

Adult Children of Alcoholics World Service Organization



2020 Book of Motions

January 2020– December 2020

Jim B.
ACAWSO Board Secretary
November 2019

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January 11, 2020

Motion 2020_0111_01: Approval of Public Services trip to Kanawakee Native Reserve

To approve Miles Public Services Trip to the Kanawakee Native reserve to present to their tribe for a cost of approximately \$500 Canadian dollars.

Second: Rich R.

Background: None recorded.

Decision: Motion passed unanimously

Motion 2020_0111_02: Approval to hire Avalara for sales tax compliance work.

To hire Avalara to perform WSO sales tax compliance work, in accordance with the prior board-approved Request for Proposal, for an approximate cost of \$8,480 to do the study and register us with the states, plus a \$9,845 annual service fee and \$985 monthly for tax filing.

Second: Miles C.

Background: 8 firms were solicited with the approved RFP. Avalara is the firm whose response best met the criteria of the RFP. The Finance Committee and Brett, our accountant from O&S, jointly discussed the Avalara proposal and recommend WSO utilize the firm for the sales tax project that will include the following phases and costs. (Costs beyond the Nexus Analysis phase are estimated until the Nexus Analysis is completed. We do not know our complete sales tax cost scope as of this moment but will know before we agree to proceed to the next steps).

Decision: Motion passed unanimously.

Motion 2020_0111_03: Submission of 2018 990 tax return to IRS

To approve the submittal of the 2018 990 Tax Return to the IRS as prepared by O&S Accountants.

Second: Miles C.

Background: The Finance Committee has finished its review of the 2018 990 Tax Return. Everything seems to be in order, and the committee recommends the board approve it to be filed electronically tomorrow (December 14) which is the deadline with the IRS.

Decision: Motion passed unanimously.

Motion 2020_0111_04: Form to record the dispersal of free program literature.

That the board adopt a policy of requiring a form to be submitted whenever free program literature is disseminated (with the exception of routine H&I requests). This includes public outreach, the Lights on Program, and BBI program literature requests.

Second: Erin D.

Background: Since we are a 501(c) 3 tax exempt charitable organization we cannot distribute our literature to anyone except to further our program goals and objectives. The accountants have suggested creating a paper trail for these types of requests to verify fulfillment of the regulations pertaining to these distributions. A copy of the form can be found on the following page.

Decision: Motion passed unanimously

REQUEST FOR FREE LITERATURE FOR DISTRIBUTION TO PUBLIC			
Requested by: _____		Request Date: _____	
Reason Literature to be distributed*: _____			
Location/ Event of the distribution: _____			
Committee or Cost Center: _____			
Are these items currently budgeted? _____			
Quantity of Literature Requested: (attach additional sheets if needed)			
Item	Quantity Needed	Item	Quantity Needed
_____	_____	_____	_____
_____	_____	_____	_____
<p>*Individual H&I literature packets do not need this form as long as written requests are received.</p> <p>Shipping address of the literature: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Authorized by _____</p> <p>Please email completed form to accounting@acawso.org</p>			

Motion 2020_0111_05: Approval of Helms-Briscoe for 2021 ABC/AWC hotel negotiations.

Motion: That the board approve the ABC Committee's recommendation of selecting Helms-Briscoe as the firm to engage to facilitate hotel contract negotiations for the San Francisco 2021 ABC AWC.

Second: Majbrit M.

Background: That the board approve the ABC Committee's recommendation of selecting Helms-Briscoe as the firm to engage to facilitate hotel contract negotiations for the San Francisco 2021 ABC AWC.

Second: Majbrit M.

Decision: Motion passed unanimously

February 8, 2020

Motion 2020_0208_01: Approval to pay workers for temporary state sales tax compliance calls.

That WSO pay up to 4 people up to \$40 per hour with a cap of \$7,500 to call each state to comply with our sales tax issues.

Second: Charlie H.

Background: The finance committee is doing state by state tax registration. There are about 26 states that we must register with. The quote we were provided was \$3,500 per state for our Tax Consultants to complete this work. We have done the state of Florida already ourselves and feel we can do this with knowledgeable experienced people at a significant cost savings. This is too much to ask volunteers to do for free.

Discussion: Should we ask O&S to look at it? Do we have the people to do it yet? We are looking for people with business and accounting experience – can be outside the program and even from Canada. Request to send a brief job description to Miles.

Decision: Motion passed unanimously.

Motion 2020_0208_02: O & S proposal for inventory management procedures

That the board approve the DCOC recommendation to move forward with the O&S proposal for improving our Inventory Management procedures. This includes approved travel for Sharon to visit the DC to kick off this process. The maximum amount approved is the O&S proposal estimate of 8 to 10 K and Sharon's travel at \$1500.

Second: Rich R.

Background: The stewardship of the processes identified in the project will belong to the WSO Staff with oversight by the DCOC, LOM, and accountants. The OM will be the primary person to oversee the inventory processes after the OM and staff are fully trained by the accountants. If there are monthly discrepancies in the inventory the DCOC and accountants will take an active role in troubleshooting any problems.

Decision: Motion passed unanimously.

Motion 2020_0208_03: Authorize payment of unpaid sales tax and interest to state of Florida.

To authorize payment of unpaid sales taxes in the amount of \$9,834.92 including the interest of \$918.54 owed to the State of Florida. A penalty of \$4,458.19 was waived since the ACAWSO came to the State of Florida and voluntarily disclosed its tax liability.

Second: Carole C.

Background: ACAWSO has been selling its books on Amazon since March of 2017 and from its Distribution Center in California many years before that. Neither Amazon nor ACAWSO were collecting and remitting sales tax on the books sold there. ACAWSO has sold enough books to meet the threshold for sales tax collection in Florida and was proactive in going to the State of Florida and submitting its records before they came to us. **Second:** Carole C.

Decision: Motion passed unanimously.

Motion 2020_0208_04: Adoption of 2020 ACAWSO Budget

To adopt the ACA WSO 2020 Budget that has been reviewed and edited by the Board.

Second: Carole C

Background: The budget was reviewed and edited a number of times at a few different working sessions. The actual approved budget is posted on acawso.org and dated Jan 16th approved. The total 2020 income is projected at 1,392,359.92 and Cost of Goods at 751,316.96 for a profit of 641,042.96 on sales, etc. 2020 expenses are estimated at 582,329.48 for a year end profit of 58,713.48.

Decision: Motion passed unanimously.

Motion 2020_0208_05: Service agreement with Paychex, Inc.

To approve entering into a Service Agreement with Paychex, Inc. to provide Human Resource consulting services, as identified in the attached proposal, for annual sum of \$5,981.58 plus a onetime implementation fee of \$500.

Second: Carole C.

Background: This vendor was selected from a 3 vendor competitive bid process initiated by the DCOC at the Board's request. The complex HR requirements of dealing with employees in three states are more time consuming than the current staff or the volunteer Board can manage and remain in compliance without assistance from professionals in this field. WSO values its employees and wants to have a good HR program available to them. This vendor offers many value added benefits that other vendors did not offer such as an Employee Assistance Program, Dependent Care, Flexible Spending Account (FSA) administration, and education to employees, and a group discount program. All three proposals were in the \$5400 - \$5900 range with the two lower cost vendors not providing a dedicated HR Professional, a training program, or the extra benefits mentioned above in their base prices. The Exec Committee discussed accepting this proposal at its last meeting and unanimously voted to recommend doing it as a Specific Concurrence.

Decision: Motion passed unanimously.

Motion 2020_0208_06: Creation of ad hoc Diversity Committee

That WSO create an ad hoc committee to review diversity in the ACA fellowship and WSO, so this committee can provide their findings and recommendations.

Second: Carole C.

Background: The ad hoc committee will be formed with a Board member as the interim chairperson. The interim chair will form the ad hoc committee with volunteers from the fellowship and then elect a chairperson. The interim chair will then become the board liaison to the ad hoc committee. The ad hoc committee is to provide a report by the December 12th 2020 Board Teleconference. If an extension is needed it can be requested.

Decision: Motion passed unanimously.

Motion 2020_0208_07: Approval of Jim B. as Chair of ad hoc Diversity Committee.

That Jim B. be appointed as the interim Chair and Board Liaison of the newly formed Diversity Ad Hoc committee.

Second: David Mc B

Decision: Motion passed unanimously.

Motion 2020_0208_08: Ship outdated SKU from Amazon to WSO warehouse

To approve shipping our outdated SKU back from Amazon US for a cost of under \$500. This is for approximately 1,250 products. We are quoted .30 each.

Second: Bill D

Background: Last year Amazon US enforced a change of SKU's for all products. Most of our products are the new SKU's but we have these outstanding slower sellers that are difficult to reconcile in our accounting.

Discussion: This is the cleanest way to pave the way for single SKU's for each product on amazon US.

Decision: Motion passed unanimously.

Motion 2020_0208_09: Increase room block request for 2020 ABC/AWC

To increase the total room block request for the 2020 ABC-AWC by 91 to a total of 548.

Second: David M

Background: The cut off for room reservations is March 27th and we are obligated for 80% of the room block. We are looking to make an increase based upon the reservations already made. The block change is only a request to the hotel, we have to see what they actually approve. We are doing this to help keep a lower room cost for people. Without the discount the rooms are likely to be 40 to 60 dollars higher.

Decision: Motion passed unanimously.

Motion 2020_0208_10: Travel approval for 2020 ABC/AWC

To approve travel, hotel, per diem and meal expenses for 19 people as noted for the 2020 ABC AWC.

Second: Carole C.

Background: WSO typically pays travel expenses for the board to attend the ABC/AWC as well as any special workers, or people that WSO asks to attend to support the event.

Decision: Motion passed unanimously.

A	B	C	D	E	F	G
Num	Guest	Date Checking In	Date Checking Out	Room Nights		
1	Bill D	4/21/2020	4/28/2020	7		
2	Carole C	4/21/2020	4/28/2020	7		Meals
3	Charles H	4/21/2020	4/28/2020	7		AWC Reg
4	David McB	4/21/2020	4/28/2020	7		Travel
5	Erin D	4/21/2020	4/28/2020	7		Lodging
6	James B	4/21/2020	4/28/2020	7		Per Diem
7	Majbrit M	4/20/2020	4/28/2020	8		
8	Miles C	4/21/2020	4/28/2020	7		
9	Richard R	4/21/2020	4/28/2020	7		
10	Claudia G	4/21/2020	4/27/2020	6		
11	Gloria D	4/21/2020	4/28/2020	7		
12	Nick C	4/21/2020	4/28/2020	7		
13	Shannon B	4/21/2020	4/27/2020	6		
14	Sharon F	4/21/2020	4/27/2020	6		
15	Cheryl F	4/22/2020	4/27/2020	5		
16	Eleni M	4/22/2020	4/27/2020	5		
17	Greg R	4/22/2020	4/27/2020	5		
18	Annie C	4/22/2020	4/27/2020	5		
19	Fredrik	4/20/2020	4/28/2020	8		
			Room Nights	124		
			Room Cost	\$ 142		
			Total Cost	\$ 17,608		

Motion 2020_0208_11: Applications for ABC Chair

That the Board accept applications from the fellowship until March 1 for a member to serve as Annual Business Conference Chair and select a Conference Chair in time to announce the decision by March 15. That the board further announce WSO's request for applications at Teleconferences, on the WSO website, and through other WSO communication channels.

