



DECEMBER 31, 2020

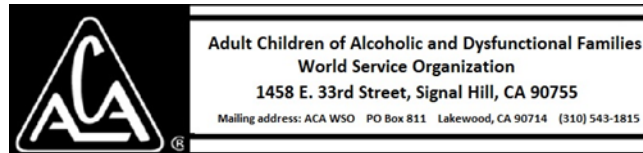
# 2020 TELECONFERENCE MINUTES

JIM B.  
ACA WSO SECRETARY 2019-



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**January 11, 2020**

**2PM EST**

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

**Zoom Webinar ID: 228-809-511**

Webinar:	Dial US	Dial International
<a href="https://zoom.us/j/228809511">https://zoom.us/j/228809511</a>	<b>US: +1-669-90-06833 (San Jose)</b> <b>PIN: 228809511#</b>  <b>US: 1-929-205-6099 (New York)</b> <b>PIN: 228809511#</b>	<a href="#">Zoom International Dial-in Numbers</a> <ul style="list-style-type: none"> <li><b>DEN: +45 89 88 37 88</b></li> <li><b>SWE: +46 8 4468 2488</b> <b>+46 8 4468 6646</b></li> </ul> <p>Full list of international Numbers  <a href="https://zoom.us/u/adSv3hv19d">https://zoom.us/u/adSv3hv19d</a> </p>

**A. Call to Order: Traditional Serenity Prayer**

**B. Roll Call of Board Members:**

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

**Absent:** Charlie H.

**C. Quorum Established**

**D. Guest Introductions**

• Adrian, Sweden	• Greg R. Chair NomCom	• Karin, Chicago Chair APB	• Markus, Greater East Bay
• Denise, AK	• Jeff, WI	• Lana, Calgary	• Markus, Sweden
• Eva, NY IG	• Josh, DC	• Laura L., CA	• Mary Jo L., Chair OPPM, Chair Ballot
• Fredrik, Sweden 2019 ABCAWC Host Comm. Chair	• Justine F.: Pennsylvania. NJ139/IG599, Lit, APB, Intergroup Cmtes.	• Marcia J. Chair Archives, IL0237	• Sharon F.: Kansas City, MO, Chair Technology Committee

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

**F. Minutes:** Motion to approve the amended December 14, 2019 Teleconference Minutes (Bill D.)

**Second:** Carole C.

**Discussion:** Minutes to be updated to correct the date of the EC Election to February 4, 2019.

**Decision:** Motion passes unanimously

**G. Chair Report:** David Mc B (For Charlie H.)

Charlie is traveling. Minutes from the October Strategic Planning Meeting have been posted. ABC Ballots will be sent out soon. Please sign up for the 2020 ABC and AWC.

**H. Treasurer's Report (Bill D.)** *The full report is on the business website [www.acawso.org](http://www.acawso.org)*

**Balance Sheet**

In reviewing the Balance Sheet, we can see ACA WSO ended the month with \$687,829 in Total Assets. This is a decrease of \$8,870 from the previous month and is due primarily to a continued decrease in our Liabilities. Our Total Liabilities decreased by more than \$13,000 because we paid off expenses that were accrued in previous months but had not actually been paid for until December. Our total cash increased by \$6,086 and our inventory decreased as a sales offset. Our Cash and Cash Equivalents increased by \$17,395. We are in good financial condition and are continuing to meet all our regular obligations without drawing into reserves.

WSO's Total Liabilities and Equity of \$687,829 at the end of the period that leaves us with a Year-To-Date net income of \$84,601.

**Profit & Loss Statement – Previous Month**

Looking at the P&L we can see Total Income for the month was \$91,722. This is higher than the previous month by \$3,729. This is due to an increase in contributions as well as audio book and European sales. The Cost of Goods Sold (COGS) was \$50,092 and was a little higher compared to the prior month's COGS of \$49,648 leaving WSO a Gross Profit of \$41,630 before expenses. We had a Gross Margin of 45.3% for the month compared to about a 39% average for the publishing industry. Gross margin is calculated by subtracting cost of goods sold (COGS) from total revenue and dividing that number by total revenue.

Overall WSO expenses were \$37,435 including payroll and operating expenses resulting in a net income of \$4,195 for the month.

**7th Tradition Contribution Report:**

WSO received \$12,335.00 in 7th Tradition Contributions for the month from members, groups, and intergroups. This is up by about \$3,500 from the prior month. We budgeted right at \$10,000 per month needed in contributions to fund our committees and programs.

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

**1. Executive Committee:** David Mc B.

We have been busy with the following areas:

- Looking at HR oversight and options
- And software improvements
- Staffing holiday schedules and options
- Planning Upcoming Strategic Planning meeting at the ABC – 1 day before, 1 day after
- 1 Year overview

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



- A final revision was done to the Deed of Gifts.
- A list of people to interview for Oral Histories was prioritized. Committee members were assigned names to find contact information.
- There has been no response to requests sent to Tulsa, OK in regards to possible contacts who may know about papers that belonged to Omer G., who was instrumental in the creation of the BRB. Our next attempt will be a request for information placed in the Traveler.

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

- Reviewed the Monthly Financial Statements with a representative of our accounting firm. The statements were posted in the repository under the Treasurer's report. – Completed
- The committee continued compiling the 2020 budget during December. The committee has had a couple of working budget meetings with the full board to revise the committee area of the budget. This work will be completed with a final draft budget for adoption in the next few weeks – In Process
- Completed the very laborious Phase 2 of the Sales Tax Compliance Project with the Finance Committee doing the work that resulted in saving WSO the \$1,500 fee from Avalara. We used their compliance analysis spreadsheet template that we paid for in Phase 1 and completed our sales tax compliance analysis for all states. This was done after determining where we meet either the physical or economic nexus that triggers the sales tax liability. We have determined WSO owes about \$77,000 in combined sales taxes nationwide as a result of the late 2018 ruling by the Supreme Court that gave states the right to retroactively collect sales tax from online sellers. Even though we did not have a physical presence in those states and were not charging sales tax previously the Supreme Court South Dakota vs Wayfair ruling allowed states to collect the taxes. – In Process
- Sent the revised Travel Policy and new Outreach Literature Policy to the board for adoption - Completed

**4. Literature Committee:** David McB reporting for Charlie H.

- Almost ready to publish new Getting Started Book/Little Red Book – Looking for people to help edit, Contact [vicechair@acawso.org](mailto:vicechair@acawso.org)
- Therapist trifold is progressing
- Having delays with spiral bound workbooks – we are out of stock of LL books now.
- Work proceeding on Loving Parent workbook – reviewers are requested
- Q1 Comline was published and is on [www.adultchildren.org](http://www.adultchildren.org)

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

Our monthly teleconference is normally the first Wednesday of every month. Since that was New Year's Day this year, we postponed our meeting one week. Our Teleconferences are held on zoom at 2 p.m. Pacific Standard Time on <https://zoom.us/j/698113496>

We have quite a lot of business to attend to each month with five subcommittees attached to MSC and the *Traveler*. We aim to have bullet points prepared for reporting on the WSO's monthly Saturday Teleconference and get our full reports and approved Minutes on the ACA WSO repository by the Friday before that TC to shorten the time we take up during it.

We worked on our MSC budget last month and submitted it to the Finance Committee. We are now working with the Board to clarify parts of it. We are very aware we need to make sure that our budget allows us to continue to serve the membership and the ACA program. We have been discussing how to do that economically.

