an increase of \$54,435 from the previous month. Accounts Payable increased \$36,2580.

Looking at the P&L we can see Total Income for the month was \$120,051 which was an increase of \$16,106, or 15.5% in income from \$103,945 the month before. This is about 7.7% over our budgeted income amount of \$111,484.

The combined Cost of Goods Sold (COGS) was \$65,413 which was more than the prior month's \$55,771 COGS due to the increase in sales. This left WSO a Gross Profit of \$54,638 before expenses.

WSO Expenses on the P&L include payroll, overhead and operating expenses. Overall WSO Total Expenses were \$44,668 this month, which were higher than the prior month by \$6,169. This resulted from a small increase as compared with the prior month in Contractor Costs, Inventory Adjustments, and Travel Expenses (an expense from the prior year). After deducting the expenses from the Gross Profit WSO was



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ft with a net income of \$9,970 for the month.

This report that shows us how we are performing monthly compared to the approved budget. Our Total Income of \$120,051 was \$8,566 or about 7.7% more than what we budgeted. Book sales were down in Signal Hill and higher on Amazon against the budget. The 7th Tradition Contributions exceeding Budget by \$18,585. See section below regarding 7th Tradition Contribution Report.

Our expenses were 21.5% higher than budgeted, by \$7,905. Overall, for the month we under performed by \$2,225 against a Budgeted Net Income of \$12,194, resulting in an actual Net Income of \$9,970.

WSO received \$30,092 in 7th Tradition Contributions for the month from members, groups, intergroups and regions, including a WEB Group contribution of \$3,000. Our ACA anniversary campaign of \$7 for the 7th brought in \$1,265. Also notable, there were 9 contributions that were \$500 or more. This resulted in an increase of \$7,133 total donations from prior month. Traditionally end of the year giving is higher than other months of the year. A huge thank you to those who contributed to help ACA continue to meet the growing need of the program throughout the world.

WSO has created an electronic 7th Tradition basket using Venmo @acawso for contributions from inside the US and can still also easily accept contributions worldwide in our online shopping cart at shop.adultchildren.org. We can also accept Zelle transfers by sending them to treasurer@adultchildren.org. Please let your fellow travelers know ACA depends on contributions to fund the rapidly expanding fellowship services' needs.

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.

- ▶ Looking forward we would like to let you know that the Finance and IT Committees are working together to overhaul our website's 7th Tradition interface. More information will be forthcoming as we get closer to implementing it.
- ▶ If anyone has any questions after reviewing these financial statements, please contact me at treasurer@adultchildren.org or on Slack at Bill_D_Treasurer.

Question on 7th for 7th – The Report does not include contributions from January.

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

1. Executive Committee: David McB <https://acawso.org/category/executive-committee/>

ABC AWC 2021 in Boca Raton:

Vice Chair working with Event Planners (Helms Briscoe) and legal advice

- Successfully converting our contractual obligation from full ABC/AWC to Board strategic retreat for Fall of 2021
 - Discussed doing the ABC virtual in 2021 and have a virtual AWC a week later Will refer to the board for decision.
 - Vice Chair working with Event Planners (Helms Briscoe) and legal advice successfully negotiated a favorable contract with Hilton SF that the board will review for approval by Jan 6th 2021
 - Officer elections protocol, and thoughts about the lack of a secretary.
 - Working on procedures to keep office up to date on decisions
 - Elections – Secretary is Open. Chair and Treasurer are not contested and we will have an election on Thursday for Vice Chair. Sharon F. elected.
 - Confirm working with Toronto on Miles Memorial Meeting
 - David McB made a motion to spend the money approved for the reviewing the Boca Raton contract on the 2022 San Francisco Contract – Seconded By Charlie, 3 Approved – Opposed by Jim
 - Scheduled full board for SF contract review by the law firm; Krinzman, Huss, Lubetsky, Feldman & Hotte
 - Charlie gave an update on the Literature Publishing Special Worker, suggested extension of a month for Markus to the end of February.
 - Preparing for Budget review 2021
 - Update from Jim on plans for ABC ballot measure town halls
2. Archive Committee: Marcia J <https://acawso.org/category/archives/>