Second: Carole C.

Background: This motion changes wording and time frames laid out in the OPPM. The board wants to ensure that the fellowship and local host community have an opportunity to provide a chair for the two-day ABC. Having until March 15th gives us time to complete this for 2020 and going forward. This still allows for board members to express interest in chairing the ABC. This motion was started at the Feb 6th teleconference, and voting was completed later in the day on Slack.

Decision: Motion passed unanimously.

March 14, 2020

Motion 2020_0314_01: Process for AWC Scholarship Applications

To allow the IT team to set and start a discount code on the registration page for those applying and receiving a scholarship for the registration at the 2020 AWC. Scholarships to be given to the first 30 people requesting it on a first come first served basis.

Second: Rich R.

Background: A scholarship has been announced on the world convention page. Money for the scholarship is being collected on the shopping cart. After Board discussion it was decided the best way to help the fellowship is to keep the application process simple and offer this for AWC registration only. Applicants will send their requests to the ABC chair who will send instructions on next steps for application.

Second: Miles C.

Motion passed unanimously.

Motion 2020_0314_02: Design for 2020 Commemorative Coin

To accept Majbrit's design for the 2020 AWC Commemorative Coin.

Second: Miles C.

Background: Majbrit has once more provided a nice design for the AWC Commemorative Coin. Quotes for coin development will be obtained from local manufacturers to avoid possible delays with Chinese manufacturers. A special request that Majbrit continue to design the coins after rotating off the board.

Decision: Motion passed unanimously.

Motion 2020_0314_03: Memorandum of Understanding on Bids to Host ABC/AWC

To require that host candidates for future ABC AWC events affirm that they have read and agree to the Memorandum of Understanding at the time of their bid application.

Second: Charlie H.

Decision: Motion passed unanimously.

Motion 2020_0314_04: Format changes for Discussion of Proposals at the 2020 ABC

To adopt the recommended format changes for ABC discussion of motions below, and specifically authorize the chair to delay consideration of motions to postpone, table, or call the question if doing so will enable the completion of group discussion of key points.

Second: Miles C.

Background: The proposed format guidelines will maximize open discussion and make it easier to achieve substantial unanimity while avoiding time-delaying wordsmithing debates and confusing procedural votes. This is intended to improve delegate experience, make it easier to achieve substantial unanimity, and keep delegate debates moving in a timely fashion.

Decision: Motion passed unanimously by those present. Carole C. was absent.

Use of Roberts and Group Conscience Tools at the 2020 ABC

Summary: This process was reviewed and approved in concept by the ABC AWC Committee on Feb. 8, 2020. The goal is to improve the delegate debate experience, and also to better manage limited time, by clarifying how we use Roberts and group conscience tools at the 2020 ABC. Most of the process aligns with our current OPPM, but one change to the OPPM is needed.

In essence, instead of jumping straight into introduction and seconding of motions, we would do the following:

- 1) **Limit discussions of each ballot measure to 30 minutes**, beginning with the items that received the highest percentage of fellowship votes.
- 2) **Begin with 10 minutes of open delegate discussion**, so that we can have a sense of the group BEFORE a motion is introduced.
- 3) **Take wordsmithing and other detail debates offline** by tabling motions that need additional work before a final vote. Bring them back for a vote if differences can be resolved.
- 4) **Authorize the chair to “pause” motions to postpone, table, or call the question** except at designated times within the 30-minute discussion window, as these motions are confusing, time-confusing and tend to squelch discussion. This requires an OPPM change.

Flow Chart

- 1) *Secretary or other person designated by chair reads the proposed motion into the record.*
- 2) *Chair initiates 10 minutes of open discussion, with no motion introduced.*
- 3) *After 10 minutes, the chair asks for a show of hands to get a “sense of the group,” posing these three questions:*
 - a. *“If you strongly support this proposal in the form that it is written, please raise your hands (or paddles).”*
 - i. *If a strong majority raises its hands, the chair says, “I believe this motion has substantial unanimity at this time. I would invite a motion to approve this measure.”*
 - ii. *10 minutes for additional debate and vote.*
 - iii. *If needed, minority opinion and a final vote*
 - b. *“If you strongly oppose the purpose of this proposal, and unlikely to support it any form, please raise your hands.”*
 - i. *If a majority raises its hands, the chair says, “I believe this motion is unlikely to receive substantial unanimity at this time. I would invite a motion to postpone this item until a future ABC.”*
 - ii. *Up to 10 minutes for additional debate and vote.*
 - iii. *If needed, minority opinion and a final vote.*
 - c. *“If you generally support the purpose of this proposal, but would require amending it before you could vote yes, please raise your hands.”*
 - i. *If the majority either favors passage or an amendment, the chair would invite 5 minutes of discussion to identify what amendments are being requested.*
 - ii. *At that time, if issues are not resolved, the chair says, “I believe this proposal requires additional work before presenting it for a final vote. I would invite a motion to table it until later in this ABC, so that interested delegates can try to amend it as needed.”*
 - iii. *Up to 10 minutes for additional debate and vote.*
 - iv. *If needed, minority opinion and a final vote.*
 - v. *Chair designates a time and place for follow-up small-group discussion on possible amendments.*
 - vi. *At a designated time, the measure is reintroduced if issues can be resolved during small-group discussions.*

Motion 2020_0314_05: Sending German YWBs to be sold on Amazon Germany.

To take the 100 plus German Yellow Books at the Estonian printer and start selling them on Amazon Germany.

Second: Bill

Background: It was agreed that the German Fellowship would have six months to sell their books before any were put on Amazon. A year has now passed and we are paying for storage for these books. There is a general agreement to set a price of around 19 Euros. The local IG is selling them at 14 Euros. Germany has just about 131 of their books left. The German IG will be informed before the books are moved to Amazon. Another printing will probably be necessary because of the large German market.

Decision: Motion passed unanimously by all present. Charlie H. indicated his vote before he had to leave. Carole C. was absent.

Motion 2020_0314_06: Order for 10,000 Meditation Books

To approve an order of 10,000 hard cover *Strengthening My Recovery* meditation books from Bang Publishing.

Second: Miles C.

Background: The office requested expedited approval of this order as inventory stock is running low. Since 10,000 is the largest quantity of Hard Cover Meditation Books ever ordered it requires full board approval. The attached quote from Bang is for \$21,184.00 plus shipping and was approved unanimously by the DCOC.

Decision: Motion passed unanimously by all present. Erin D. was absent.

Motion 2020_0314_07: Local Printing of Finnish Newcomer Booklets

To approve an agreement between WSO and the Finnish Intergroup to print 500 Finnish Language Newcomer Booklets

Second: Bill D.

Background: This is a license agreement with the Finnish Intergroup to locally print and sell 500 Finnish Language Newcomer booklets. This is a one-time printing. Future requests can be handled through the Executive Committee.

Decision: Motion passed unanimously by all present. Erin D. was absent.

April 11, 2020

Motion 2020_0411_01: Lawyer for Opinion on Force Majeure

To authorize up to \$1,000 to get a lawyer's opinion on the status of our 2020 ABC/AWC Hotel Contract and see if *force majeure* applies and if we can get our deposit back. (David)

Second: Miles C.

Background: We have approximately 23K paid in deposits as part of the hotel contract for the 2020 ABC/AWC in Boca Raton. The contract has a clause that sounds like the contract can be exited due to the COVID-19 crisis and the travel restrictions and other government announcements about stopping the spread of the virus. We need professional guidance in this matter.

Decision: Motion passed

Motion 2020_0411_02: COVID-19 Statement for ACAWSO Websites

To prepare and post on all ACAWSO websites a statement for COVID-19 which covers safety and updated meeting practices and get it on all of our websites. (Jim)

Second: Bill D.

Background: The fellowship needs guidance for how to handle meeting facilities closing and how to update meeting listings and other best practices for online meetings. A statement will be written, reviewed, and receive Board approval by Specific Concurrence.

Decision: Motion passed unanimously.

Motion 2020_0411_03: Shutdown of ACA WSO Website Sales Functions

Until further notice, shut down all ACA WSO website sales functions, such as Shopify, except for Seventh Tradition contributions and any product, such as audio recordings and e-publications, that can be distributed online. Direct the IT committee to prominently update website language to keep the fellowship informed of WSO's capacity to sell and distribute literature and other merchandise. (Charlie H.)

Second: Bill D.

Background: This motion is in response to the state of California's decision to close workplaces doing "non-essential" business, which has led to closure of the Signal Hill, CA, distribution center. Draft website language will be supplied to the board for approval.

Decision: Motion passed unanimously.

Motion 2020_0411_04: Venue for 2021 ABC/AWC Clarification of Contract

To send proposed letter to Renaissance Boca Raton Hotel clarifying contractual status and status of 2021 event. (David)

Second: Carole C.

Background: ACA WSO's negotiating team is seeking to initiate discussions with hotel representatives. Following up an initial email sent March 19, 2020, it is felt that an additional letter is needed to clarify contractual issues related to the 2020 event and the proposed 2021 ABC AWC. The letter will be open for review on Slack until the end of the day.

Decision: Motion passed unanimously.

Motion 2020_0411_05: Refunds for 2020 AWC Meals and Convention Registration

To provide full refunds for all 2020 AWC Meals and Convention Registration. As part of this motion, a mailing notice will be sent to alert people that their full refunds were made and encourage a separate 7th tradition contribution if they so desire. (Jim B.)

Second: David Mc B

Background: We want to make refunds as simple as possible. All AWC orders will be refunded. Some have asked if part of their refund could go to the 7th tradition. Therefore a link to our shopping site will be provided for that purpose.

Decision: 1st Vote: was 6 to 3. A minority opinion was shared. On the second vote the motion passed unanimously

~~**Motion 2020_0411_06: End date for ABC Delegate Registration**~~ **Superseded by Motion 2020_0411_20**

To approve of online registration by ABC Delegates up to the start of the 2020 ABC, in response to coronavirus crisis. (Miles C)

Second: Carole C.

Background: The prior cutoff date of April 5 for online delegate registration is not compatible with a fully online ABC. WSO will need to support late registration but urges all delegates to be fully prepared and have read ABC binder materials before the event.

Decision: Motion passed with 7 votes and two abstentions (Rich R. and Carole C.)