We are also looking for a Members Subcommittee Chair. This subcommittee is a vital part of the MSC and needs a Chair to lead it. The subcommittee makes sure that incoming questions about ACA and the program are answered. It keeps communication open between WSO, IG, Regions, meeting groups, and the membership.

#### **Our Subcommittees:**

- **Global Members** is chaired by Sue V. from Canada. The **Monthly Report** is in the repository. Briefly South Korea has just registered their first meeting and have requested our “Lights On” program for literature to begin it. Global and WSO Translations are supporting their efforts at translating literature into Korean. New Meetings have started in South Africa and will be registering with WSO when they are more settled. Israel has started a Step Study group using the English 12 Step Study Workbook. The committee is encouraging various countries to send a share in English and in their language to be included in the Loving Parent Workbook. China has a new meeting in English. This is not the first meeting to be registered in China. However, no meetings in China were assisted by the “Lights On” program. Therefore, the committee is looking at the possibility of using it for this new meeting.
- **Intergroups** is chaired by Tamara. They have a workgroup that is presently working on the **Needs Assessment Survey** results. A report on that survey will be forthcoming once the deadline has passed and the work completed.
- **The Members subcommittee** needs a chair to lead it. The subcommittee works to promote connections between members, groups, and WSO. In 2019 the Members Subcommittee answered questions from the membership, developed and published new pages for the AdultChildren.org website to welcome and engage Newcomers to ACA, conducted the **2019 Membership Survey** to assist WSO committees in meeting the needs of the Fellowship, and assisted meetings and Intergroups in updating their information with WSO. A report is on the repository at <https://acawso.org/category/member-outreach/>
- **Regions** is chaired by Matt. They will begin meeting once a month by virtual means on the third Sunday of the month at 1 p.m. eastern time. Interested parties may also use the Slack channel **#msc\_regions\_subcmte** to discuss ACA business pertinent to the formation and existence of Regions. The subcommittee is working on the German Region application. The Region will comprise the German speaking countries of Switzerland, Austria, Germany, and Liechtenstein. They might consider including German speaking meetings in other countries. Regions is also working with some other groups in the U.S. that are getting organized to form regions.
- **Young Adults and Teens** is chaired by Marc. He reported that subcommittee activity was slow during the holidays. Highlights for December included communication from a school psychologist who wants to start an ACA Teen meeting in a school. Marc suggested the psychologist contact the area’s Intergroup for assistance that agreed to assist her. Marc also suggested to the Intergroup that they might find a parent to assist the psychologist. The subcommittee is continuing to brainstorm how to help this psychologist and all Teen meetings.

The subcommittee now has a writing team that is discussing how best to reach out to young teens

since they are children and existing ACA literature is written for adults. Their belief is the current literature is inadequate in explaining to teens what the ACA program is about and how to work it. The subcommittee is asking the OPPM Committee for answers about changing wording in the “Laundry List” for instance. During the last MSC meeting, the group gave Marc some suggestions for how to write new literature, use cartoons to explain current literature, and form a special team of volunteers to write a core list of what ACAs are rather than try to reword the “Laundry List.”

We also discussed the difficulties of getting Young Adults/Teens meetings into schools. Decision was that the difficulties are like getting meetings into prisons and jails. One suggestion was to develop a special H & I package of literature meant for Teen meetings in schools that possibly that the Intergroups (and possibly the Regions) will be able to implement. Having Teen meetings connected to regular ACA group meetings was also mentioned to introduce Teens to the program.

During this discussion we all agreed that it would be logical for Rich, the nominee for Chair of H & I, to work on the Teens meetings with MSC and the Subcommittee.

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

- Working with AA on the 2020 International Convention – ACA hospitality suite for little or no cost.
- Miles will be doing a presentation on Jan 24<sup>th</sup> or 25 at the Kanawakee Native Reserve and also looking at the Ontario Regional AA Conference and giving out literature there.

**7. Hospitals and Institutions:** Rich R.

Rich will take over as H & I Chair. Miles will be the vice chair. Literature was sent out as part of the Behind the Walls program. The subcommittee is checking to see if there can be ACA participation at a convention in Boston, MA as well as the Canadian Mental Health Convention.

**8. European Committee:** Majbrit M.

The EC is still in the process of transitioning to the new team. New procedures are being created, and meetings are being held to discuss what the EC might become once Majbrit rotates out of service in April. Information about the transition is being sent out to the Intergroups Emails in Europe. The election of officers/trusted servants for the first term after the Interim has been postponed until the next EC TC February 1. A note will be sent out early next week with an updated list of vacant positions for voting February 1st 2020

The WSO is finalizing the committee budgets for 2020. The board is reviewing them as we speak and we expect to have them available on our next EC call. The yearly European committee report is in the making. Each year we provide a report of progress for the ABC as part of the binders used by the delegates. The binder can be downloaded in mid-April before the ABC. The yearly report can also be read at the repository. <http://acawso.org/European>

The ballot proposals have been analyzed by the board and will be sent back to the fellowship for voting to choose which proposals will be put on the ABC agenda on January 15. The yearly European committee report is in the making. Each year we provide a report of progress for the ABC as part of the binders used by the delegates. The binder can be downloaded in April before the ABC. The yearly report can also be read at the repository by going to <http://acawso.org/European>

**Other items of interest:**

- The Spanish IG asked for support in reviewing the Panamanian traditions of LLWB and SMR.
- Ukraine is negotiating a license agreement to print the Russian BRB.

- Norway was provided with a service sponsor in their efforts to restart their translation process. We also provided a regular sponsor of step-work by reaching out to our fellowship
- An invitation of interest to co-host the annual EC event has been sent out to all the IGs in Europe, we expect a submission of interest no later than February 15.

**9. WSO Office: Nick C.**

- Year-end inventory is complete with no significant variances to report. Documents and count sheets will be scanned and filed in Dropbox. In addition all inventory records from 2019 will be archived electronically and deposited to the Dropbox Office file.
- Nick and Jose are attending to all aspects of the DC. We've had some record high volume days in shipping and are considering adding half days on Saturday as needed.
- Amazon Sales are down, likely due to being out of stock of some workbooks.
- **Statistics:** 2453 active Meetings, 103 Intergroups, and 1 Region

**10. DCOC: Bill D.**

The DCOC has been very busy this past month with numerous projects in addition to their regular monthly duties of reviewing inventory levels and office oversight.

- Reviewed and discussed the monthly inventory statistics, pending orders, and inventory movements with the office.
- The UK in country printing project is proceeding along as mentioned in last month's report. The UK IG has received a copy of the first printing of the Soft Cover Big Red Book. Those are now printed as is the Newcomer Booklet. The other titles YWB, SMR Meditation, and LLWB are also printed but are awaiting binding. The UK online Book Store is in beta testing and is about to go live as soon as the ecommerce payment details are completed.
- The German VAT registration process has finally been completed using a third-party proxy. We have our official tax registration number and will be uploading it to Amazon when the form is received from the proxy.
- The Committee was tasked with looking more deeply into the WSO Human Resources (HR) areas after a recent board discussion around our HR needs. As a result of that discussion the board asked the DCOC to look at HR consultants who could assess the WSO HR policies including procedures, documentation, employee files, and federal and state regulatory compliance. The committee performed an internal HR needs analysis and solicited 3 proposals from reputable firms. The committee is in the process of finalizing its report to the board.
- The new IT Committee Chair, Sharon F., who joined the committee last month presented an IT Access policy for the committee's review. It was delivered at the last committee by Sharon and will be reviewed and discussed at upcoming DCOC meetings before being sent on for review by other committees and ultimately the full board.
- The current office lease expires at the end of April and the committee has been discussing it with the operations manager and Executive Committee. The broker for the new owner was contacted and a conversation held about the lease. The broker will get back to WSO with a proposed lease around the end of January. It will be a different type lease than we have had in the past with the former owners. It appears as a result our lease rate will increase.
- There has been much discussion about the WSO inventory management since it was first cited as an area of concern in our last Financial Audit. The board discussed it with our operations manager

and our accountants at our Strategic Planning Meeting in October. Most of us realize there is a big problem between what we show on our books and what we have in our warehouses. So much so that our accountants feel we would not pass an audit if we were audited.