No written report. Actively working on a program to assist groups, intergroups, and regions to help with their archive efforts. Contact archives@adultchildren.org

3. Ad hoc Committee for Representation, Equity, and Accessibility: John W <https://acawso.org/category/diversity/>
- The committee meets the first and third Friday of the month at 3:00 pm EST
 - The committee met twice since the last monthly report: December 18, 2020 - 15 participants, January 1, 2021 - 11 participants
 - The committee approved five co-chairs to serve varying terms: Alaska (6 months), Jill H (1 year), John W (4 months), Kayl (6 months), Thaddeus G (3 months)
 - The committee created an Ethnic & Racial Equity Empowerment Team to begin working on equity topics related to race and ethnicity. The creation of this team fulfills Goal 8 of the committee's goals for 2021: "Create a racial equity subcommittee."
 - The committee created a Membership Survey Working Group to begin working toward Goal 1 of the committee's goals for 2021: "Collect feedback from membership about diversity, representation, equity, inclusion, and accessibility to help guide future committee actions (e.g. surveys, workshops and/or town halls)."

- Noted that the committee has reached out to the authors of ABC 2021 Proposal 4 – which is related to having future printings of the BRB be more gender inclusive.

Charlie H thanked CREA for its report and noted the board is reviewing it.

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

- The monthly meeting was well attended again. Many fellows from different countries participated and showed great interest by asking questions, mainly related to literature and translations.
- As we now have a part-time employee creating layouts for the books, enquiring about the printing quotes and undertaking other tasks, things started to move forward. It shows how important it is for the European fellowship to have a dedicated person take care of printing translated literature. That includes everything, from a trifold flyer to new publications and books.
- The European Committee are in the process to set up its priorities for the upcoming year. So far we have agreed on one goal for 2021:
- Support the development of a European Region to carry its message to the adult child who still suffers

Bill D Treasurer asked about the status of an issue about a missing \$5,000 contribution. This is still open.

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

During the month of December, the members of the Finance Committee met 4 times and worked on the following projects and tasks:

1. The Committee was joined by O&S to review the financials for November. The financials were accepted by the committee and the treasurer posted them to the acawso.org website along with a written Treasurer's Report. – Completed
2. The Committee in process of working on the 2021 Budget. Lucia has compiled spreadsheets/files, and updates accordingly, to facilitate the revenue and expense projections, including Committees' requests. Several meetings with the Board have taken place. The budget will be approved during the month of January for implementation in 2021. – In Process
3. The Finance Committee has been working with a volunteer on the WSO IT Committee, on a software plugin, GIVEWP to better facilitate our 7th Tradition Contributions. We have met several times with the programmer on customization as to what the donor experience will be on the new website. Final testing will take place in the next few weeks, as well as integration into our accounting systems. If all goes well, it appears that the new plug in will be available mid-January. – In Process
4. We have found that WSO may have exposure to Sales/Use Tax Liability for sales of literature to Puerto Rico. There are stiff penalties for noncompliance. We have very few sales to Puerto Rico, and we are therefore in process of researching the options available in order to comply in the most cost-effective manner. – In Process

5. The Russian Fellowship would like to set up their own legal non-profit entity. Since doing so is very costly in Russia, the Russian fellowship is requesting a period for which they would not have to pay Royalties to WSO. In reviewing documents, it was determined that it inadvertently would expose WSO to IRS and OFAC Regulations and that subsidizing a legal entity would be against the Traditions. Therefore, we came to the consensus that this action would not be advisable. – Completed
 6. The Committee reviewed the Officers and Directors Liability Insurance Policy, the terms and limits, and who was covered. All appeared to be in order, and recommended Board to sign and renew the policy - Completed
 7. Committee members continue to do research into what other fellowships' recommendations are regarding distribution percentages to IGs, Regions, and World Service. In addition, the Committee researching the maximum amounts other fellowships had contribution limits. Results are being compiled on a table as it becomes available and will be part of the Finance presentation at the ABC. – In Process.
 8. After discussing the Ballot Proposals to establish an International Literature Fund to support countries that cannot afford literature, the Finance Committee recommends adding this as a category in the new 7th Tradition website modifications, and the creation of a general ledger account to keep track of these contributions. – In Process
 9. The Finance Committee continues to compile financial policies in the creation of the first ever ACA WSO Accounting Manual. – In Process
- Anyone with finance, bookkeeping, or an interest in learning more about the Finance Committee is welcome to contact me about joining. You do not have to be a CPA or even accounting professional to participate. Please email me at treasurer@adultchildren.org or send a message on Slack.