Motion 2020_0411_07: Virtual AWC

To hold a 2020 Virtual AWC starting at 8 pm Eastern the evening of April 24th (after the remote ABC) and running through a 7 PM Saturday April 25th meeting. A single Zoom channel will be used for ACA meetings and ACA recovery workshops. The ABC Committee, Members Global Subcommittee, European Committee and WSO Secretary will organize the virtual AWC and its workshops and speakers. The sessions will be recorded and made available for free download after being reviewed and edited. (Jim B.)

Second: David Mc B

Background: Holding a virtual AWC immediately after the 2020 Remote ABC will leverage that energy and help bring the ACA fellowship together. Groups, Intergroups, and Regions from around the world will be asked to chair the meetings. Having it over 1 day will make it manageable. We will prepare an official meeting script to be read to ensure there is a consistent format that provides safety. We could leverage this format in the future, possibly for monthly service workshops and speaker meetings. It is understood there is some flexibility in the plan and changes will be required. The program will be discussed and reviewed and presented for feedback.

Decision: Motion passed unanimously.

Motion 2020_0411_08: Renew Lease for Current Signal Hill Warehouse

To abide by the DCOC recommendation that we remain in our current warehouse and negotiate the best contract we can. We will work with the office in creating a logistics management (storage and movement of products) plan in order to manage our current space. (David McB)

Second: Rich R.

Background: The existing warehouse proposed renewal lease was negotiated to a lower cost for WSO. The broker has provided a proposal for two years instead of three years that brought the proposed monthly base rent in the first year down from \$3,182.40 to \$2,828.80 plus an estimated \$1,224 in triple net costs for a total of \$4,052.80 instead of the \$4,406.40 previously proposed. This is a savings of \$353.60 per month or \$4243.20 for the year. In addition, the negotiations yielded 3 free months of rent for the months of May, June, and July with no rent payments being due until August 1st.

Decision: Motion passed unanimously.

Motion 2020_0411_09: Establishment of Ad Hoc Committee on Human Resources

To establish an Ad Hoc Committee on Human Resources, with a sunset date of May 8, 2021. The mission of this committee will be to oversee development and implementation of a comprehensive HR strategy and provide a written plan to the board for long-term oversight of HR matters. (Jim B.)

Second: David Mc B

Background: WSO has historically managed personnel situations with insufficient knowledge or training. Although WSO recently hired Paychex as an HR consultant, dedicated committee oversight is needed to ensure that a comprehensive HR structure is implemented, and that board and staff are properly trained to perform their roles. The committee will work with Paychex to oversee development of a comprehensive HR policy, review staff implementation of HR policy (and report regularly to the board), and submit a written report to the board by March 31, 2021, with a long-term strategy for effective board oversight of HR matters.

Decision: Motion passed with 8 votes in favor and 1 vote against.

Minority Opinion: The DCOC saw the need for an external HR company and did the work to hire **Paychex**. Having another committee will add unnecessary interaction and will cause confusion. This new committee is not needed, the DCOC should be given the responsibility to handle this. (Bill D.)

No change in decision. Motion passed with 8 votes in favor and 1 vote against.

Motion 2020_0411_10: Approval of Point of Contact and Chair of HR Committee

To approve Rich R. as point of contact between the WSO Board and Paychex, and also to serve as initial chair of the Ad Hoc Committee on Human Resources. The point of contact will ensure that the HR committee is copied in on all correspondence with Paychex. (Charlie H.)

Second: Miles C.

Background: Paychex has requested that WSO appoint one point of contact to funnel communications. The Executive Committee determined that Rich R. has capacity to handle this assignment, and that he further has extensive HR experience, having operated a medical office. A key part of the POC and the committee chair roles is to ensure open communication and effective participation among committee members, and Rich R. is seen as well suited to achieve this.

Decision: Motion passed with 8 in favor and one abstention by Bill D.

Motion 2020_0411_11: Illinois Voluntary Disclosure Settlement Agreement

To approve the Illinois Voluntary Disclosure Settlement Agreement for the back sales taxes from the 2nd half of 2018 and for all of 2019 in the amount of \$755, initiating sales tax collection on all sales platforms for Illinois, and to establish an online business license and sales tax account to facilitate future tax compliance. (Bill D.)

Second: David McB

Background: ACA WSO sells its books via its own website and Amazon to residents of Illinois. Per the 2018 Supreme Court ruling of Wayfair v South Dakota businesses that make online sales that meet certain thresholds

are required to remit sales taxes on products sold. The WSO has reached a settlement amount with the State of Illinois that allows for full compliance with the ruling and contains no penalties or interest for non-compliance amounts.

Decision: Motion passed unanimously.

Motion 2020_0411_12: Chair for 2020 ABC

To approve Mary Jo L. as Chair of the 2020 ABC (No person listed as the one making the motion.)

Second: No person listed

Background: 5 candidates qualified for the 2020 ABC Chair position. After a vote, Mary Jo L. was selected, and Greg R was the runner up.

Decision: Motion passed unanimously (Charlie H. was absent)

Motion 2020_0411_13: Vice Chair for 2020 ABC

To approve Greg R to the Vice Chair for the 2020 ABC. (Miles C.)

Second: David Mc B.

Background: It was seen as good idea to have a backup for Mary Jo, just in case there is an issue that comes up.

Decision: Motion passed unanimously (Charlie H. was absent)

Motion 2020_0411_14: Reopen Shopping Cart Sales

To reopen sales of physical products that require shipping on our shopping cart. (David McB)

Second: Bill D.

Background: Nick or Operations Manager called the department of health and got advice that we are ok to keep our distribution center open as an essential business.

Decision: Motion passed unanimously (Charlie H. was absent)

Motion 2020_0411_15: Approval to Seat Sharon F. on the Board of Trustees

To accept the recommendation of the Nominating Committee to seat Sharon F. as a member of the WSO Board of Trustees, giving her the option of starting now or waiting until the 2020 ABC to be seated. (Jim B) **Second:** Bill D.

Background: The Nominating Committee recommends Sharon F. as a Board Member. Everyone is happy to have Sharon on the Board as soon as she likes. We will notify the Nominating Committee and ask Sharon F. when she wants to start

Decision: Motion passed unanimously (Charlie H. was absent)

Motion 2020_0411_16: Cease and Desist Letter

To draft a Cease and Desist Letter to send to the people circulating our copyrighted material. The draft will be put on slack for review (David McB)

Second: Bill D.

Background: PDFs of our copyrighted material are being sent around. These are not authorized copies and we need to contact those circulating them asking them to stop.

Decision: Motion passed unanimously (Charlie H. was absent)

Motion 2020_0411_17: Creation of Venmo Account

To create a Venmo account to make it easier for groups to make 7th Tradition contributions. (Jim B.)

Second: Bill D.

Background: This is needed as many groups are meeting online now. There is a place for the contributor to identify themselves, the group, region, or IG.


Decision: Motion passed unanimously (Charlie H. was absent)

Motion 2020_0411_18: Authorization of DBA “ACA WSO” on Accounts

To authorize the addition of DBA ACA WSO to the name ADULT CHILDREN OF ALCOHOLICS WORLD SERVICE ORGANIZATION, INC. on all of our financial and business accounts. (Bill D.)

Second: Carole C.

Background: WSO has encountered difficulties with banks accepting deposits of checks and money orders made payable to ACA WSO. The bank tellers are causing staff to waste time explaining regularly that it is an abbreviation of our legal name when deposits are being made. The bank tellers have to escalate it to a supervisor for approval of the deposits. The treasurer spoke with our banking business manager after sending him the State of California dba certificate and came up with a solution. The business manager prepared resolutions and forms that can add dba ACA WSO to our bank accounts. We need a board resolution to authorize this modification to our accounts. Sample signature card shown below.

BANK OF AMERICA		Business Signature Card with Substitute Form W-9		
BANK OF AMERICA, N.A. (THE "BANK")				
Account Number:	_____			
Account Type:	<input checked="" type="checkbox"/> Checking	<input type="checkbox"/> Savings	<input type="checkbox"/> Certificate of Deposit	
Account Title:	ADULT CHILDREN OF ALCOHOLICS WORLD			
	DBA ACA WSO INC			

Decision: Motion passed unanimously

Motion 2020_0411_19: Swedish YWB Copies

To approve the Swedish IG license to print 1,500 YWB copies. This will be using the standard 50-50 split royalty (Charlie H.)

Second: Carole C.

Background: The motion was originally put forth with a 45% royalty to WSO and was amended to 50/50 split. Swedes have successfully sold YWB's during and after the 2019 ABC/AWC but are running low. Under the license, the IG will pay the royalty in advance, and then directly order the books from the printer.

Decision: Motion passed.

Motion 2020_0411_20: Registration Deadline for ABC Delegates Supersedes Motion 2020_0411_06 Change the registration deadline to Monday, April 20th at 12pm Eastern US time from the current deadline of the morning of the ABC, delegate registration. (Jim B.)

Second: Bill D.

Background: The Zoom Webinar platform will be used to host an entirely online ABC for the first time in ACA history. To fully participate, delegates will need prior preparation. Time is required to complete delegate training, either by attending a Delegate Training session or watching a recorded session. In order to participate as a delegate (motions, ask questions, voting, etc.) the Zoom app will need to be downloaded and delegates will need to know how to operate it. There is background technical work that needs to be done when a delegate registers that takes time (for example – Zoom webinar registrations via email and authentication of delegates).mPer Tradition One, the welfare of the group in conducting this business depends upon the delegates being prepared technically for this meeting. If the technical team has to take time away from hosting the meeting, the group suffers. The technical team are volunteers and ask that members consider this when making promises of last-minute registration support.

Decision: Motion passed with nine in favor and Miles C. against. No minority opinion offered.

Motion 2020_0411_21: Creation of ABC Conference Vice-Chair Position

To have an ABC Conference Vice Chair in the event that the chair becomes unavailable. (Erin D.)

Second: Bill D.

Background: A co-chair would be confusing to a conference. A conference vice chair, who can step easily into the position and is up to date on any modifications to Robert's Rules of Order or other conference procedures would easily be available as a backup for the position. This will be added into the OPPM as a new role for the ABC.

Decision: Motion passed unanimously.

Motion 2020_0411_22: Maryland Voluntary Disclosure Settlement Agreement

To approve the Maryland Voluntary Disclosure Settlement Agreement and payment for the back sales taxes from March of 2017, all of 2018, and all of 2019 in the amount of \$1,934.46 initiating sales tax collection on all sales platforms for Maryland; to establish an online business license and sales tax account to facilitate future tax compliance. (Bill D.)

Second: David Mc B

Background: ACA WSO sells its books via its own website and Amazon to residents of this state. Per the 2018 Supreme Court ruling of Wayfair v South Dakota businesses that make online sales that meet certain thresholds are required to remit sales taxes on products sold. The WSO has reached a settlement agreement with the state that allows for full compliance with the ruling and contains no penalties or interest for non-compliance amounts.

Decision: Motion passed unanimously.