We must be able to match each inventory item and quantity to a recorded cost in our books to pass an audit and avoid serious problems and maintain our 501(c) 3 standing. A review of each separate issue is being made with the object of a recommendation to the Board for dealing with them. Our accountants have presented a 4-phase action plan to give us the desired results. We are looking at utilizing volunteers and staff to accomplish the goal of accurate inventory accounting.

**11. Service Network Committee: Jim B.**

We meet weekly on Monday at 8PM ET, and Tuesday at 2PM ET to accommodate European and other schedules. Check the WSO committee calendar at <https://acawso.org/committees-calendar/>

See: <https://acawso.org/category/service-structure-committee/>  
<https://zoom.us/j/368722526>

- We have completed our review of service manuals from other fellowships.
- We have drafted a **Table of Contents** for the **ACA Service Manual** and will continue to update it.
- We are supporting the growth of regions in ACA where possible, collaborating with the Members Services Regions subcommittee.
- We took a few weeks off at the end of 2019 and want to thank all those that have contributed their time and shared their experiences with us this past year. 2020 is going to be a great year for the Service Network Committee and for the growth of the ACA community.
- Our plans for 2020 are:
  - a. Set goals for what we want to accomplish before the ABC in April 2020.
  - b. Organize the committee to effectively deliver content going forward.
- **Reminder:** The Concept Study Group will be meeting on Sunday, January 19 (3rd Sunday of the month) at 10:30 am EST via ZOOM; the discussion will be on Concept V. To join this meeting online, please go to <https://zoom.us/j/283490458> ; Meeting ID: 283 490 458; to find your local call-in number by location, go to <https://zoom.us/u/ac3j5Blsoa> .

**12. Information Technology (IT) Committee: Sharon F.**

*Formerly the Website and Database Committee*

We meet bi-weekly on Wednesdays at 1pm ET via Zoom and use our channel on Slack for work between meetings. If you're interested in joining us, please send an email to [webservant@adultchildren.org](mailto:webservant@adultchildren.org). We welcome fellow travelers who are interested in becoming involved, especially those experienced in graphics and web design, particularly **WordPress**.

**Documentation**

- Meeting Updates procedures document forwarded to office for utilization and feedback
- Working with OPPM Committee to update website, database, and technology use procedures in the OPPM
- Working with DCOC to create procedures and form for WSO IT User

**Access**

- Working with MSC on Meeting List validation procedures

- Documenting best practices for ACA websites and WSO publishing guidelines

#### **Meeting Database**

- Continuing to reach out to groups to update or verify contact information
- Additional notifications added for meeting/IG update requests for validation and response. Send an email to [meetings@acawso.com](mailto:meetings@acawso.com) for help with updating meetings or IG information.

#### **Site Maintenance**

- All sites - Security updates
- Adultchildren.org - Content and navigation updates for Meeting's menu
- Acawso.org - Changed category titles, URLs, and created redirects for Member Services, Distribution Center – Office, and Information Technology
- Adultchildren.org - Resolved error in **Mail Chimp** subscriber form

#### **ABC/AWC**

- Maintaining registration information and food purchases
- Working with committees to develop online forms for ABC and AWC feedback
- Remote delegate procedures
- APP for ABC Binders, AWC Program, Schedule, etc.
- Committee Support
- Service Volunteers – forwarded inquiries to Literature and Member Services
- Finance - provided reports for 2020 Budget and Sales Tax Reporting analysis
- Literature – website updates
- Emails – in process of migrating EC, EC-finance, Help, HR, Meetings and Information emails from **GoDaddy** to **G-Suite** – plan to complete before the end of January.
- **Zoom** – implemented meeting scheduling and recording procedures to support increased committee meetings in Zoom

The WSO Information Technology Committee would like to express its gratitude to Jim B. for his dedicated service and leadership. An addendum to the report was read.

#### **13. ABC Committee: Miles C.**

- Looking at some menu updates for the 2020 convention
- Finalizing the choices for speakers and workshop panels
- Looking for a parliamentarian and making plans for recording.
- There will be a dedicated room for committee meetings
- A Helms-Briscoe event planner was selected to work on the 2021 hotel and event to be held in San Francisco.
- Requested committee reports for the ABC Binder

#### **14. Delegate Training Subcommittee: Cheryl F. for Erin D.**

Did not meet in December. Working on sending out a letter to the delegates.

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

Ballots will go out on Wednesday Jan 15<sup>th</sup> to group contacts. 15 Proposals will be going out for consideration Remember this round of voting is not to vote “yes” or “no” on the proposal but to say if the proposal should be brought to the 2020 ABC for discussion.

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

The committee is working on a number of projects. An updated Travel Policy sent to the board for approval. An updated OPPM was posted to the service website on December 12, 2019. The document is no longer available through a weblink.

**17. Nominating Committee:** Greg R.

Additional Trustee Applications for 2020 are being received. It's possible that the Board will ask us to nominate more than 2 new Trustees this next year. As a result, we are opening a second round of applications, ending February 1, 2020. We are proceeding in vetting the 2 applicants we have. We will start vetting any new applicants in February, just in case. We are especially looking for someone with experience in finance or as a corporate secretary.

If you (or someone you know) has considered serving as a Trustee and weren't sure if this service work is right for you, contact the Nominating Committee. We'll do our best to provide you with additional information to help inform your decision. Additional applications are due by February 1, 2020. See <https://acawso.org/category/nominating-committee/> for guidelines, forms and process information.

**NOTE:** Applicants from Europe should apply directly to the Nominating Committee, not through the European Committee.

CALL FOR NOMINATING COMMITTEE MEMBERS! We have two positions available on the committee, especially one from outside North America. If you or someone you know is interested and qualified, contact <mailto:chairnomcom@acawso.org> and submit an application. The application information can be found at <https://acawso.org/category/nominating-committee/>

We request that Board members and others review the Nominating Committee process and suggest opportunities for improvements. <https://acawso.org/category/nominatingcommittee>

**Nominating Committee accomplishments since December 1, 2019**

1. Conducted two teleconferences in December.
2. Started interviews for Board applicants.

**Next Steps:**

1. Solicit additional 2020 Board applicants for additional Board seats, as needed
2. Continue search for two committee members, at least one from outside US and Canada
3. Continue to engage fellowship via WSO communications
4. Evaluate feedback from former Trustees and incorporate recommendations as appropriate

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

The committee continues to prioritize the APB organizational relationship to the WSO.

**J. New Business**

*This motion was done during the PSC committee report*

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

**Background:** None recorded.

**Second:** Rich R.

**Decision:** Motion passes unanimously.

**2. Motions passed at the board working meeting on December 13, 2019**

**Motion:** 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.

**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 recommended 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).