Charlie H asked for clarification on the Russian Royalty recommendation.

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

- We had 77 H+I requests sent out this month.
- We have finished our trifold, "ACA Info for Health Professionals." It has gone to the literature committee. If approved, it will be release for a year for fellowship review. If OK'd by the fellowship it will be adopted at the next ABC.
- Our H+I Meeting is on the first Wednesday monthly at 3pm eastern on zoom

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

- Full report on service website at link above
- Site redesign - in progress ▪ Redesign Working Group meets on alternating Fridays at 11:30am ET
- Site to include more dynamic content, News to the fellowship and Recovery Events, Comline Blog, Expanded Literature offerings, be more accessible – text to voice, etc.
- WSO sent out a notice for a new special IT worker – if interested contact webservant@adultchildren.org, [Information Technology Special Worker | ACA WSO](#)

8. Literature Committee: Charlie H <https://acawso.org/category/literature-committee/>

- We held our quarterly Literature open Call on January 2nd
- Loving parent Guidebook – Manuscript has been drafted and submitted to 2 readership teams – about 20 readers – on track for publication this year
- Ready Set Go – A bit behind schedule. Making more progress on combining the different formats. Expect this to go into review by March or April
- A new project about a new delivery format for the comline is underway.
- Contact literature@adultchildren.org

Jim asked about the literature committee page notice about not accepting new submissions at this time. This is still the case and the committee is looking at when they can accept new literature items.

9. Member Services Committee: Carole C <https://acawso.org/category/member-services/>

- Carole has been off for 2 months due to an injury
- Full report on the ebsye
- Meet on the first Wednesday of each month at 10 am Pacific
- We need a vice chair
- Member Services currently includes Global Members, Intergroups, Members, Regions, and Young Adults/Teens. We are also responsible for the Traveler Newsletter.
- Hoping to host quarterly virtual meetings on various topics
- Next meeting is Feb 3rd

10. Public Services Committee: Jim B <https://acawso.org/category/public-information/>

- The committee is seeing some renewed interest
- The Public Services Committee would be an excellent opportunity to help inform the public of the ACA program.
- This is a great opportunity to carry the message.
- We plan at looking at
 - Updating the Public Information Flyer
 - Doing outreach to Intergroups
 - Getting the existing Public Service Announcements some airtime
 - Creating new outreach members to different communities that may not know about ACA
- Spanish Speakers
- Members of Alanon and other 12 step fellowships

Sharon asked if Jim was the still chair – Jim had stepped down as chair and is staying in the role until as acting chair until a new chair is elected.

11. HR Ad Hoc Committee Rich R <https://acawso.org/category/human-resources/>

The HR Manual (Handbook) was approved by the Board on 12/3/20. And was presented to the employees at one of our HR Lunch Meetings. This was a major goal of the committee and we need to see if the adhoc committee will continue.

12. WSO Office: Nick C <https://acawso.org/category/wso-office/>

- The office is moving away from financial reporting and looking more at the book volumes and inventory
- \$53,559 in sales including the 7th tradition