Motion 2020_0411_23: Payment of Personnel for Office Closure Days

The Finance Committee has evaluated several options and discussed them with the HR Chair and puts forward a motion that we pay Jose and Keara for the missed four days of pay and that Gloria receive 10 hours of additional pay that she willingly did not work due to the office closure. (Bill D.)

Second: Rich R.

Background: This needs to be approved before the board meeting Thursday as it needs to go into the payroll processing in order to make the Friday paycheck delivery. The Executive Committee approved this unanimously at its meeting today, but the approximate \$1,300 amount exceeds the current limit the Executive Committee can authorize. These wages are not covered by the new **Federal Family and Medical Leave Law** as best as we can determine, but we feel it should be paid as it is a difficult time for everyone.

Decision: Motion passed unanimously.

Motion 2020_0411_24: Connecticut Voluntary Disclosure Settlement Agreement

To approve the Connecticut Voluntary Disclosure Settlement Agreement and payment for the back sales taxes from March of 2017, all of 2018, and all of 2019 in the amount of \$1,642.92, initiating sales tax collection on all sales platforms for Maryland; to establish an online business license and sales tax account to facilitate future tax compliance. (Bill D.)

Second: David Mc B.

Background: ACA WSO sells its books via its own website and Amazon to residents of this state. Per the 2018 Supreme Court ruling of Wayfair v South Dakota businesses that make online sales that meet certain thresholds are required to remit sales taxes on products sold. The WSO has reached a settlement agreement with the state that allows for full compliance with the ruling and contains no penalties or interest for non-compliance amounts.

Decision: Motion passed unanimously with one abstention.

2020 ABC Motions

ABC_2020_01: ACA Preamble

To send the Preamble back to the Service Network Committee for wordsmithing, with our workgroup's thoughts.

Result: This will be sent to the Service Network with comments so they can make updates and get more fellowship feedback. The committee could work on an updated version and get wider feedback from the fellowship doing Town Hall type meetings

ABC_2020_02: Creation of Literature to Assist With Safe Boundaries

We move that we direct the literature committee to create educational resource(s) that assist adult children with establishing healthy safe boundaries.

Result: This will be sent to the Literature committee.

ABC_2020_03: Daily Re-Parenting Reader

That WSO create a daily re-parenting reader similar in structure to the Strengthening My Recovery daily reader. The reader will provide daily inspiration and support for re-parenting with gentleness, humor, love, and respect.

Result: This will be sent to the Literature Committee.

ABC_2020_04: Fellowship Safety Committee

To create a committee to address fellowship safety for the immediate and continued purpose of providing guidance and resources to meetings transitioning between in-person and virtual meetings and addressing fellowship safety issues within all formats and venues during the current coronavirus pandemic and thereafter.

May 9, 2020

Motion 2020_0509_01: Conference Coins for 2020 Virtual ABC/AWC

To design and have made 300 conference coins for the 2020 virtual ABCAWC to be sold at cost plus postage out of the Distribution Center. (Miles C.)

Second: Carole C.

Friendly Amendment: Charlie H.

Background: We have had a yearly conference coin at the last few ABC-AWC events, and it would be nice of the board to keep the tradition going. We will announce the medallions during the AWC and pre-sell them on Shopify. **** A motion on April 21 increased the qty to 500****

Decision: Motion passed 8 to 1 with Bill absent

Minority Opinion: Rich does not feel we will be able to see 300 medallions for a virtual event.

Vote did not change

Motion 2020_0509_01: Order of Hardcover Meditation Books

To order 5,000 Hardcover Meditation Books for \$11,971. (David Mc B)

Second: Rich R.

Background: The last order made in January 2019 was for 5,000. We have 3 or 4 months of inventory left. We want to get it created ASAP, to avoid running out of inventory. This could have been done by the executive committee, but was brought to the board along with another motion also.

Decision: Motion passed unanimously. Bill was absent.

Motion 2020_0509_02: Order of Newcomer Booklets

To order 10,000 Newcomer booklets from ABC Press. (David)

Second: Miles C.

Background: Same cost as Bang and they are local. These are one of our fastest selling items.

Decision: Motion passed unanimously. Bill was absent.

Motion 2020_0509_03: ACA Logo with *Adult Children of Alcoholics/Dysfunctional Families*

To direct the Literature Committee to propose design changes so that all current and future books prominently and consistently connect the ACA logo and “*Adult Children of Alcoholics/Dysfunctional Families*” on the front and rear covers as well as the title page. (Charlie H.)

Second: David Mc B

Background: This carries out the intent of the 2020 ABC Ballot Measure, Proposal 13, only more comprehensively, by incorporating all ACA literature, not just the BRB. As noted in WSO’s analysis of Ballot Measure 13, the proposed changes require only “modest redesign” and “would eliminate ... inconsistency about our organization’s identity.” With the passage of this motion, WSO can inform delegates that the issue may already be resolved, making moot the need for ABC debate. Jim will share this motion on the screen at the ABC.

Decision: Motion passed unanimously. Bill was absent.

Motion 2020_0509_04: 2020 AWC Medallion Order

To increase the 2020 AWC Medallion Order to 500 medallions.

Second: David Mc B

Background: The number of people registering for the AWC is close to 1500 after 1 day. The interest in this medallion is expected to be high and the amount of storage required to store them in the DC is very low.

Decision passed unanimously.

Motion 2020_0509_05: Price for 2020 AWC Medallion

To set the price for the 2020 AWC Medallion at \$4.00. (David Mc B)

Second: Jim B.

Background: We want to start pre-sales for the medallions during the AWC meetings.

Decision: Motion passed with 9 in favor and 1 abstention.

June 13, 2020

Motion 2020_0613_01: Nominating Committee Liaison

To appoint Erin D. as liaison to the Nominating Committee. (David Mc B)

Second: Miles C.

Background: The OPPM requires the Board to appoint a liaison to the De Nominating Committee. Carole C. recently vacated this position.

Decision: Motion passed unanimously.

Motion 2020_0613_02: Ratification of Nominating Committee Chair

To ratify Greg R. as member and chair for new two-year term of the nominating committee. (Charlie H.)

Second: Jim B.

Background: Greg's first two-year term was reaching the end, necessitating a reappointment.

Decision: Motion passed unanimously.

Motion 2020_0613_03: Acceptance of Fredrik H. as Board Trustee

To communicate the following to the Nominating Committee: The board accepts Fredrik H. as a new trustee, and requests that his official start date be June 1, 2020. (Sharon F.)

Second: Jim B.

Background: Board nominees submitted to the Board by the Nominating Committee are accepted by the Board of Trustees, unless they declare that a candidate does not meet one or more criteria specified in the OPPM. Fredrik, who is chair of the European Committee, raises the Board to nine trustees, and is enthusiastically welcomed.

Decision: Motion passed unanimously.

Motion 2020_0613_04: Creation of Ad Hoc Committee on Meeting and Service Safety

In accordance with a 2020 Annual Business Conference motion, create an Ad Hoc Committee on Meeting and Service Safety, which initially will address safety issues related to virtual meeting environments during the coronavirus pandemic, and then develop a long-term strategy and potential resources to help the ACA fellowship effectively address other chronic safety issues. Unless extended by the WSO Board, the committee will expire on May 1, 2022, following annual reports presented to the Board and ABC in April 2021 and 2022, and its tasks and agenda will include the following: (Erin D.)

- Evaluate pandemic-related needs and draft virtual and phone meeting safety guidelines that meet those needs;
- Hold organizational meetings and 1-2 online town halls to help assess fellowship safety needs;
- Fulfill all OPPM Committee organizational requirements, including drafting of a mission statement for board approval;
- Incorporate, coordinate and guide existing and prior safety-related initiatives, including the Addressing Predatory Safety and Virtual/Online Safety initiatives, into its mission;
- Communicate regularly with the board and any other WSO committees that might have a role in supporting meeting and service safety;
- Formulate proposed fellowship Norms of Conduct that provide practical guidance on applying ACA's Traditions, Concepts, Commitment to Service, and any other rules governing WSO and other service bodies;
- Model and educate about healthy business meeting practices at all levels of service. Conduct training workshops on how meetings and service bodies can establish and protect safe meeting environments;
- Explore and propose additional tools and strategies to advance ACA meeting and service safety;
- Draft a long-term safety strategy for the fellowship, and present it to the board and ABC for consideration and possible action.

Second: Bill D.

Background: A floor motion at the 2020 ABC called for a new committee on fellowship safety, and WSO board members already had been developing a similar effort to give the fellowship additional tools and ESH for maintaining a safe, respectful environment in both meetings and service bodies. Recognizing the ABC's specified focus on the proliferation of virtual meetings during the coronavirus pandemic, the Virtual/Online and Phone Subcommittee would address fellowship safety guidance and resources to meetings transitioning between in-person and virtual meetings. Further recognizing that safety concerns predated the pandemic, the ABC motion calls for continued long-term study, guidance and development of resources to help the fellowship support member safety in meeting and service environments. The motion is intended to address short-term and long-term safety needs.

Decision: Passed with 7 In Favor, 1 Against, and 1 Abstain

Minority Opinion: Having another committee will be confusing. This should be part of the Member Services committee.

Motion 2020_0613_05: Appointment of Committee Chair for Ad Hoc Committee

To appoint Erin D as Chair of the Ad hoc Committee on Meeting and Service Safety (Jim B.)

Second: Bill D.

Background: This is a newly created Ad hoc committee and Erin can help get it started.

Decision: Motion passed unanimously.

Motion 2020_0613_06: License agreement for Ukraine

To approve a license agreement permitting the Ukrainian fellowship to locally print Russian translations of the Big Red Book and Yellow Workbook. The Ukrainian Intergroup will keep ACA WSO informed of all print orders and sales and provide quarterly sales reports and make quarterly royalty payments totaling 50 percent of net revenue from books sold in the previous three months. (Charlie H.)

Second: Miles C.

Background: Events have made it more challenging for the Ukrainian fellowship to import books printed in Russia. Working with the Moscow Intergroup, the Ukrainian Intergroup will publish the Russian translation using a Ukrainian printer. This license, which is valid through December 2021, permits this to proceed.

Decision: Motion passed unanimously.

Motion 2020_0613_07: Mail Chimp Procedures

To adopt the following Mail Chimp Procedures: (Sharon F.)

1. Committee creates mailing and states who it needs to be sent to (for example: all meeting contacts, all delegates, etc.)
2. Post in a new Slack channel for all Board members – in case of conflict with other committees
3. Board members have up to 1 week to approve or raise concerns.
4. 2 Board Members to approve once all concerns are addressed.
5. Requestor sends to Eleni to create the Mail Chimp. Eleni posts PDF back to channel.
6. Requestor checks and tells Eleni it's ok to send
7. Eleni sends.

Second: David Mc B

Background: There has been confusion about what the process is for sending a mailing out. Without an agreed process, mailings are waiting to go out. A process needs to be adopted so we can get our mailings out to the fellowship.

Decision: Motion passed unanimously by those present. Charlie H. was absent.