**Second:** Miles C.

**Decision:** Motion passes unanimously.

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

**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.

**Second:** Miles C.

**Decision:** Motion passes unanimously.

**4. Motions passed by concurrence on December 27, 2019**

**Motion** 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

**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.

**Decision:** Motion passes 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
_____	_____	_____	_____
_____	_____	_____	_____



\*Individual H&I literature packets do not need this form as long as written requests are received.

Shipping address of the literature: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Authorized by \_\_\_\_\_

Please email completed form to [accounting@acawso.org](mailto:accounting@acawso.org)

5. **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.

**Background:** As the ABC AWC has grown in size and complexity the negotiations with hotels have stretched host committees and the board's abilities to seek the best deal for the fellowship. By using a professional consulting firm who specializes in event planning around the world, WSO will get their expertise at no cost since they are paid by the hotels when they bring them business.

**Second:** Majbrit M.

**Decision:** Motion passes unanimously.

**K. Guest Comments:**

- **Josh** – Asked about the status of the APB tent card. The draft version is posted. The final version submitted to the Literature committee may still be pending due to the confusion of the status of the APB working group. We need to follow up with the Literature committee.
- **John From Mass** – Asked about the Boston Trauma center event, can his local IG assist. Suggested to contact Rich at [HICHAIR@adultchildren.org](mailto:HICHAIR@adultchildren.org)
- **Laura** – asked about Map for Regions outside North America. The board has created anything, and the general view is to let the regions develop organically.

- L. **Motion to close the meeting:** Miles C.

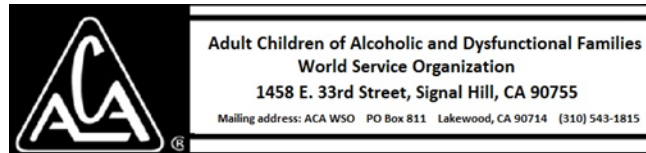
**Second:** Carole C.

**Decision:** Motion passes unanimously.

**M. ANNOUNCEMENTS**

- **Next Meeting:** Saturday February 8, 2020, at 2PM EST

- N. Meeting closed with the ACA Serenity Prayer



## MONTHLY TELECONFERENCE MINUTES

**February 8, 2020**

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

**Zoom Webinar ID: 228-809-511**

Webinar:	Dial US	Dial International
<a href="https://zoom.us/j/228809511">https://zoom.us/j/228809511</a>	<b>US: +1-669-90-06833 (San Jose)</b> <b>PIN: 228809511#</b>  <b>US: 1-929-205-6099 (New York)</b> <b>PIN: 228809511#</b>	<a href="#">Zoom International Dial-in Numbers</a> <ul style="list-style-type: none"> <li><b>DEN: +45 89 88 37 88</b></li> <li><b>SWE: +46 8 4468 2488</b> <b>+46 8 4468 6646</b></li> </ul> <p><b>Full list of international Numbers</b>  <a href="https://zoom.us/u/adSv3hv19d">https://zoom.us/u/adSv3hv19d</a></p>

### A. Call to Order by Charlie H

### B. Opened with Serenity prayer of your choice and language of your choice

### C. Roll Call of Board Members

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

**Absent:** Majbrit M

### D. Quorum established

### E. Guest Introductions

• Brad – DC area	• Greg R.—Austin, TX Chair NomCom	• Karin, Chicago Chair APB	• Mardi M —Montana ComLine Editor	• Sara—St. Louis, MO
• Cheryl—CAN	• Jeannie—FL	• Kathy—CA	• Markus—Greater East Bay	• Sharon F.—KC, MO, Chair Tech Cmte.
• Cristy—Austin, TX	• Jeff, WI	• Laura – C O	• Markus, Sweden	
• Denise, AK	• John—MA	• Marc —Netherlands	• Mary Jo L.—Des Plaines, IL Chair OPPM, Ballot Cmtes.	
• Fredrik—Sweden 2019 ABCAWC Host Comm. Chair	• Josh, DC	• Marcia J. – Davenport, IA Chair Archives, IL0237	• Pam – California	

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

### G. Approval of Minutes

**Motion:** To approve the January 11, 2020 Teleconference Minutes (Miles C.)

**Second:** Bill D.

**Discussion:** None

**Decision:** Motion passed with one abstention by Charlie H.

#### **H. Chair Report – Charlie H**

This is a very busy time of year as we prepare for the 2020 ABC-AWC in Boca Raton Florida from April 23 to 26. Check out [acaworldconvention.org](http://acaworldconvention.org) for details.

We do support remote delegates again this year and there are 16 Ballot proposals. Please schedule time with your groups to vote on the proposals before March 31st. The threshold for being accepted was lowered to 60% to allow more items to make the floor of the ABC for discussion. Make sure your group's voice is included.

We are working on making some changes to the ABC format as well as a simplified modification of Roberts's Rules that we hope will be easier to use.

#### **I. Treasurer's Report:** Bill D. < [https://acawso.org/2020/02/08/january-2020-treasurers-report/\\_>](https://acawso.org/2020/02/08/january-2020-treasurers-report/_>)

The Financial Statements are posted on the ACA Service Website at [acawso.org](http://acawso.org). Click on Treasurer's Report on the side menu to view this report.

##### **Balance Sheet**

In reviewing the Balance Sheet, we can see ACA WSO ended the month with \$723,062 in Total Assets. This is an increase of \$35,233 from the previous month and is due in large part to ABC AWC registrations and food tickets purchased. We also experienced what I believe is a record in 7th Tradition Contributions as well as higher than projected literature sales. Our Total Liabilities increased by \$8,500 as we accrued more sales tax liabilities, and we had the largest payroll periods in a single month due to timing of pay periods. Overall, our Cash and Cash Equivalents increased by \$55,172 due to the things previously mentioned while our inventory valuation decreased accordingly as a sales offset. We are in solid financial condition and are continuing to meet all our regular obligations without drawing into reserves.

WSO has total liabilities and equity of \$723,062 at the end of the period, which leaves us with a Year-to-Date net income of \$35,233.

##### **Profit and Loss Statement for January**

Looking at the P&L we can see Total Income for the month was \$127,014. This is higher than the previous month by \$35,292, which is due in part to the aforementioned increase in sales as well as an increase in contributions. The Cost of Goods Sold (COGS) was \$53,129; a little higher compared to that of the previous month (\$50,029.00) leaving WSO a Gross Profit of \$73,884 before expenses. We had an amazing Gross Margin of 58% for the month compared to about a 39% average for the publishing industry. Gross margin is calculated by subtracting cost of goods sold (COGS) from total revenue and dividing that number by total revenue.

Overall WSO expenses were \$47,153 compared to \$37,774 in December. Most of that increase was due to the sales tax payment to the State of Florida. These expenses include payroll and operating expenses after deducting them from the Gross Profit resulted in a net income of \$22,813 for the month.

**Profit & Loss Statement (YTD):** Since we only have one month to report in the new fiscal year, there is no

Profit & Loss YTD Report this month.

**P&L Actual to Budget:** As Treasurer this is a new report I am implementing this year. It will show us how we are performing by month compared to the approved budget. We are off to a great start comparing actual income and expenses to what was budgeted for the first month of the new fiscal year. We exceeded budgeted sales revenue and 7<sup>th</sup> Tradition projections by 13% which, in reality, is 30% above last year because we increased the budgeted revenue by 17% when developing the budget. After perusing the report, please contact me with questions.