4 Amazon FBA US Sales	<p>Sales snapshot taken at January 4, 2021 9:07:21 AM PST</p> <table border="1"> <thead> <tr> <th>Total order items</th> <th>Units ordered</th> <th>Ordered product sales</th> <th>Avg. units/order item</th> <th>Avg. sales/order item</th> </tr> </thead> <tbody> <tr> <td>2,349</td> <td>2,517</td> <td>\$43,987.50</td> <td>1.07</td> <td>\$18.73</td> </tr> </tbody> </table>	Total order items	Units ordered	Ordered product sales	Avg. units/order item	Avg. sales/order item	2,349	2,517	\$43,987.50	1.07	\$18.73
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5 Amazon FBA UK Sales	<p>Date: Custom [01/12/2020] - [01/12/2020] Sales breakdown: Marketplace total Fulfillment channel: Both (Amazon and seller) Apply</p> <p>Sales snapshot taken at 4 January 2021 17:41:53 GMT</p> <table border="1"> <thead> <tr> <th>Total order items</th> <th>Units ordered</th> <th>Ordered product sales</th> <th>Avg. units/order item</th> <th>Avg. sales/order item</th> </tr> </thead> <tbody> <tr> <td>134</td> <td>137</td> <td>£2,174.00</td> <td>1.02</td> <td>£16.22</td> </tr> </tbody> </table>	Total order items	Units ordered	Ordered product sales	Avg. units/order item	Avg. sales/order item	134	137	£2,174.00	1.02	£16.22
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134	137	£2,174.00	1.02	£16.22							

- 336 orders were waiting for the team after the holiday long break

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

The DCO Committee met on its regular 2nd and 4th Wednesdays this past month. The committee continues to monitor inventory and perform general office operations oversight. The committee also communicates regularly via its channel on Slack and via email.

The items worked on since the last monthly Board Teleconference are:

1. At the first meeting of the month the end of month inventory report was reviewed and there were no major variances between the end of the month physical counts and the inventory in the books. –Completed

At the second meeting of the committee later in the month, the Operations Manager went over the inventory statuses for the various SKUs at our warehouse and online marketplaces. They are all in good shape and we do not need to order anymore stock currently. – Completed

2. The committee recommended hiring an Amazon consultant to the board after reviewing several different consultants. The board approved the recommendation, and the consultant completed an assessment with next steps. The committee voted to go forward with those steps as they were within the amount approved by the board.

The consultant identified specific action steps with the people responsible to complete the project.

These steps include:

- 1.) Visibility Strategy (Consultant to own)
 - Development of total strategy and deployment
 - Align on budgets for Amazon PPC
 - 2.) Setup international marketplaces (Consultant to own instructions; ACA WSO to own actual setup to ensure accounts are setup with ACA WSO emails)
 - 3.) Share instructions on adding user permissions (Consultant to provide instruction; ACA WSO to provide availability for walk through)
 - 4.) Update listing images (Consultant to upload; ACA WSO to provide)
 - 5.) Update product keywords (Consultant to own)
 - 6.) Create enhanced content through brand registry (Consultant to own; ACA WSO to provide assets)
 - 7.) Submit counterfeit concerns through Brand Registry (Consultant to own) – In Process
3. Business organizational assessment –The organizational assessment being performed by a consultant is wrapping up and he is expected to deliver his report to the board in January. The consultant has interviewed various staff and board members/committee chairs involved in business operations of the organization will be providing a detailed report on organizational structure recommendations going forward. – In Process
4. Revisions to book covers before ordering - The office was asked to reach out to the Lit Committee to advise them that we plan to place an order for new BRB soft covers soon and it would be good to have the updated BRB cover artwork before placing the order. The DCOC Chair also discussed this at a recent board meeting. An update on this will be given at the first meeting of the month. – In Process
5. A discussion was held for consideration of rebranding the committee's purpose and an expansion of scope that includes broader literature distribution operations. This would redefine the committee's role along with a name change. This will be discussed further on the agenda for the first meeting in January - In Process

Questions – Comments

1. Is the updated BRB cover ready for an upcoming Soft Cover Printing – Yes – ready shortly in time for all future printings
2. Question on why 7th tradition contributions were included in the sales figures. This was only done from the office report and they will no longer be reporting these numbers. The numbers are reported in the Treasurers report.

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

- The Concepts study group has drafted new material on the ACA Concepts. This is being reviewed and edited and will be included in the service manual
- The Concept Study Group will resume its study of one Concept every month, beginning with Concept 1 in January 2021. This is being announced in the Traveler and will be announced on Slack.

- There is also a new weekly ACA meeting on steps, traditions, and concept of the month.
- We will be pulling together all of the latest material to issue the latest draft service manual at the 2021 Virtual ABC.