Motion 2020_0613_08: Payment of back sales tax to State of Utah

To approve payment of \$850.90 to the State of Utah for back sales taxes owed for sales of our books and products from March 2017 thru December 2019.

Second: Sharon F.

Background: Due to legislation passed in Utah a prior 3-year sales tax liability was created for WSO. The sales tax working group registered WSO with the state, secured a Voluntary Disclosure Agreement and has calculated the taxes owed. (Bill D.)

Decision: Motion passed unanimously.

Motion 2020_0613_09: Payment of back sales tax to State of Texas

To approve payment of approximately \$12,417.23 plus interest of about 8% (about \$993) to the State of Texas for back sales taxes owed for sales of our books from February 2016 thru December 2019. (Bill D.)

Second: Sharon F.

Background: Due to legislation passed in the state plus the fact we had an employee in Texas since 2016 a prior 4-year sales tax liability was created for WSO. The sales tax working group registered WSO with the state and secured a Voluntary Disclosure Agreement eliminating penalties. WSO is paying the taxes and interest.

Decision: Motion passed unanimously

Motion 2020_0613_10: Payment of back sales tax to State of Tennessee

To approve payment of approximately \$8,047 to the State of Tennessee for back sales taxes owed for sales of our books from March 2017 thru December 2019. (Bill D.)

Second: Sharon F.

Background: Due to legislation passed in the state a prior 3-year sales tax liability was created for WSO. The sales tax working group registered WSO with the state and secured a Voluntary Disclosure Agreement eliminating penalties. WSO is paying the taxes and interest.

Decision: Motion passed unanimously

Motion 2020_0613_11: Payment of back sales tax to State of Pennsylvania

To approve payment of approximately \$2,231.67 plus interest of about 8% (about \$170) to the State of Pennsylvania for back sales taxes owed for sales of our books from March 2017 thru December 2019. (Bill D.)

Second: Erin D.

Background: Due to legislation passed in the state a prior 3-year sales tax liability was created for WSO. The sales tax working group registered WSO with the state and secured a Voluntary Disclosure Agreement eliminating penalties. WSO is paying the taxes and interest.

Decision: Motion passed unanimously

Motion 2020_0613_12: Payment of back sales tax to State of New York

To approve payment of \$12,208.12 to the State of New York for back sales taxes owed for sales of our books from March 2017 to current. (Bill D.)

Second: Sharon F.

Background: Due to legislation passed in New York a prior 3-year sales tax liability was created for WSO. The outstanding returns had to be filed and the tax has to be paid by May 18th. The sales tax working group registered WSO with the state and secured a Voluntary Disclosure Agreement. This SC is marked as same day urgent so we can meet the filing deadline and not incur any penalties.

Decision: Motion passed unanimously

Motion 2020_0613_13: Payment of back sales tax to State of Minnesota

To approve payment of \$2,160.49 by May 26th to the State of Minnesota for back sales taxes owed for sales of our books from March 2017 thru December 2019. (Bill D.)

Second: Sharon F.

Background: Due to legislation passed in Minnesota a prior 3-year sales tax liability was created for WSO. The sales tax working group registered WSO with the state and secured a Voluntary Disclosure Agreement.

Decision: Motion passed unanimously

Motion 2020_0613_14: Payment of back sales tax to State of Georgia

To approve payment of approximately \$2,597.31 to the State of Georgia for back sales taxes owed for sales of our books from March 2017 thru December 2019. (Bill D.)

Second: Sharon F.

Background: Due to legislation passed in the state a prior 3-year sales tax liability was created for WSO. The sales tax working group registered WSO with the state and secured a Voluntary Disclosure Agreement eliminating penalties. WSO is paying the taxes and interest.

Decision: Motion passed unanimously

Motion 2020_0613_15: Payment of back sales tax to State of Arkansas

To approve payment of \$530.83 to the State of Arkansas for back sales taxes owed for sales of our books from March 2017 thru December 2019. (Bill D.)

Second: Rich R.

Background: Due to legislation passed in Arkansas a prior 3-year sales tax liability was created for WSO. The sales tax working group registered WSO with the state and secured a Voluntary Disclosure Agreement.

Decision: Motion passed unanimously

Motion 2020_0613_16: Service agreement with TB Accountants

To authorize the treasurer to enter into a service agreement with TB Accountants, an Amazon Europe sponsored VAT (Value Added Tax) contractor, at no charge for the first year with the option to continue the service for a fee after notice one month prior to the end of the one year term.

Second: Sharon F.

Background: More and more of our sales in the European Amazon market are subject to VAT regulations as the countries implement laws collect revenue and begin enforcement. Amazon has deactivated its sellers' accounts if they are not in compliance with these laws which also include regular filings of returns in addition to the collection of taxes. In order to improve sales in Europe, Amazon has underwritten the cost of registering and maintaining compliance with the various laws for some of its sellers like WSO that meet certain requirements.

Decision: Motion passed unanimously

Motion 2020_0613_17: Engagement of Tax Jar

To authorize the Finance Committee, with the collaboration of the IT Committee and Office as needed, to engage Tax Jar as our automated sales tax filing solution for sales inside the US. The Tax Jar annual subscription costs \$449 per month if paid for the entire year upfront. (Bill D.)

Second: Jim B.

Background: The Finance Committee members and other volunteers have worked diligently on applying for amnesty from sales tax penalties since we first started investigating the issue in 4th quarter 2019. To date we are collecting and remitting sales tax in 12 states and have paid or are in the process of paying the back taxes. The most recent round of sales tax filings performed by our accountants required about 20 hours of a CPA's time. They estimate with the 12 states they will need to add \$500 to \$700 per month to their contract cost. This will go up as the number of states increase. The software that will do this automatically is about \$449 per month. The software also ensures we are collecting and remitting the correct tax amounts for each jurisdiction. The taxes being collected by Shopify are default values and are not confirmed according to Shopify.

Decision: Motion passed unanimously

Motion 2020_0613_18: PTO Days for Jose

We give Jose 3 days of paid PTO in addition to what he currently has accrued. To be used at his discretion and the OM approval, between now and 12/31/2020. (Rich R.)

Second: Jim B.

Background: Jose has physically shown up to the office the past few months to keep shipments moving. This

is a Thank you.

Decision: Motion passed unanimously

Motion 2020_0613_19: Event Planner for 2022 ABC-AWC

To restart using event planner for the 2022 ABC AWC in San Francisco. (Miles C.)

Second: David Mc B.

Background: Because of the covid-19 we stopped all plans for the upcoming 2021 and 2022

Decision: Motion passed unanimously

Motion 2020_0613_20: Adoption of ACA WSO Information Technology User Access Policy

That the attached "ACA WSO Information Technology User Access Policy" be adopted by ACA WSO and added to the OPPM. (Sharon F.)

Second: David Mc B.

Background: Historically, the Website/Database Committee was charged with planning, implementation, maintenance, updates and functionality of the WSO Websites. As WSO has grown, so have the technological needs for Special Workers, the WSO Board of Trustees, WSO Committee Volunteers, and outside vendors (e.g. accountants). Last year, the Website/Database Committee changed its name to acknowledge the fact that WSO has expanded its technology reach to organizational email, digital storage, Amazon sales channels, teleconferencing (i.e. Zoom accounts), etc. OPPM, Section XXI.E states, "Website administrators and others involved with the functioning or maintenance of WSO websites and similar communication mediums must be approved by the Board." Other than this specific section of the OPPM, there is no clearly established User Access Policy that can meet the needs of both the volunteer and business operations of ACA WSO.

Decision: Motion passed unanimously

July 11, 2020

Motion 2020_0711_01: Approval of Northeast Region

That the ACA WSO trustees approve the application of the Northeast USA region to become a recognized ACA Region. (Rich R.)

Second: Miles C.

Background: The application has been reviewed by the Member Services Regions sub-committee and they recommend for the board to approve the application. The application shows the North East Region to be demonstrating the areas recommended in Appendix 2 of the OPPM for Region Certification. Discussion: Justine F the standing chair for the North East Chair gave a summary of the service work the region is doing.

Discussion: This covers the New England States, Mid-Atlantic States, and Maine; parts of Northern Virginia that are shown in the current OPPM Appendix 2 Map as region 5.

Decision: Motion passed unanimously.

Motion 2020_0711_02: Hiring temporary bookkeeper for leave of absence.

To hire Lucia S. as a 1099 contractor to perform the bookkeeping duties at a rate of \$30 per hour during Gloria's leave of absence. (Bill D.)

Second: Sharon F.

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

Decision: Motion passed unanimously. Charlie H. was absent.

Motion 2020_0711_03: Purchase of user licenses for QuickBooks, Right Networks, and Webgility

To approve the purchase two additional user licenses for **QuickBooks**, **Right Networks**, and **Webgility** for office staff Nick C. and Keara S. for an approximate cost of \$2,760 per year. (Bill D.)

Second: Rich R.

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

- a. **QuickBooks** - due to a 20% discount promotion for having 6 or more users the cost will be \$35 per month per user for the next 12 months then increase by about 20% per month after one year.
- b. **Right Networks** - remote desktop app is \$30 per month per user.
- c. **Webgility** - \$50 per user per month. The monthly total for 2 additional users is \$230 per month.

Decision: Motion passed unanimously. Charlie H. was absent.

Motion 2020_0711_04: Financial Audit-Agreed Upon Procedures

That the WSO Board agree to the scope listed below for an Agreed Upon Procedures style independent accounting examination and authorize the Finance Committee to prepare an RFP and solicit 3 bids from accounting firms other than O&S based on this scope. (Bill D.)

- Inventory counts as well as inventory management processes involved in purchasing, storing, recording and sales. This will likely generate a list of internal controls from the auditors that would be beneficial for WSO going forward.
- Analysis of **Amazon** and **Shopify** clearing accounts.
- A review of *Cost of Goods Sold*.
- Sales Revenues
- Review of all cash accounts and their internal control procedures: bank accounts, credit cards, **PayPal**, **Transferwise**, **Venmo**, etc.
- Itemized cost of accounting and all accounting related software from 1/1/20 through 6/30/20.

Second: Sharon F.

Background: The Finance Committee, with the input of our current CPA's, voted to recommend that WSO forgo an audit or review this year due to the major change from a bookkeeping service to a full service accounting firm in midyear 2019. The costs saved will be welcome because we are going to be paying about \$80,000 in back sales taxes this year. During a joint meeting with the WSO Board, the Finance Committee, and our accountants, an alternative was suggested by the accountant in which specific areas could be examined by independent auditors to keep the costs of an audit or review down. This alternative was discussed and endorsed by the Finance Committee with the caveat that the scope be structured so the cost would not meet or exceed that of a regular review.

Decision: Motion passed unanimously.

Motion 2020_0711_05: Approval of Helms Briscoe as event planner.

To engage Helms Briscoe as the event planner for the 2021 ABC AWC (Bill D.)

Background: The complexities of event management have been compounded by COVID19 and require specific expertise.