7<sup>th</sup> Tradition Contribution Report: WSO received \$16,451 in 7<sup>th</sup> Tradition Contributions for the month from members, groups, and intergroups. This is up by about \$4,116 from the prior month. We budgeted about \$11,000 per month in contributions needed to fund our committees and programs worldwide. The members, groups, and intergroup contributions exceeded the budget this month. To see the 7<sup>th</sup> Tradition Contributions for the month, click on the 7<sup>th</sup> Tradition tab on the right-side menu of the [www.acawso.org](http://www.acawso.org) website.

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

**1. Executive Committee:** David Mc B

- Bill and David working to resolve Amazon UK issues.
- Together tackling overall Amazon European challenges.
- VAT taxes, product distribution, etc.
- Executed Avalara contract for German tax compliance.
- Worked with Jim B. to move forward with the Ad Hoc Diversity Committee
- HR oversight and policy development
- Executive committee and DCOC recommended to the board engaging Paychex for our H&R needs.
- Created a combined working group for H&R: Executive Committee with DCOC and the Operations Manager.
- Approved the purchase of 10,000 BRB from Bang, as it is the same size as previous orders approved by this committee
- Budget status final review before full board discussion
- Sales Tax Compliance
- Signal Hill lease
- NDA discussion

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

- The *Deed of Gifts* has been streamlined and renamed *Transfer of Materials Agreement*. It is ready for Board Approval.
- Contact was made with Claudia B. for an Oral History. Charlie H. is working on a proposal for the interview to be sent to her by the end of February.
- The 2019 ABC Report was completed and sent to Jim R. to be included in the Binder.
- A flier describing the work of the Archives Committee was created and sent to Carole C. for use at the Committee Recruitment table at the ABC/AWC.

**3. Finance Committee:** Bill D

During the month the Finance Committee met several times and worked on the following projects and tasks:

- **Reviewed the Monthly Financial Statements** with a representative of our accounting firm. The statements were posted in the repository under the Treasurer's report.
- The committee **presented the 2020 budget to the WSO Board** for approval at the January working

sessions. After review adjustments to some of the committee expenses the Board approved the 2020 operating budget. It is posted in the blue website service website under the Treasurer's Report

- The committee briefly **discussed the inventory project proposal** being developed in the DCOC committee. The committee consensus was that there was a definite need for new internal controls that will allow our inventory management to function as it is needed.
- The Finance Committee put forward **a plan to continue working on the sales tax compliance initiative** in house in lieu of paying consultants to do this work. The consultants quoted \$3,500 per state for the voluntary disclosure process. This could have cost over \$90,000 to do the states we determined needed to the board approved a motion to pay up to 4 people an hourly rate as contractors to do this. The team has been assembled and is working on this process. We have prepared and will submit in the next couple of days a multi-state amnesty request for voluntary compliance. The sales tax for Florida was calculated and disclosed to the State of Florida. They have waived the approximately \$4,400 penalty so all we had to pay was the calculated back taxes of about \$9,800.
- **Finished the revised Free Literature Authorization Form** and will be sending it to the board for review and adoption
- The committee **worked on a Cost Allocation Policy** that will guide how our program and non- program expenses are allocated between Program and General & Administrative categories. The committee adopted this policy and will be sending it to the board for approval.
- The committee **discussed having a Vice-Chair** and Bill reported he had been speaking with Lucia S. off and on over the years she has been on the committee. Her circumstances recently changed and she agreed to serve as Vice Chair if the committee chose her. Carol made a motion to elect Lucia S., Kirsten seconded and Lucia was unanimously elected.

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

- Rescheduled the quarterly call. The major item discussed was the *Bill of Rights*.
- The Fellowship comment version of *Addressing Predatory Behavior* is posted to the free literature page. We are asking groups to use it and give us feedback.
- We are revising the literature review process.
- The second quarter *ComLine* deadline is February 29<sup>th</sup>. Steps, traditions, and concepts 4, 5, and 6, as well as other Experience Strength and Hope is welcome – art work too! Please share with us at [litstaff@adultchildren.org](mailto:litstaff@adultchildren.org)
- The *Bill of Rights* working group has reviewed and compiled a number of different versions into a new combined list. Next meeting is this Saturday to review the list.
- We are updating our website to make it easier to volunteer.
- The Literature Evaluation Subcommittee is preparing a 2<sup>nd</sup> revision of a workbook from the central coast IG. Also, a submission from the Toronto IG on the inner child.
- Email [literature@adultchildren.org](mailto:literature@adultchildren.org) with any questions

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

Our monthly teleconference is normally the first Wednesday of every month. Since that was on New Year's Day this year, we postponed our meeting one week. Our Teleconferences are held on zoom at 2 p.m. Pacific Standard Time on <https://zoom.us/j/69811349620>. We have quite a lot of business to attend to each month with five subcommittees attached to MSC and the *Traveler*.

We aim to have bullet points prepared for reporting on the WSO's monthly Saturday Teleconference and get our full reports and approved Minutes on the ACA WSO repository by the Friday before that TC to shorten the time we take up during it. We worked on our MSC budget last month and submitted it to the Finance Committee. We are now working with the Board to clarify parts of it. We are very aware we need to make sure that our budget allows us to continue to serve the membership and the ACA program. We have been discussing how to do that economically. We are on the lookout for a **Member Services Committee** vice chair.

An MSC vice chair will eventually take on the position of Chair of this committee and will be a great help to the current Chair. We are also looking for a **Members Subcommittee** Chair. This subcommittee is a vital part of the MSC and needs a chair to lead it. The subcommittee makes sure that incoming questions about ACA and the program are answered. It keeps communication open between WSO, IG, Regions, meeting groups, and the membership.

We submitted our report to the 2020 ABC Binder. The **Intergroup Subcommittee** is organizing a volunteer table at the ABC. All committees are asked to make business cards or fliers for the table.

#### **Our Subcommittees:**

- **Global Members** is chaired by Sue V. from Canada. Their Monthly Report is on the repository.
  - South Korea has just registered their first meeting and have requested our *"Lights On"* program for literature to begin with. Global and WSO Translations are supporting their efforts at translating literature into Korean.
  - New Meetings have started in South Africa and will be registering with WSO when they are more settled.
  - Israel has started a Step Study group using the English 12 Step Study Workbook.
  - Global is encouraging various countries to send a share in English and in their language to be included in the *Loving Parent Workbook*.
  - China has a new meeting in English. This is not the first meeting to be registered in China. It has come to the sub committee's attention, however, that no meetings in China were assisted by the *"Lights On"* program. Therefore, Global is looking at the possibility of using it for this new meeting.
- **Intergroups** is chaired by Tamara. They have a workgroup that is presently working on the **Needs Assessment Survey** results. A report on that survey will be forthcoming once the deadline has passed and the work completed.
- **Members** need a chair to lead it. The Members Subcommittee works to promote connections between members, groups, and WSO. In 2019 the Members Subcommittee answered questions from the membership, developed and published new pages for the [adultchildren.org](http://adultchildren.org) website to welcome and engage Newcomers to ACA, conducted the 2019 Membership Survey to assist WSO committees in meeting the needs of the Fellowship, and assisted meetings and Intergroups in updating their information with WSO.
- **Regions** is chaired by Matt K.
  - They will begin meeting once a month by virtual means on the third Sunday of the month at 1 p.m. Eastern time. Interested parties may also use the Slack channel **#msc\_regions\_subcmte** to discuss ACA business pertinent to the formation and existence of Regions.
  - German Region application. The Region will comprise the German speaking countries of Switzerland, Austria, Germany, and Liechtenstein. They might consider including German speaking

meetings in other countries. The application has currently been put on hold.