15. Gentleness Break

16. ABC AWC Committee: David McB <https://acawso.org/category/abc-committee/>

- The committee met to evaluate the 2021 ABC AWC
- Recommended converting to a virtual convention ABC first weekend AWC second weekend
- Renamed the committee to ABC_AWC
- Discussed room block for SF 2022
- Looked at 2020 workshop form (supplied by Sharon F)
- On Hold for Board to approve 2021 and 2022
- Will be reforming Virtual Host committee for 2021
- Chair met with Host committee for 2022 on Hotel and room block. We are all excited with pricing and location

Still looking at using a professional platform for doing the ABC. May need to add a registration fee to support it.

17. Delegate Training Subcommittee – Cheryl F <https://acawso.org/category/delegate-training/>

No Report provided.

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

- An email announcing the 18 Proposals was sent to all groups on January 8th (19 were received and one was withdrawn in favor of having an AWC Workshop or Panel Discussion.)
- The Proposals are on the website for download. There was an initial error in the documents and they were reposted late in the day on the 8th
- Translations were received in the Swedish, French and Spanish. We are very grateful for the efforts of these teams.

The rest of the schedule is as follows:

- January and February – **Town Halls** will be held to give Proposal Authors (Groups) the opportunity to present their Proposals and the Fellowship to ask questions. An email will be sent when dates are firmed up
- February 15 – Voting Starts - An email will be sent that the Ballot is available for voting

- March 31st – Deadline for Ballots

The suggested guidelines for creating the WSO Analysis for each Proposal that we wrote for Board review is still on hold pending further input from the Board.

If you are interested in being part of this Committee, please email us at BPC@adultchildren.org

19. OPKM Committee: Mary Jo <https://acawso.org/category/opkm/>

- Presented by Kelle J
- No report provided
- Looking at the committee section of the OPKM and sent some recommendations to the Board
- Looking at the right of petition for committee, and virtual meetings
- Initial discussion about having an intergroup section of the OPKM

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

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

- The MSSC met to discuss distributing agenda items to the three subcommittees.
- The Addressing Predatory Behavior Subcommittee Low attendance forfeited the December meeting. January elected new officers. The next meeting is February 7 at 1:30 pm Eastern. Self-check inventory Greg M and Neil H will serve as newly elected co-chairs.
- Service Norms Subcommittee Will hold their first meeting Sunday, January 17th at 1:30 pm Eastern. The Board Norms document presented at the December MSSC will begin revision for WSO Service Norms of all levels including optional use for Intergroups and Regions.
- Virtual/Online and Phone Subcommittee No report this month. A Phone Safety policy is to be reviewed and possible presentations on phone and virtual meeting safety topics. See webpage for January meeting time. Please consider joining our committee or any of our subcommittees.
- We can be reached at meetingsafety@adultchildren.org or on our open Slack channel for meeting times. #meeting_and_service_safety_adhoc or direct message on Slack @Erin D

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

- December was busy, we will be accepting nominations until January 15th
- We have done interviews of 4 candidates that we have – one for the NE Region and 3 at large. We have now done 22 interviews for references
- The limitation for the length of traveler articles is causing a gap in communication between WSO and the fellowship

Questions

- was raised if Region 2 has been contacted about submitting a replacement trustee. The nominating committee discussed this and does not see it as their role. It is up to Region 2.
- Another question about the number of positions that we intend to fill.
- Earliest we will submit the results of the nominations is end of January or February
- They will likely submit all results at the same time, may consider put forth the region 5 results sooner, but are leaning to all at once to support the team building phase.

J. Motions passed at a Board Working Session on December 17, 2020

1. **Motion: (Sharon, David Seconded)** WSO posts a job opening, in the Traveler and on the websites, in order to receive applications, possibly conduct initial interviews and begin the process of hiring an IT Special Worker (Webmaster/Web Developer/IT Specialist).

Results: 6 to 0 One abstention (Rich was Absent)

Background: At the July 2020 Strategic Planning Meeting, the Board consensus was that an IT Special Worker was needed. This will begin the process of moving this forward. This will be an ongoing position.

2. **Motion: (Bill, Seconded by Fredrik)** That 25\$ gift cards be bought for the WSO employees

Results: All in favor (Rich absent)

Background: We traditionally do this each year.