Second: Sharon F.

Decision: Motion passed unanimously. Erin D. was absent.

Motion 2020_0711_06: Payment of shipping for South African Intergroup literature.

Sell a few cases of (LLWB, Step Book, Red Book, and Meditations) at the intergroup rate, to the South Africa Intergroup with WSO absorbing the shipping costs. (Bill D.)

Second: Sharon F.

Background: This is a one-time order to help support growth of the fellowship in South Africa.

Discussion: To amend the motion to allow for quarterly payments. Due to the quantity of books that is being sold, the small SA IG is requesting approval to make quarterly payments for the order.

Amended Motion: To sell a few cases of (LLWB, Step Book, Red Book, and Meditations) at the intergroup rate, to the South Africa Intergroup with WSO absorbing the shipping costs. The intergroup will be allowed to make quarterly payments.

Decision: Motion passed with 7 in favor, 1 against, and 1 absent

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

Motion 2020_0711_07: Reprint of German language Yellow Workbooks

Reprint 1,000 German language Yellow Workbooks at a cost of approximately \$4,000 and sell through Amazon Germany (Jim B.)

Second: Bill D.

Background: The last print was a smaller order and we can get a price break for orders over 500. We expect increased demand once they are on **Amazon**. Some can also be sent to the office for US sales on Shopify.

Decision: Motion passed unanimously. Erin D. and Fredrik H. were absent.

Motion 2020_0711_08: Change from a single Liaison to the Office Manager to a group liaison.

To approve a change from a single person LOM (liaison to the Office Manager) model to a group model that consists of the four-person Executive Committee, the IT Chair and the HR Chair. This will be reviewed after a 6-month period. (David Mc B.)

Second: Charlie H.

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

Decision: Motion passed with 5 in favor, 2 against, and 1 abstention (Rich R.) Fredrik H. was absent.

Minority Opinion:

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

Motion 2020_0711_09: Printing of German language Yellow Workbooks by Martins the Printer in the UK

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

Second: Miles C.

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

The DCOC discussed 3 printing alternatives. 1) Print in US at **Bang** and ship to UK; 2) Use **Martins Printing** in the UK; and 3) Use **Pajo AS Printers** in Estonia. Printing at Bang was ruled out due to high cost of shipping.

Bill presented a cost comparison of a quote from Martins versus **Pajo AS Printers**.

Martins can print the books for a savings of about \$630 for the order over the **Pajo AS Printers** quote.

Decision: Motion passed unanimously.

Motion 2020_0711_10: Access Permissions to WSO Systems Right Networks and Shopify

That the following individuals be approved for access to the stated WSO Systems. (Sharon F.)

Second: Bill D.

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

1. **Right Networks Access**, in collaboration with Finance Committee
2. **Shopify**, in collaboration with the Finance Committee and the Operations Manager

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

1. **Financial System – “Right Networks” – includes Webgility and QuickBooks Enterprise Standard**
 - *Lucia S – Finance Committee Vice-Chair – finance@acawso.org – user
 - **Gloria – Special Worker – accounting@acawso.org – user
 - **Brett – Vendor/Accountant – bbradbury@oniskoscholz.com – user
2. **Shopify – shop.adultchildren.org**
 - **Brett – Vendor/Accountant - bbradbury@oniskoscholz.com – Full
 - **Nick – Operations Manager – om@acawso.org – Full
 - Charlie – WSO Board Chair – chair@adultchildren.org – Limited
 - **Gloria – Special Worker – accounting@acawso.org – Limited
 - David McB – Liaison to Operations Manager - dmcbwso@gmail.com – Limited
 - **Keara – Special Worker – office1@acawso.org - Full
 - **Jose – Special Worker – warehouse1@acawso.org – Limited

*Signed NDA on file

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

Decision: Motion passed unanimously.

Motion 2020_0711_11: Access Permissions to WSO Systems ACAWSOEC.org and ACAWorldConvention.org

That the following individuals be approved for access to the stated WSO Systems. (Sharon F.)

Second: Fredrik H.

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

1. **ACAWSOEC.org** (European Committee website)
2. **ACAWorldConvention.org** (ABC-AWC website)

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

1. **Website – ACAWSOEC.org – European Committee Website**
 - Fredrik H., Board Trustee and EC Chair – Administrator
 - *Marjo K., EC Webservant – Administrator
 - *Markus S., EC Vice Webservant – Administrator

2. Website – ACAWorldConvention.org

- *Cheryl F., IT Committee Volunteer – Editor

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

Decision: Motion passed unanimously.

Motion 2020_0711_12: Access Permissions to WSO Systems *Right Networks, Shopify and TaxJar*

That the following individuals be approved for access to the stated WSO Systems. (Sharon F.)

Second: Bill D.

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

1. ***Right Networks***
2. ***Shopify***
3. ***TaxJar***

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

1. **Financial System – *Right Networks* – includes *Webgility* and *QuickBooks Enterprise Standard***¹
 - **Keara – Special Worker – office1@acawso.org – User
 - **Nick C – Operations Manager – om@acawso.org – User
2. **Shopify – shop.adultchildren.org**¹ – see note
 - *Carol G – Finance Committee Volunteer – limited
 - *Lucia S – Finance Committee Vice-Chair – finance@acawso.org – limited
3. **TaxJar – for state tax auto-filing**
 - *Carol G – Finance Committee Volunteer – Admin
 - **Keara – Special Worker – office1@acawso.org – Member
 - **Brett – Vendor/Accountant – bradbury@oniskoscholz.com – Admin
 - *Lucia S – Finance Committee Vice-Chair – finance@acawso.org – Admin
 - **Jonathan B – Vendor/Accountant – jbryson@oniskoscholz.com – Admin
 - **Nick C – Operations Manager – om@acawso.org – Member

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

* Signed NDA on file

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

Decision: Motion passed unanimously.

Motion 2020_0711_13: Access Permissions to WSO Systems ACAWSOEC.org and ACAWorldConvention.org

That the following individuals be approved for access to the stated WSO Systems. (Sharon F.)

Second: Bill D.

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

1. Website - ACAWSO.org

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

2. Website - ACAWorldConvention.org

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

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

Decision: Motion passed unanimously.

Motion 2020_0711_14: Back Sales Tax for State of Missouri

To approve payment of approximately \$2,003.92 plus interest to the State of Missouri for back sales taxes owed for sales of our books from February 2017 thru May 2020. (Bill D.)

Second: Sharon F.

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

Decision: Motion passed unanimously.

Motion 2020_0711_15: Payment of back sales tax to State of North Carolina

To approve payment of approximately \$4,150 plus interest to the State of North Carolina for back sales taxes owed for sales of our books from March 2017 thru March 2020. (Bill D.)

Second: Sharon F.

Background: Due to legislation passed in the state a prior 3 year sales tax liability was created for WSO. The sales tax working group registered WSO with the state and secured a Voluntary Disclosure Agreement eliminating penalties. WSO is paying the taxes and interest.

Results: All in Favor

Decision: Motion passed unanimously.

Motion 2020_0711_16: Payment of back sales tax to State of Ohio

To approve payment of approximately \$2,731.36 plus interest of about 8% (about \$218) to the State of Ohio for back sales taxes owed for sales of our books from March 2017 thru February 2020. (Bill D.)

Second: Jim B.

Background: Due to legislation passed in the state a prior 3 year sales tax liability was created for WSO. The sales tax working group registered WSO with the state and secured a Voluntary Disclosure Agreement eliminating penalties. WSO is paying the taxes and interest.

Decision: Motion passed unanimously.

Motion 2020_0711_17: Payment of back sales tax to State of South Carolina

To approve payment of approximately \$705.81 plus interest to the State of South Carolina for back sales taxes owed for sales of our books from November 2018 thru May 2020. (Bill D.)

Second: David Mc B.

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

Decision: Motion passed unanimously.

Motion 2020_0711_18: Payment of back sales tax to State of Washington

To approve payment of approximately \$7,355.15 plus interest to the State of Washington for back sales taxes owed for sales of our books from January 2016 thru June 2020. (Bill D.)

Second: Sharon F.

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

Decision: Motion passed unanimously.

Motion 2020_0711_19: Payment of back sales tax to State of Indiana

To approve payment of approximately \$1,788.73 plus interest to the State of Indiana for back sales taxes owed for sales of our books from January 2017 thru December 2019. (Bill D.)

Second: Miles C.

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

Decision: Motion passed unanimously.

August 8, 2020

Motion 2020_0808_01: Changed Proposal and Ballot Timeline

To improve the Proposal and Ballot Timeline and introduce town hall discussions to better inform the ACA Group Conscience. Date Changes are as follows: (Jim B.)

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

Second: Sharon F.

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

Decision: Motion passed unanimously with Bill D. absent.

Motion 2020_0808_02: Modified ABC Proposal Guidelines

To establish the maximum length of an ABC Proposal submission to 300 words with a modified format of Proposal and Background (history and reasoning). Attachments and links to other information may not be included. (Jim B.)

Second: Rich R.

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

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

Decision: Motion passed unanimously with Bill D. absent.

Motion 2020_0808_03: Computer Purchase for Signal Hill Office

Spend up to \$3,000 on computers for the office. One desktop for the OM, equivalent to the desktops bought for Keara and Gloria, and 2 laptops, one for the OM and one for the accounting staff member (David Mc B.)

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

Second: Bill D.

Decision: Motion passed unanimously

Motion 2020_0808_04: Credit-Debit Activity Form for WSO Cardholders

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

Second: Sharon F.

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

ACA Credit Card Expenditure Tracking

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

Decision: Motion passed unanimously with Erin D. absent.

Motion 2020_0808_05: Hotel Contract for 2021 ABC-AWC

Authorize Charlie H to proceed with signing the Hotel Contract for the 2021 ABC-AWC with the Marriot Renaissance in Boca Raton Florida. (Charlie H.)

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

Second: Bill D.

Decision: Motion passed unanimously with Erin D. absent.

Motion 2020_0808_06: Credit Card Limit for Operations Manager

To increase the limit on the OM's credit card from \$2,500 to \$5,000 (Bill D.)

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

Second: David Mc B.

Decision: Motion passed unanimously with Erin D. absent.

Motion 2020_0808_07: Loving Parent Guidebook Reparenting Check-In Workshop audio posting.

That the *Loving Parent Guidebook Reparenting Check-In Workshop* audio be approved for posting to the shopping site at the cost of \$3. (Sharon F.)

Second: Jim B.

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

Decision: Motion passed unanimously

Motion 2020_0808_08: New protocols for use of ACA Zoom accounts.

WSO Board directs the IT Committee to develop, communicate, and update protocols as needed to make sure WSO accounts and meetings are safe from Zoom Bombing. (Sharon F.)

Second: Fredrik H.

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

Decision: Motion passed unanimously

Motion 2020_0808_09: Purchase of additional Zoom Hosting Accounts

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

Second: David Mc B.