- The subcommittee is also working with some other groups in the U.S. that are getting organized to form regions.

- **Young Adults and Teens** is chaired by Marc.

Subcommittee activity was slow during the holidays. Highlights for December:

- We had communication from a school psychologist who wants to start an **ACA Teen** meeting in a school. Marc suggested the psychologist contact the area's Intergroup for assistance and the Intergroup agreed to assist her. The subcommittee is continuing to brainstorm how to help this psychologist and all Teen meetings.
- The subcommittee now has a writing team that is discussing how best to reach out to young teens since they are children and existing ACA literature is written for adults. Their belief is the current literature is inadequate in explaining to teens what the ACA program is about and how to work it. The subcommittee is asking the OPPM Committee for answers about changing wording in *the Laundry List* for instance.
- During the last MSC meeting, the group gave Marc some suggestions for how to write new literature, use cartoons to explain current literature, and form a special team of volunteers to write a core list of what an ACAs are rather than try to reword the *Laundry List*. We also discussed the difficulties of getting Young Adults/Teens meetings into schools. Decision was that the difficulties are like getting meetings into prisons and jails. One suggestion was to develop a special H & I package of literature meant for Teen meetings in schools that possibly that the Intergroups (and possibly the Regions) will be able to implement. Having Teen meetings connected to regular ACA group meetings was also mentioned to introduce Teens to the program. During this discussion we all agreed that it would be logical for Rich, the nominee for Chair of H & I, to work on the Teens meetings with MSC and the Subcommittee.

**Other News:**

- WSO is rewriting the *Board Norms of Conduct* and that we can use them in our committee work as an aid to resolve conflict in a healthy way. We agreed that we can assist them on the 4th Monday of each month at 10 a.m. EST to do this work.
- Rich is the new **Hospitals & Institutions** Chair. Hospitals & Institutions will be joining the MSC monthly meeting. This will provide a consistent monthly meeting place and time until it can grow and be on its own.

6. **Public Services Committee:** David Mc B, Miles C

- Miles reported that he attended a 1.5-hour presentation for counselors on a native reserve south of Montreal, and was well received. Literature was handed out. He also has an upcoming appointment with the Ontario Mental Health Association.
- David is working on the AA Florida State convention in Jacksonville, as well the International AA convention in Detroit to provide an ACA presence at each event.
- Work is being done on a trifold to reach **Al-Anon** similar to the *Emotional Sobriety* trifold created for AA. We would also like to create a trifold for therapists.

7. **Hospitals and Institutions:** Rich R

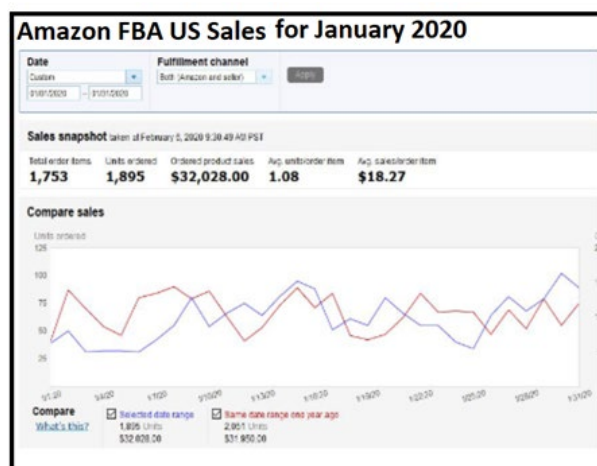
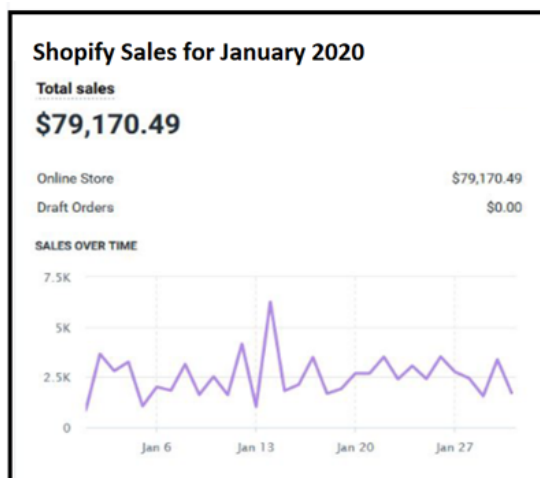
- Working on Doctors and Therapists trifold. Selected 1 of 3 candidate versions and moved into the design and layout stage.
- 140 H & I literature orders went out this month.

8. **European Committee:** Fredrik – reporting for Majbrit

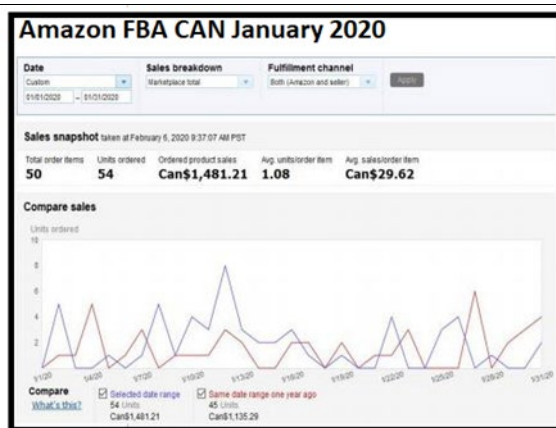
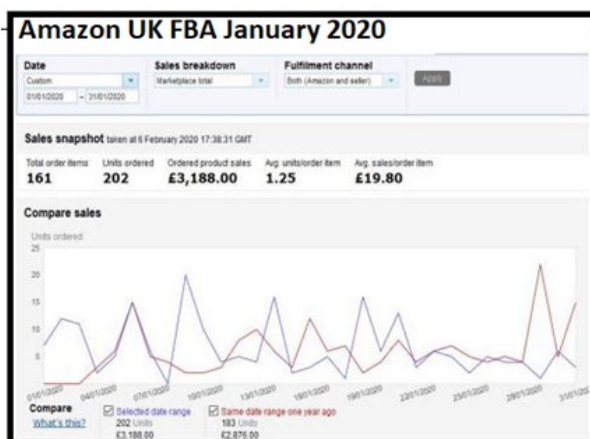
- In January, we sent out invitations to co-host the annual EC event in September, the deadline is Feb 15. A couple of IG's have verbally expressed their interest. More to come in the coming months
- We also planned the election to replace the Interim European committee held Saturday Feb 1. For the first term of trusted servants.
- New Chair is Fredrik, Sweden. The treasure is Veronica, Switzerland. The Web-servant is Marjo, Finland. Web assistant and the MPS Chair is Marcus, Sweden.
- The positions not yet in place are: EC secretary, Literature Chair, Service Sponsor Coordinator, Vice Lit, Vice chair. We aim to elect these trustees at our next monthly teleconference March 7, 14:00 (2pm) CET. Should you be interested or know someone that might be interested please contact us for a job description through one on the email addresses on our website at <http://acawsoec.com> or [ec-chair@acawso.org](mailto:ec-chair@acawso.org)
- Last month we provided a service sponsor for the Norwegian IG/translation team and I'm happy to report that the new team has asked for a licensing agreement.
- Finland has their national event March 22nd in Oulu, and has sent an invitation to the EC.
- The Germans are having their national event May 22-24 in Goslar, Hartzen. <https://erwachsenekinder.org/laendertreffen/>
- The Spanish fellowship is growing and has asked for support in setting up new meetings. We are setting up a call sometime next week.
- Finally, we are still in the process of moving the 15,700 emails accumulated since May 2014 in the [eu@acawso.com](mailto:eu@acawso.com) account to G-suite. The purpose is to preserve the history of the EC committee, and the examples of challenges we have faced through the years.