K. Motions passed by the Board at the Executive Committee meeting on Jan 5, 2021

1. **Motion: (David, Jim Seconded)** That we approve the contract for the 2022 Hotel in San Francisco that was done with the support of Helms Brescoe

Results: 7 to 0 (Rich was Absent)

Background: The contract has been reviewed and updated a number of times. It was reviewed by lawyers to help us put as much clarify and protections for WSO as possible. The contract is valid until this week and needs to be signed if we want to move forward with it.

L. Motions passed at a Board Working Session on January 7, 2021

1. **Motion: (Charlie, seconded by Bill) Amend OPPM regarding chair and vice chair elections and terms as follows:**

Consistent with Concepts 3, 10 and 11 and Tradition 9, the Board of Trustees confirms committee chairs and vice chairs, using the following process:

1. Committee chairs and vice chairs may serve a maximum of three one-year terms, starting at the Annual Business Conference following confirmation by the board and ratification by the delegates.
4. When a committee chair or vice chair leaves the position before completion of their term; the committee will notify the board so that a person can be appointed to complete the term. If a replacement chair or vice chair is confirmed and serves more than six months before the next ABC, they may seek a maximum of two additional one-year terms. If they serve less than sixth months in a replacement capacity, they may seek a maximum of three one-year terms.

Background: Consistent schedules for committee officer elections and terms will ensure that officer positions are nominated and confirmed in a timely way, and that committees will practice rotation of officers when terms end. The OPPM Committee will be directed to add this motion to the OPPM, making any necessary technical edits that do not materially change the motion's purpose.

Vote Results: Passed 7-1 – Minority Opinion – It takes one year to learn the job and then a year to do it. So not in favor of one-year term. Also, this is a different policy then we have for other levels of service in WSO, do not understand why we need it here.

2) Motion: (Charlie, seconded by Sharon) To include the following in the OPPM:

The following are suggested eligibility criteria to serve as ACA WSO committee chairs, co-chairs, or vice chairs. Committees may nominate candidates who do not meet every item on this list, but where that occurs, they should explain to the board why the committee believes that specific criteria should be waived.

1. Continuous attendance at ACA meetings for at least the previous two years.
2. One year or more of combined service to an ACA intergroup, region or WSO committee, with at least six months of active participation on the WSO Committee they would be chairing.
3. Attendance on at least three WSO monthly Board teleconference calls within the 12 months prior to becoming chair.

4. Working knowledge of ACA's Steps, Traditions and Concepts of Service.
5. WSO committee chairs and vice chairs may not hold a similar position in another 12-Step Fellowship.
6. Demonstrated skill at working in a group setting and completing projects.
7. Ability to meet all committee meeting requirements, attend monthly board teleconferences, and comply with all OPPM guidelines related to committee officer service.
8. Willingness to sign both the Commitment to Service and a WSO Conflict of Interest Statement.

Results: All in favor

Background: This is part of our goal to have consistent guidelines for committees.

3) **Motion: (Charlie, Seconded by Fredrik)** To authorize an extension, through the end of March, of a temporary part-time contract to Markus S., to support WSO publishing projects, at the same terms (20 hours a week at 35 Euros per hour) as the original contract.

Results: All in Favor

Background: WSO offered Markus a three-month contract in October 2020, after going many months without any staff support for publishing projects. The goal was to move several projects forward while WSO solicited candidates for a permanent position. That job posting has been delayed because WSO is discussing alternative models for overseeing publishing activities. The extension will enable WSO to hire a permanent publishing support worker based on job requirements that align with WSO's new publishing structure.

M. Motions passed via Specific Concurrence (SC) since the last Teleconference. An SC is considered time sensitive and is done electronically.

1) **Motion: (David, seconded by Rich): To hold the 2021 ABC AWC as a virtual Event. The ABC to be held on the weekend of April 24th and 25th 2021. The AWC to be held on the weekend of May 1st and 2nd 2021**

Results: All in favor

Background: To safely hold the annual convention we agree to hold a virtual convention and to split the convention to avoid burnout.