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

Decision: Motion passed unanimously

Motion 2020_0808_10: Back sales tax to payment to state of Wisconsin.

To approve payment of approximately \$883.13 plus interest to the State of Wisconsin for back sales taxes owed for sales of our books from December 2018 thru December 2019. (Bill D.)

Second: David Mc B.

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

Decision: Motion passed unanimously

Motion 2020_0808_11: Mission Statements for Ad-hoc Meeting and Service Safety Committee .

Adopt the Ad-hoc Meeting and Service Safety Committee Proposed Mission Statement: (Erin D.)

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

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

Second: Sharon F.

Decision: Motion passed unanimously

Motion 2020_0808_12: VAT tax payment in four European Countries.

To approve payment for 2,350 Euros to TB Accountants to register and/or file VAT tax returns in Europe for the UK, Spain, Poland, and the Czech Republic. (Bill D.)

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

Second: Sharon F.

Decision: Motion passed unanimously

September 12, 2020

Motion 2020_0912_01: Dispute resolution language for Board Norms

To amend the board norms to include the guidelines below on dispute resolution, and to include both the norms and dispute resolution language in the OPPM. (Charlie H.)

1. *All board members may at any time call a group conscience to address troublesome communications. In all board disputes, the board as a whole, per Tradition 2, has the ultimate word. If a group conscience is called, all board members will have an opportunity to be heard.*
2. *All board members are permitted, and expected to, surface disputes or blockages that they feel affect their safety or effectiveness as trustees. This should be done as quickly as possible, and a first attempt to resolve disputes should begin with those directly involved.*
3. *Board members consciously strive to avoid Critical Parent or Wounded child communications. All board members commit to respectful discussion of complaints and concerns. Punitive comments will be avoided in all cases.*

4. *Where first discussions do not yield a resolution, either party may elevate the issue: to a mutually agreed upon group of three mediators, or to the board. If no agreement is reached on who will serve as mediators, the issue goes to the board. If mediation doesn't reach an agreement, any participant may elevate a dispute to the whole board.*
5. *In any dispute, the board has the authority and obligation to protect a safe, respectful environment for processing all board disagreements. Unless the board as a whole has weighed in, no trustee is expected to accept a decision or action they fundamentally disagree with.*
6. *In addition to resolving specific disputes, the board may, in the case of repeated or severe violations of Traditions, Norms, OPPM, etc., take disciplinary actions toward individual trustees. This may include letters of caution, request to take a leave, suspension, or removal from the board, in alignment with OPPM procedure.*

Second: Sharon F.

Background: The board has held a number inventory meetings and the motion looks to capture some ideas and a process for healthy communication and issue resolution.

Decision: Motion passed unanimously.

Motion 2020_0912_02: Removal of Chair of ABC/AWC and Public Services Committees

That the current chair of the ABC/AWC and Public Services Committees be removed from these positions due to failure to meet reporting requirements as laid out in the WSO OPPM. (Jim B.)

Second: Charlie H.

Background: The board had consensus at a previous meeting to give a deadline of August 25th for reports to be brought up to date for the committees. This was not done. Numerous requests were made over the course of the last year to have reports posted. The board considers this an important requirement to keep the fellowship up to date on committee activity and provide transparency.

Decision: Motion passed unanimously. – Miles Abstained

Motion 2020_0912_03: Continuance of Special Worker for Finance

To continue engagement of Lucia S. as a special worker while Gloria transitions back to work. Lucia's current arrangements will be continued. (David Mc B)

Second: Jim B.

Background: There have been significant changes to several of our accounting systems that Gloria will need help integrating into her process. This will take time to successfully accomplish. The pay rate will be increased since the scope of the work has increased to review and update of some existing procedures.

Decision: Motion passed unanimously. – Charlie Absent

Motion 2020_0912_04: Posting for ACAWSO Financial Controller (Part Time)

That the board approve the position of a part-time ACA WSO Financial Controller to be posted internally for existing WSO Staff and announced at the September 19, 2020 TC and open for 1 week thereafter. (Bill D.)

Second: David Mc B.

Background: The board acknowledged the need for an additional finance special worker beginning in 2015 when it approved a motion to hire a financial special worker to take some of the workload off the Treasurer while bringing a level of accounting expertise to the organization. The motion was "To hire a part-time special worker with the necessary skills to be a financial assistant". **Motion 0214_15_03** was passed unanimously at

that time. This person was never hired as WSO went through enormous changes in its internal accounting processes over the last several years. Since then the WSO publishing business has more than doubled in sales transactions and revenues while taking on more complex tasks such as sales and VAT taxes worldwide. Hiring a controller will allow our own special workers to do most of the work of the outside accountants are doing now. Some savings in the monthly external accountant cost will partially offset the cost of hiring the controller.

Decision: Motion passed with 7 in favor and 1 not in favor. Charlie was absent.

Minority Opinion: Rich R. is concerned that we may miss someone that is interested, and thinks the position should be posted externally. The posting will also be posted on one of our websites based upon the minority opinion (adultchildren.org or acawso.org)

Motion 2020_0912_05: Payment of back sales tax to State of Virginia

To approve payment of approximately \$2,578.41 plus interest to the State of Virginia for back sales taxes owed for books sold from February 2017 thru May 2020. (Bill D.)

Second: David Mc B

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

Decision: Motion passed unanimously.

Motion 2020_0912_06: ~~Payment of back sales tax to State of New Jersey-Rescinded~~

To approve payment of approximately \$2,830.60 plus interest to the State of New Jersey for back sales taxes owed for books sold from March 2017 thru June 2020. (Bill D.)

Second: Miles C.

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

Decision: Motion passed unanimously.

Motion 2020_0912_07: Payment of back sales tax to State of New Jersey

To rescind the prior motion to pay New Jersey for back sales taxes owed for books sold from March 2017 thru June 2020 amounting to \$2,830.60, and approve an increase in payment due to an error in the state's spreadsheet formula. Total payment to New Jersey will be \$4,103.25. (Bill D.)

Second: David Mc B.

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

Decision: Motion passed unanimously.

Motion 2020_0912_08: Payment of back sales tax to State of Michigan

To approve payment of approximately \$2,642.97 plus interest to the State of Michigan for back sales taxes owed for books sold from February 2017 thru May 2020. (Bill D.)

Second: Miles C.

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

Decision: Motion passed unanimously.

Motion 2020_0912_09: Payment of back sales tax to State of Kansas

To approve payment of approximately \$705.92 plus interest to the State of Kansas for back sales taxes owed for books sold from March 2017 thru June 2020. (Bill D.)

Second: Jim B.

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

Decision: Motion passed unanimously.

Motion 2020_0912_10: Revision of the 2020 mid-year budget

Put forward by the Finance Committee: to approve the revised 2020 mid-year budget to eliminate the ABC/AWC income and expenses from the budget leaving an expense of \$5,506 added to the expense created for the Ad Hoc HR Committee budget of \$600. The reduction of the budgeted Travel and Lodging expenses totaled \$40,680. This will leave WSO with a budgeted gross income of \$93,287.48. (Bill D.)

Second: Rich R.

Background- The following adjustments were made to the 2020 approved budget at midyear.

Reconciliation with original budget:

Original budget net income	58,713.48
ABC/AWC Conference removal	(5,506.00)
HR Ad Hoc Committee	(600.00)
Travel expense- airfare/vehicle rentals	15,400.00
Travel expense- lodging	25,280.00
 Gross Income	 93,287.48

Decision: Motion passed unanimously.

October 10, 2020**Motion 2020_1010_01: Extended fellowship review of literature prior to Conference Approval**

Amend the OPPM Literature Policy to mandate extended fellowship review as a pre-condition to seeking final Conference approval of any new literature; to provide guidance on appropriate use of ACA logo for literature not approved by the ABC. (Charlie H.)

Background: The Current policy requires ABC delegates to declare Conference approval before any fellowship review has occurred. This makes it impossible for delegates to cast an informed vote on a finished project. Also, there have been a growing number of local projects that are not affiliated with WSO, causing confusion among readers. The new policy clearly guides authors in describing the approval status of their literature to avoid suggestions of ABC Conference approval when it has not been granted.

Second: David Mc B.

Decision: Motion passed unanimously.

Motion 2020_1010_02: Additional guidance for use of the ACA Logo in literature

Amend OPPM Logo policy to note additional guidance about the use of the ACA logo in literature is available in the OPPM Literature Policy. (Charlie H.)

Second: David Mc B.

Background: Current logo policy is unclear about when and how the ACA logo may be used for non-Conference approved literature. Amending the logo policy to guide members to the new Literature policy guidance on logo use will eliminate this gap.

Decision: Motion passed unanimously.

Motion 2020_1010_03: Lucia S. hired as Financial Controller for ACAWSO

To hire Lucia S as the part-time Financial Controller for the ACA WSO. (Bill D.)

Second: Sharon F.

Background: The board became aware of the need for a skilled finance special worker in 2015. It was discussed more earnestly by the board in recent months, a job description was created by the Finance Committee and the posting of the position was approved by the board. The position was posted on the ACA website, internally, and announced at the September monthly board teleconference. The posting period ended with one applicant for the position. Lucia has volunteered for WSO going on 4 years in finance and exceeds all the qualifications required for the position.

Discussion: The most recent discussions have indicated a desire to have the position be a salaried part-time position that requires an average of 24 hours per week. Another aspect of the position is to not only do the day to day to work of the controller, but also work to improve the processes and systems to ensure WSO is able to continue to function effectively into the future. The Controller will report to the Operations Manager; and work directly with the Treasurer, who will substantively guide the Controller's agenda. The Controller will provide regular written and oral reports to WSO Trustees as requested.

Decision: Motion passed unanimously.

Motion 2020_1010_04: Hiring Markus S. as temporary contractor for Literature Committee

The Literature Committee to hire Markus S., of Sweden, to perform a three-month, half-time contract to complete numerous important deadline projects while WSO posts and interviews for a permanent special worker position for literature. (Charlie H.)

Second: Sharon

Background: Markus would be paid 35 Euros an hour (\$41.09 an hour at current exchange rate), at a base of 20 hours per week for 13 weeks (9,100 Euros, or \$10,683 at current exchange rate). Salary payments will be made to Frilans-Finans, a self-employment company that is registered and operating in Sweden among other countries in Europe, with which Markus has worked for the past two years. Frilans-Finans will function in this transaction as a WSO contractor. Frilans-Finans will in turn pay Markus in Swedish krona. Markus will be eligible to apply for the permanent position, but aside from the opportunity to demonstrate his skills during the temporary contract, he has been given no assurances regarding the permanent hire.

Decision: Motion passed unanimously.

Motion 2020_1010_05: Funds for Amazon consultant

To approve up to \$5,000 for an Amazon consultant to assess our current listings and store management practices, provide a snapshot of where we can make significant improvements to them, and advise on future expansions into other countries. (Bill D.)

Second: David Mc B.