9. **WSO Office:** David Mc B for Nick C.

- Inventory went smoothly and documents have been posted to *Dropbox*.
- Sales are up







- **Statistics**
  - Meetings: 2472
  - Intergroups: 104
  - Regions: 1
- A note of thanks to the Board and all who support and encourage us here at the Home Office.
- In an effort to demonstrate continuous improvement, the inventory/accounting system will be examined by our inside experts and outside sources to streamline and create a more accurate system of reporting product movement. The Signal Hill team looks forward to working for the future and ultimate success of our program.

#### 10. DCOC: Bill D.

The DCOC has been very busy again this past month meeting about 4 or 5 times to discuss two large special projects in addition to our regular monthly duties of reviewing and monitoring inventory and performing general office oversight.

- Reviewed and discussed the monthly inventory statistics, pending orders, and inventory movements with the office.
- The UK in-country printing project mentioned in last month's report has been completed and their website has gone live for placing orders. For anyone in Europe and beyond that wishes to purchase the core ACA books in the English language can go here: <https://aca-ukbookstore.squarespace.com/>
- The German VAT registration process was completed. We have uploaded our official tax registration document to Amazon UK who in turn reactivated our selling account on Amazon UK's website.
- The Committee was asked to investigate the WSO Human Resources (HR) needs of WSO and obtain 3 proposals from vetted HR firms. The committee reviewed the proposals from 3 firms and interviewed the two frontrunners in depth. Members voted and sent the recommendation in the form of a motion to the Executive Committee for endorsement; they sent it to the board where it was discussed and approved. The service agreement was executed, supporting documentation exchanged, and payment arrangements completed. An onboarding call between all the parties and staff to define next steps is scheduled for this coming Tuesday at 4pm EST
- The IT Committee Chair, Sharon F., who joined the committee a couple of months ago reviewed the proposed IT Access policy with the committee and received support for it. The policy also received board support and will be part of Sharon's work in Signal Hill next month.
- The current office lease expires at the end of April and Bill was asked to reach out to the new owner's representative last month. She was away on vacation leave until the first week of February but was

able to speak with her by phone late yesterday. Preliminary new lease renewal terms were discussed which include a significant increase in the security deposit and monthly rent. A full report will be sent to the board in the next few days.

- The WSO inventory management project proposal was discussed in depth by both the committee and board last month. The discussions solidified support for the project in the DCOC and a unanimous vote sent it to the board as a motion. The motion to engage O&S CPAs for the project was approved. IT Committee Chair Sharon was also approved to go to Signal Hill and work in conjunction with the accountants and staff the first week of March on the project as it not only involves QuickBooks and accounting processes, but also IT and other areas Sharon has had experience with during her career. A kick off meeting was held between the accountants and DCOC to launch the project with outcomes, processes, and timelines identified in advance.

#### 11. Service Network Committee: Jim B.

We meet weekly on Monday at 8PM ET, and Tuesday at 2PM ET to accommodate European and other schedules. See <https://acawso.org/category/service-network-committee/> Check the WSO committee calendar at <https://acawso.org/committees-calendar/>

- The Service Network Committee submitted a proposal for a Panel workshop at the 2020 AWC in Boca Raton. The workshop was accepted and the committee is excited about connecting with the fellowship about how Service relates to the power of sharing
- We created a letter to ask for volunteers to help with creating the service manual. The memo was included in the *February Traveler* and can be found here: <https://acawso.org/2020/01/21/help-aca-with-our-service-documents/>
- If you have documented procedures about doing service at the Group, Intergroup, Region, or Board level then please let us know. We have already gotten information from the Toronto Intergroup, and a member with tools and tips for moderating phone meetings.
- The SNC is organizing ourselves into working groups to handle different pieces of the service manual. We are documenting methods of work for the working groups now. This will include some type of confidentiality and non-disclosure agreement like the literature committee.
- The working groups we have so far are
  - Meetings
  - Business Meetings
  - ABC Format and Preparation
  - Service Manual Compilation
- **Reminder:** The Concept Study Group will be meeting on February 15th (3rd Sunday of the month) at 10:30 am Eastern Time via ZOOM; the discussion will be on Concept VI. To join this meeting online, please go to <https://zoom.us/j/283490458>; Meeting ID: 283 490 458; to find your local call- in number by location, go to <https://zoom.us/u/ac3j5Blsoa>.
- “The Concept Study Group is seeking volunteers to participate in a panel discussion on applying the 12 Concepts of ACA Service in your service work during this year’s AWC in Boca Raton. Do you have at least one year of service experience in ACA, at different levels of service, such as WSO Board of Trustees, Annual Business Conference, Region, Intergroup, or local meeting? Are you interested in reflecting on your service work in relation to the ACA Concepts – how do you practice the Concepts in your service work, and how does practicing them impact your personal recovery? If you are planning to attend the AWC this year and are interested in participating in this panel discussion, please send an email to Karin S., panel coordinator, at [kms.12step@gmail.com](mailto:kms.12step@gmail.com).”

## 12. Information Technology (IT) Committee: Sharon F

The WSO IT Committee supports the work of the Board of Trustees, WSO Committees, and special workers by assisting with technological solutions. We maintain [www.adultchildren.org](http://www.adultchildren.org), [www.shopadultchildren.org](http://www.shopadultchildren.org), [www.acawso.org](http://www.acawso.org), [www.acawsoec.com](http://www.acawsoec.com), and [www.acaworldconvention.org](http://www.acaworldconvention.org).

We meet bi-weekly on Thursdays at 1 PM Eastern USA via Zoom and use our channel on Slack for work between meetings. If you are interested in joining us, please send an email to [webservant@adultchildrn.org](mailto:webservant@adultchildrn.org). We welcome fellow travelers who are interested in becoming involved, especially those experienced in graphics and web design. Knowledge of **WordPress** is welcome.

### Documentation:

- Submitted annual report for the 2020 Delegate Binder
- Meeting Updates Procedures document is being updated to include automated “*New Meeting/Intergroup Welcome Letter*,” other email templates, and steps for verification.
- Working with the OPPM Committee to update website, database, and technology use procedures in the OPPM.
- Working with the DCOC to create an online *WSO IT Access Form*.
- Working with the OPPM and Member Services Committees on *Meeting List Validation Procedures*.
- Documenting Best Practices for ACA websites as well as WSO Publishing Guidelines.

