



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

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

Mailing address: ACA WSO PO Box 811 Lakewood, CA 90714 (310) 543-1815

MONTHLY TELECONFERENCE AGENDA

November 13, 2021 2PM Eastern

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

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

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

A. Call to Order – Open with the ACA Serenity Prayer

B. Roll Call of Board Members –

C. Quorum

D. Guest Introductions

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

F. Minutes:

- September
- October

G. Chair Report – Charlie H

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

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

1. Executive Committee: Tamara P. <https://acawso.org/category/executive-committee/>
Motions to be read into the record.
2. Archive Committee: Marcia J <https://acawso.org/category/archives/>
3. Ad hoc Committee for Representation, Equity, and Accessibility: Joe H
<https://acawso.org/category/representation-equity-accessibility/>
4. European Committee: Fredrik <https://acawso.org/category/european-connection/>
5. Finance Committee: TBD <https://acawso.org/category/finance/>
6. Global Members Committee - Sue V - <https://acawso.org/category/global-members/>
7. Information Technology (IT) Committee: Brad L
<https://acawso.org/category/information-technology/>
8. Literature Committee: Christine B <https://acawso.org/category/literature-committee/>
9. Member Services Committee: Sarah O <https://acawso.org/category/member-services/>
10. Public Services Committee with H&I: Jim B, Rich R
<https://acawso.org/category/public-information/> and <https://acawso.org/category/h-andi-committee/>
11. Publishing Committee - Sue V <https://acawso.org/category/publishing-committee/>
12. HR Committee Rich R <https://acawso.org/category/human-resources/>
13. WSO Office: Nick C <https://acawso.org/category/wso-office/>
14. DCOC: Bill D <https://acawso.org/category/dist-ctr-oversight/>

15. Service Network Committee: Sharon F, Board Liaison
<https://acawso.org/category/service-network-committee/>
16. ABC AWC Committee: Liz C, Karin S <https://acawso.org/category/abc-committee/>
17. Ballot Prep Committee: Jim B <https://acawso.org/category/ballot-prep/>
18. OPPM Committee: Kelle J <https://acawso.org/category/oppm/>
19. Ad Hoc Committee on Meeting and Service Safety – Rich R, Delinda H
<https://acawso.org/category/ad-hoc-meeting-and-service-safety-committee/>
20. Nominating Committee: Denise <https://acawso.org/category/nominating-committee/>

J. Motions passed at a Board Working Session October 14, 2021

No motions were passed on this working session.

K. Motions passed at a Board Working Session October 28, 2021

1. **Motion:** To approve the hiring of a Customer Service Receptionist / Archives Clerk as a full time special worker to perform the duties in the attached job description. (Sharon F.) Second Frederik
Background: The tasks this employee will perform are critical to the overall success of the service office. The tasks will address long standing gaps in the ability to respond to communications to and from the fellowship and will allow other employees to focus on their core duties. Finance has reviewed the proposed increase in the budget and the revenue can support the position without negatively affecting the P&L health. This will address one of the primary complaints the fellowship and board have expressed about the office.
Decision: All in favor
2. **Motion:** To approve the hiring of a Customer Service Receptionist / Archives Clerk as a full time special worker to perform the duties in the attached job description. (Sharon) Second Frederik
Background: The tasks this employee will perform are critical to the overall success of the service office. The tasks will address long standing gaps in the ability to respond to communications to and from the fellowship and will allow other employees to focus on their core duties. Finance has reviewed the proposed increase in the budget and the

revenue can support the position without negatively affecting the P&L health. This will address one of the primary complaints the fellowship and board have expressed about the office.

Decision: All in favor

3. **Motion:** To approve the hiring of a Board Administrative Assistant as a part time (approximately 20 hours a week) special worker to perform the duties in the attached job description. (Sharon F.)

Background: The tasks this employee will perform are critical to the overall success of WSO board of Trustees and organization overall. The tasks performed will alleviate the immense amount of clerical work required of the board secretary and board chair to allow them to focus on the roles of governance and planning.

(Erin second)

Decision: All in favor

4. **Motion:** Elect Tamara P. as Secretary. (Charlie)

Second: Sharon F.

Decision: All in favor (Tamara abstained)

L. Motions passed via Specific Concurrence (SC) during October 2021.

(A Specific Concurrence is an electronic vote and is often considered time sensitive and/or has previously been discussed during Working Sessions).

1. **Motion:** Accept changes suggested by the OPPM committee to OPPM X. Committees, Section C. (Jasmina T.)

Background: The language in this section of the OPPM was not clear on delineation of procedures.

Decision: All in favor

2. **Motion:** To expand the Ethics section that is currently in our HR manual.

Background: The HR committee suggested changes that would expand the Ethics section in our HR manual. We feel it would be beneficial overall to healthy HR environment for WSO employees and volunteers.

Decision: All in favor

3. **Motion:** To hire Bill D. as a temporary executive to manage WSO business operations, in accordance with a hiring agreement signed Oct. 8, 2021. The agreement will last 30 days, beginning Oct. 11, 2021, with an option to negotiate an extension if needed. This motion and the hiring agreement will not take effect until Bill D. submits a written resignation as a member of the ACA WSO Inc.

Board of Trustees. His resignation is judged necessary to prevent the potential for, or appearance of, conflict of interest in his performance of a paid-staff role.