N. Guest Comments

1. Barbara from Northern California – Looking at the proposals – 8 out of 18 have to do with Literature. It is hard to make a decision on a proposal without more information – such as cost, timeframe, need for a special worker. Is there a list of

active Literature projects? Suggesting a change to the process so that literature requests go to the literature committee for review.

Charlie noted that WSO was asked to not provide information that may sway the fellowship voting on proposals.

Sharon noted the desire to incorporate more knowledge-based decision making into the ballot proposal process.

A quick yes no poll was done to see if the people on the call support Barbara's idea. Charlie and Barbara to discuss offline.

2. Karin S – Follow up on the concepts study group – Meeting on Sunday January 17th at 3PM Eastern to discuss Concept 1. Rich R will do a lead share and then a discussion. Info is on the Events Calendar. Ignore the typo that says 10:30. A call to service for experienced Service Members to share your personal experience on the concepts. Please reach out on Slack.
3. Kelle J – Was double checking if the Ballot proposals were posted and she found them, and they were only recently posted and emailed out.
4. Rob F – New to ACA and attending ACA Chapel Hill for 7 months. The group is not practicing the 7th Tradition. How can we do this? People want to and do not know how.

Bill noted that WSO does support electronic and postal mail 7th tradition contributions where members, groups, Intergroups, and regions can make contributions, <https://adultchildren.org/contribute/7th-tradition-contribution/> And we also support venmo @ACAWSO, and Zelle – treasurer@adultchildren.org. And Paypal - treasurer@adultchildren.org

5. John W – Similar question on 7th tradition – our group reads the information about WSO's 7th Tradition noted, but we are not able to contribute to our Intergroup since we do not have a treasurer. We are looking for advice on how to group 7th Tradition Collections. Can an individual get a paypal or venmo account ? Or can the group get one? We want to be covered when the treasurer rotates. And also to support international contributions.

Bill suggested setting up a paypal account for an email account that is setup for this purpose that is shared with more than one person.

6. Marcus H – We have also struggled with this and realize that meetings are also. Can a procedure document be written by WSO to help groups and intergroups?

Bill said he will put this on the Finance Committee agenda. There is an existing document that we have, but it may be outdated as far as electronic information,

https://adultchildren.org/wp-content/uploads/Literature/Suggested_Banking_Accounting_EN-US_A4.pdf

7. Alaska – Noted that Paypal accounts need to be connected to a person. And is not aware that accounts can be created with an email only. If this is really possible that would be great, and we would love to see this information.
8. Alexandra – Has thoughts on the Committee motion presented today. Is a member of the Committee for Representation, Equity and Accessibility. Noted that one of the most important things from our traditions is the voice of the group conscience to elect trusted servants that embody the principles, and this is not always a linear function of time in the program. It looks like the amount of time to be eligible for committee chair has been doubled, the CREA committee sees this as controlling. Wants to ensure the spiritual practice of the group conscience outweighs the technical requirements listed.

Charlie noted that the criteria listed are not rules and are flexible. And that working the ACA program is very important to ensure our laundry list traits are understood well before this level of service.

These are suggested guidelines.

Alexandra noted it looks like we have put more emphasis on time in the program – why is that. Charlie noted that we have seen a correlation of time working the ACA program and the ability to withstand the back and forth of group committee work.

9. Carole C – Our Integroup is getting this question a lot about how groups can collect the 7th tradition. Suggest that money is placed in an envelope and kept safely. They will need to handle rent when they come back. And can also send extra funds to the IG and WSO.
10. Jim R – My online meeting, we set up gmail accounts, and created a paypal account. We linked in a debit card and not a bank account. The money is held by paypal until it is used. Other cards can be added if needed. We have a prudent reserve and when we have double the prudent reserve, we disburse the money to WSO and our IG. Anonymity is an issue as names and emails show up on account statements. We suggest members use anonymous email accounts. CacheAPP is a suggested application that can be used and is more anonymous.

O. ANNOUNCEMENTS

**Next WSO Board Teleconference Meeting is Saturday February 13th at 2PM Eastern
Please look for the announcement for the meeting for Miles**

P. Motion To close – Everyone at the same time – Unanimous

Q. Closing Serenity Prayer