Background: At its last meeting, the DCOC unanimously adopted a motion to engage a consultant to review our Amazon accounts and make recommendations on improvements and expansion. The complexities of search engine optimization, keyword recognition, brand registrations, account security, and other important factors require technical expertise beyond what the board and staff possess. Preliminary work has been done to identify possible consultants and the framework of proposed work has been discussed. The DCOC needs the board approval to move ahead with getting a consultant and commencing the work. We have the funds due to the removal of big dollar items such as travel and conferences from the budget this year.

Decision: Motion passed unanimously.

Motion 2020_1010_06: WSO Hotline

To give the Washington State intergroup the go-ahead to start developing plans for a 24-hour hotline for WSO. (David Mc B.)

PROPOSAL FOR A LIVE 24/7 WSO ACA HELPLINE

OBJECTIVE: *In keeping with ACA Tradition Five, to provide live support and ACA resources for every call that come in to the WSO ACA Helpline (310-534-1815)*

TECHNICAL SPECS: *Ability to auto-transfer overflow calls from paid ACA Receptionist to volunteer phone workers on-call during business hours and to transfer all calls to volunteer phone workers outside of business hours. Investigate options for callers when all phone workers are on a call.*

PHONE WORKER TRAINING: *Curriculum will be developed and provided by ACAs in the Western Washington Intergroup. Initial training sessions will be delivered via Zoom at a date TBD.*

PHONE WORKER ELIGIBILITY: *Volunteers will have worked the 12 Steps at least once and be actively working the Steps again with Direct or Indirect Sponsorship.*

PHONE WORKER SHIFTS: *Six 4-hour shifts or Twelve 2-hour shifts (Call for English-speaking volunteers from across WSO).*

PHONE WORKER HEADCOUNT: *Number of phone workers needed on-shift will be determined by the volume of calls. The goal is to have more than the minimum phone workers trained and ready to rotate onto the volunteer schedule. Trained, on-call phone workers also available to pinch-hit. This initial number of phone workers needed may be estimated from the average number of calls coming into the ACA number now.*

Second: Bill D.

Background: The next step will be to present to the board the training documents, the help screens and the reporting and management criteria. This will be done and approved before any other action on the 24-hr. hotline. We will need to see where this fits into the WSO committee structure also.

Decision: Motion passed unanimously. (Fredrik Absent)

Motion 2020_1010_07: Updated Region Certification Requirements

To adopt the updated OPPM Appendix 2 for Region Certification (Jim B.)

Second: No person listed.

Background: The updates to the OPPM Region Certification are based on lessons learned and feedback from Region 5 during their process. Explicit contact emails are provided. We have also provided a World Map to balance the presence of the existing US map. Efforts were made to ensure language is open about starting regions. We believe these changes will help support and encourage Region development. These changes were developed cooperatively with the Regions and OPPM Committees.

Decision: Motion passed unanimously.

Motion 2020_1010_08: Payment to O&S CPA Firm

To approve payment of \$4,622 to O&S CPAs for additional sales tax work performed from May 1st through the current date involving manual filing of returns and payment of taxes. (Bill D.)

Second: No person listed.

Background: O&S did not bill us from April 30th forward for sales tax related accounting work. This amount represents 6 months of accounting extra work for Q2 and Q3. Q2 has a significant amount of work that they

did for paying VDAs and miscellaneous state filings. They are & writing off a significant amount of work since they were learning the new states' requirements that the firm had never previously filed. They also gave us their standard 20% non-profit discount rate.

Decision: Motion passed unanimously.

November 10, 2020

Motion 2020_1114_01: Raise for Operations Manager

That Nick receive a 20% raise that is retroactive to July 1st, 2020. (Rich R.)

Second: David Mc B.

Background: Nick is our Operations Manager and has not had a raise in over 2 years and board is completing his review. The HR committee is almost done with the HR handbook and the OM Oversight Committee will be responsible for ensuring that reviews and raises are done in a timely manner going forward. The OMOC has almost completed a review for Nick and supports the raise.

Decision: Motion passed unanimously with Erin D. absent.

Motion 2020_1114_02: Amendment of OPPM Section X, Clause C.

Amend Section X, Clause C of the OPPM (Page 24) regarding chair and vice chair elections and terms. (Charlie H.)

Second: Sharon F.

Background: Consistent schedules for committee officer elections and terms will ensure that officer positions are nominated and appointed 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.

Decision: Motion passed unanimously with Bill D. absent.

Motion 2020_1114_03: Amendment of OPPM Section X, Clause B.

Amend Section X of the OPPM, Clause B (Page 24), as follows:

Committees should invite and strongly encourage eligible non-board committee members to apply to serve as chair or vice chair. A Board member must be associated with each committee, either as a chair or as a board liaison. (Charlie H.)

Second: Sharon F.

Background: Increasing the number of non-board committee officers will ensure the flow of new talent into service leadership and increase the participation and influence of the general fellowship in committee activities.

Decision: Motion passed unanimously with Bill D. absent.

Motion 2020_1114_04: Amendment of OPPM Section X, Clause F.

Amend Section X, Clause F of the OPPM (Page 25) as follows: (Charlie H.)

The business and progress of each committee shall be explained through three types of written communication: a statement of major strategic goals, monthly business reports, and annual business reports to the ABC.

1. The Committee's top three strategic goals for the coming 12 months should be drafted and updated at least once a year and submitted to the Board for periodic review. Major strategic goals should clearly align with the Committee's statement of purpose and directives transmitted to the Committee by the Board or Board liaison. They should be

posted on the Committee web page, and prominently listed in all monthly and annual reports.

2. A monthly report must be submitted for posting on the WSO service website, at least three days before the monthly teleconference. This report should include the committee's statement of purpose, a brief list of strategic goals, major activities of the previous month, and major decisions by the committee and its subcommittees.
3. Annual: a report of each committee's activities that covers the past fiscal year (January 1 through December 31) with an addendum to cover significant actions of the committee after the first of the year and prior to the Annual Business Conference. This report must be submitted to the ABC Committee Chair, or designated alternate, within the time frame required. All annual reports should include the committee's statement of purpose, top strategic priorities for the year completed and the year to come, and a list or chart of major work in progress.
4. Meeting recordings and minutes: Committee meeting minutes will not be stored on the WSO service website. If a committee chooses to keep such minutes, it is responsible for storing them or turning them over to the Archives Committee. If recordings are made of committee meetings, such recordings should be deleted within three months.

Second: Sharon F.

Background: WSO work on behalf of the fellowship is being done by a growing number of committees. For the purpose of accountability to the fellowship, it is important that all committees provide current and transparent documentation of their strategic priorities and show that their activities align with the committees' priorities and statements of purpose.

Decision: Motion passed unanimously with Bill D. absent.

Motion 2020_1114_05: Addition to OPPM Committee Section

Add the following to the OPPM committee section. (Charlie H.)

***Annual Board review of committee structure.** Each year, between July and mid-November, the Board will review the existing roster of committees to ascertain that it best serves fellowship needs, and add, subtract or combine WSO Board committees as needed. The board is strongly encouraged to consult with affected committees before making changes to the existing committee roster. The board also may extend the review deadline if needed.*

Second: Sharon F.

Background: WSO and fellowship needs are continually evolving. A scheduled review of the committee roster will ensure that the committee structure is updated when needed to align with fellowship needs and WSO capacities.

Decision: Motion passed unanimously with Bill D. absent.

Motion 2020_1114_05: Notification of meeting contacts requesting removal

The IT Committee recommends that notes of "unsubscribe" requests and attempts to contact the meeting (directly and/or IG, Region) be noted in the admin block. Notice will be put on the meeting list that new contact info is needed, accompanied by a broader notice in *the Traveler*. If unsuccessful at getting an updated

contact, within 60 days, we will then expire the meeting. (Sharon F.)

Second: Fredrik H.

Background: This is a motion from the IT Committee to the Board for meetings that have no contact information due to contacts requesting removal. This is an ongoing issue with “no contacts” resulting from requests via email and “unsubscribes” in Mail Chimp. Right now, there are about 25 meetings that fit in this category, however that number is growing.

Decision: Motion passed unanimously with Bill D. absent.

Motion 2020_1114_06: Engagement of COE Consulting Company

To engage the COE consulting company for a fee of \$500 to do an organizational assessment of the ACA World Service Organization. (Bill D.)

Second: Charlie H.

Background: As part of its long-term Strategic Planning the board has been reviewing WSOs structure efficiency in overseeing its various operations. Three firms were interviewed, and the board selected the Center for Organizational Excellence to perform a preliminary assessment and make a recommendation on the type of structure for the board to consider.

Decision: Motion passed unanimously with Jim and David absent.

Motion 2020_1114_07: Payment of Accrued Vacation Time for Operations Manager

To pay Operations Manager Nick Calandrino \$2308 for 80 hours of accrued vacation time between April 2019 and April 2020. (Rich R.)

Second: Sharon F.

Background: By CA law this must be paid out. This payout is at his old rate of pay.

Decision: Motion passed unanimously with Jim B. abstaining.

December 12, 2020

Motion 2020_1212_01: Approval of HR Manual

To approve the latest Draft of the HR Manual submitted by the HR Ad Hoc Committee (Rich R.)

Second: Sharon F.

Background: The HR Manual will be provided to all employees and an electronic version will be available. The manual can be updated in the future as needed.

Decision: Motion passed unanimously.

Motion 2020_1212_02: Use of ABC Deposit for Strategic Planning Meeting

That the ABC Chair contact the Boca Raton Hotel about using our Deposit for an October Strategic Planning Meeting (Bill D.)

Second: Miles C.

Background: WSO has a deposit being held by the Marriot Renaissance Hotel in Boca Raton from the 2020 ABC. Since it does not appear to be safe to hold an in person event in April of 2021, we want to see if the hotel will accommodate moving the deposit to a later event when it is safer.

Decision: Motion passed unanimously.

Motion 2020_1212_03: IRS 990 Filing

To file form IRS 990 through our accountants, O&S. (Bill D.)

Second: Sharon F.

Background: Nothing unusual with the 990 this year except that we are going to adjust the 990 to match our accounting method on our books. We have been on the accrual basis but the 990 has been prepared on the

cash basis in all its prior years. Form 3115 is attached, which informs the IRS of the change. Going forward, the 990 and our books will be in alignment. Because we are a nonprofit, there is no tax impact in making this change. The filing due date is on Monday, so we will want to get this e-filed by then.

Decision: Motion passed unanimously.

Motion 2020_1212_04-06: Results of WSO Board Elections

04: To Accept Charlie H as WSO Chair starting after the 2021 ABC for 2 years

05: To Accept Jim B as WSO Treasurer starting after the 2021 ABC for 2 years

06: To Accept Sharon F as WSO Vice-Chair starting after the 2021 ABC for 2 years

Background: The WSO Board held elections for its 2021-2023 executive committee officers. The results are shown above. The Secretary position is still open at this time.

Decision: Motions passed unanimously.