Background: ACA WSO's business operations are rapidly expanding to a global scale, requiring a higher level of management expertise than was needed in the past. The Board of Trustees has begun a process for hiring a more senior-level executive, but this process is expected to take 4-6 months, and even an interim executive will be difficult to hire and orient in less than 30 days. Bill D. has deep experience in ACA World Service business operations, and the board has determined he is qualified to run business operations effectively until the board progresses further in its search for an interim or permanent executive. The contract notes that, "Temporary employees are hired for a specific period or specific work project, not to exceed an initial term of three months in duration. ACA reserves the right to extend the duration of temporary employment where necessary."

Decision: All in favor

M. ANNOUNCEMENTS

- **Next WSO Board Teleconference Meeting is Saturday December 11th at 2PM EDT**

N. Guest Comments

O. Motion To close

P. Closing Serenity Prayer

Q. Summary of 2021 ABC Proposals and Floor Motions (attached)

Issue	Outcome	Status
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<p>To revise or develop Amazon Kindle editions of ACA literature so that they correspond to the same page in hard copy publications</p>	<p>Board Motion prior to ABC</p>	<p>Publishing Committee is currently working to update the English BRB version, as well as add the Yellow Workbook and the new Loving Parent Guidebook to Kindle. Other publications and languages will follow.</p>
<p>International Literature Scholarship Fund</p>	<p>Board Motion prior to ABC</p>	<p>The 7th Tradition page currently accepts funds for the fund. Finance Committee and Publishing have been tasked with setting up procedures for application and disbursement of those funds.</p>
<p>Creation of 12 Step & 12 Tradition Book (12x12 or 12x12x12 to include the Concepts)</p>	<p>Motion did not pass</p>	<p>Groups, Intergroups and/or Regions who are interested in developing this literature are welcome to submit a draft to Literature Committee. Refer to Literature Committee as well.</p>
<p>Creation of a pamphlet/trifold be developed to outline/describe the significant differences between the ACA fellowship and other 12-step programs.</p>	<p>Referred to the Board</p>	<p>Refer to Literature Committee for assessment</p>

Issue	Outcome	Status
<p>We move that a new literature subcommittee begin planning a revised edition of the Big Red Book, with new testimonials and updated content, to be more inclusive of all experience of gender, sexual orientation, ethnicity, religion/spirituality, and a broader range of socioeconomic and cultural backgrounds</p>	<p>Passed</p>	<p>Refer to Literature Committee</p>
<p>We propose that in future printings of Chapter 19 in the BRB, the second personal share under TRADITION THREE (p. 503) be deleted entirely</p>	<p>Passed</p>	<p>Refer to Literature Committee</p>
<p>We propose that Adult Children of Alcoholics (ACA) officially change its name to Adult Children of Alcoholics and Dysfunctional Families (ACADF).</p> <p>- combined with</p> <p>We propose that WSO use the acronym ACA/DF in order to include people whose parents are not alcoholics.</p>	<p>Referred to the Board</p>	<p>Refer to Executive Committee to refine the proposal - Task force to set up a series of Town Halls using KBDM to start a Fellowship Wide discussion? (Include Bill to address DBA and other issues brought forth during the ABC discussions.) Send out a multiple language survey of possible name change choices?</p>

Issue	Outcome	Status
<p>We propose that a Topic book that covers the very unique and specific challenges that ACA deals with be developed. Ideally this would be in a format that each individual topic could be read in 15 – 20 minutes, so can be used as the content of a topic meeting.</p>	<p>Referred to the Board</p>	<p>Groups, Intergroups and/or Regions who are interested in developing this literature are welcome to submit a draft to Literature Committee. Refer to Literature Committee as well.</p>
<p>We propose that WSO create an ACA app for mobile devices.</p>	<p>Referred to the Board</p>	<p>Refer to IT Committee to call for volunteers to form a group to study cost, feasibility, and scope</p>
<p>We propose that WSO assemble a committee—comprised (wholly or in part) by transgender, nonbinary, gender-fluid, and/or other gender-non-conforming ACAs—to determine whether and how to make future printings of the BRB more gender-inclusive.</p>	<p>Referred to the Board</p>	<p>Refer to Literature Committee</p>

Issue	Outcome	Status
<p>We propose that WSO produce a version of the BRB and other literature where the level of language is aimed at junior highschool level rather than university-grade English, so that the content is more easily understandable to people for whom English is a second language, rather than their mother tongue.</p>	<p>Referred to the Board</p>	<p>Refer to Literature Committee</p>
<p>Motion to approve a suggested allocation of a meeting's surplus funds be 60% to local IG, 30% to WSO, and 10% to Region.</p> <p>If the funds are coming from an IG, the suggested allocation would be 60% to WSO and 40% to the Region.</p>	<p>Delegates deemed not time-sensitive</p>	<p>Referred back to Finance Committee - Suggest seeking feedback from IGs and Regions before finalizing.</p>
Issue	Outcome	Status

<p>General idea: Policy for listing or delisting meetings from the WSO meeting list.</p>	<p>Not discussed at ABC due to specificity of floor motion and prior Board action</p>	<p>WSO began a series of “Only Meeting” Town Halls to launch a Fellowship-wide discussion the issues (safety vs exclusion) in order guide the Board in developing a Traditions-based policy on which meetings can be listed or delisted from the website.</p>
<p>We propose WSO create a working group to investigate the viability of utilizing and implementing Knowledge Based Decision Making (KBDM) in future ACA business conferences.</p>	<p>Delegates deemed not time-sensitive</p>	<p>A group is currently meeting to study KBDM. Propose that this study group be incorporated into Governance CC.</p>