### Meeting Database

- Continuing to reach out to groups to update or verify contact information.
- Scanned meeting list for Public Contact emails that include both first and last names, and drafted a letter to send to the affected groups. The letter has been sent to the Board for approval. Webservant WSO shared “WSO IT User Access.xlsx”

### Site Maintenance

- Security updates for all sites
- Changed the URL and created redirects for the Service Network Committee on [www.acawso.org](http://www.acawso.org).
- Resolved an error with quick links for online and telephone meetings on [www.adutchildren.org](http://www.adutchildren.org). Also approved the purchase of new images to be used for creation of a dynamic homepage.
- Created new links for registration and added a blog for news updates for Delegates and Attendees on [www.acaworldconvention.org](http://www.acaworldconvention.org)

### ABC/AWC

- Updated menu items, options, and prices in Shopify.
- Continue to maintain registration information and food purchase information.
- Developed online forms for ABC/AWC Feedback Surveys and sent them to DTSC.
- Purchased and completed initial setup for Convention app for ABC Binders, AWC Program, Schedule, Exhibitors and Speakers.
- Created the email [www.abcbinder@acawso.org](mailto:www.abcbinder@acawso.org) for the submission of annual reports.
- Next on the agenda: Procedures for remote delegates.

### Committee Support

- Forwarded inquiries from Service Volunteers to Literature, ABC/AWC, Nominating Committee, Service Network, and Member Services Committee

- Literature Committee.
  - Website updates for the APB Tent Card on [www.acawso.org](http://www.acawso.org) and [www.adultchildren.org](http://www.adultchildren.org)
  - Sent email via **Mail Chimp** to all contacts announcing the APB Tent Card
- Forwarded .pdf responses and an online link to the *Needs Assessments Survey* results for the Intergroups Subcommittee.
- Uploaded the Delegate Orientation Checklist to [www.acaworldconvention.org](http://www.acaworldconvention.org) for the DTSC Subcommittee.
- Sent email announcing Ballot Proposal voting results to all group contacts through Mail Chimp for the Ballot Prep Subcommittee.

#### **Upcoming Projects**

- ACA Meeting List App
- Add ComLine Subscription option on Mail Chimp
- Content audit on [www.adultchildren.org](http://www.adultchildren.org)

**Project on Hold:** Investigation into possible software for the Meeting List database.

There was a question for Sharon F. about having an App for ACA meetings, etc., and she responded that it is on the radar.

#### **13. ABC AWC Committee:** Miles C.

- Early bird registration will expire soon – please register early for the ABC and AWC
- Workshop letters have gone out for the Volunteers needed: Host Committee, IT Committee, Coordinator for Volunteer Table
- Working on a medallion design for the AWC.
- Board is accepting applications, nominations from the fellowship to chair the 2020 ABC. Please send service resumes to [ABC@adultchildren.org](mailto:ABC@adultchildren.org) by March 1<sup>st</sup>. Announcement to be made by March 15.
- Parliamentarian has been selected.
- Please submit your reports for the binder as soon as possible.
- There will be a teen meeting at the AWC.

#### **14. Delegate Training Subcommittee – Erin D**

- Tradition 4 and 5 Skits have been recorded by the Oaks Recovery Fellowship group PA076 and sent to the board. Expect to see and hear them posted this week!
- There will be an AWC workshop on the Traditions
- The DTSC will be looking into Doodly.com to do animations. We do ask the fellowship if anyone has this skill and would be willing to volunteer services, please contact us.
- The *Getting Started* document has been updated and reposted.
- A Delegate Letter and Checklist have been created and posted to the service website and convention website. These documents are to keep Delegates informed on the service responsibilities and support training. An email blast will go out to 2020 registered delegates and 2019 registered delegates. We access 2020 delegates from the convention website, so we encourage new delegates to register as soon as possible.
- Our February agenda items:

- Schedule 3-4 weekly pre-conference training dates to include Website and Database Committee for remote training.
- Possible ABC Meet and Greet for Delegates Wednesday evening.
- Update on modification of Robert's Rules for 2020.
- Discussion on morning training at the ABC.

We can be reached at: [DTSC@acawso.org](mailto:DTSC@acawso.org)

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

As of the start of the February Board Teleconference, there have been 7 Ballots returned. We only had 3 at this time last year.

**16. OPPM Committee:** Mary Jo

We have created our annual report for the Delegate Binder and have started to discuss what to present at a committee table during the ABC.

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

If you (or someone you know) has considered serving as a Trustee and weren't sure if this service work is right for you, contact the Nominating Committee. We'll do our best to provide you with additional information to help inform your decision.

**CALL FOR NOMINATING COMMITTEE MEMBERS!** We have two positions available on the committee, especially one from outside North America. If you or someone you know is interested and qualified, contact [chairnomcom@acawso.org](mailto:chairnomcom@acawso.org) and submit an application.

<https://acawso.org/category/nominating-committee/>

Request Board members and others review the NC process and suggest opportunities for improvements.

<https://acawso.org/category/nominatingcommittee/>

**Nominating Committee accomplishments since January 1, 2020**

Conducted one teleconference in January. 2. Continued interviews for Board applicants.

**Next Steps:**

1. Solicit additional 2020 Board applicants for additional Board seats, as needed.
2. Continue search for two committee members, at least one from outside the US and Canada.
3. Continue to engage fellowship via WSO communications.
4. Evaluate feedback from former Trustees and incorporate recommendations as appropriate.

**18. Predatory Behavior Work Group:** Karin S.

Next 3 meetings Sun, 2/23, 2 pm EST Sun, 3/22, 2 pm EST Sunday, 4/26, 2 pm EST ZOOM

Join URL: <https://zoom.us/j/857810290>

- The ACA Commitment to Addressing Predatory Behavior is published at:  
<https://adultchildren.org/free-literature-english-translated/>
- A detailed announcement is posted here:  
<https://acawso.org/2020/01/25/addressing-predatory-behavior-tentcard>.

Thank you to Charlie H. and the Literature Committee for bringing this to completion!

- The literature evaluation subcommittee is coordinating the feedback process and has already gathered first responses. The APB working group has been invited to participate in the review of and response to feedback received and is currently seeking a volunteer to serve as liaison to the literature evaluation subcommittee for this purpose.
- APB Presentation for the 2020 AWC has been selected.
- No update for the self-check inventory.
- Working on the role and focus of this subcommittee going forward. There are a number of different aspects to consider that do not fit into the current scope.
- 2 member inquiries received

**K. Motions passed via a Board Working Session on Jan 16th**

1. **Motion:** That WSO pays 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.

**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.

**Second:** Charlie H.

**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.

**L. Motions passed via a Board Working Session on Jan 24th**

1. **Motion:** 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.

**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.

**Second:** Rich R.

**Decision:** Motion passed unanimously.

**M. Motions passed via Specific Concurrence on Slack**

1. To authorize payment of unpaid sales taxes in the amount of \$9,834.92 including the **Motion:** 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.

**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.

2. **Motion:** To adopt the ACA WSO 2020 Budget that has been reviewed and edited by the Board. (Bill D.)  
**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](http://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.

**Second:** Carole C

**Decision:** Motion passed unanimously.

3. **Motion:** To approve entering into a Service Agreement with Paychex, Inc. to provide Human Resource consulting services, as identified in the attached proposal, for an annual sum of \$5,981.58 plus a one time implementation fee of \$500. (DCOC)

**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.

**Second:** Carole C.

**Decision:** Motion passed unanimously.

#### **N. Motions passed on a Board Working session on Feb 6 2020**

1. **Motion:** 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. (Jim B.)

**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.

**Second:** Carole C.

**Decision:** Motion passed unanimously.

2. **Motion:** That Jim B. be appointed as the interim Chair and Board Liaison of the newly formed Diversity Ad Hoc committee. (Bill D.)

**Second:** David Mc B.

**Decision:** Motion passed unanimously.

3. **Motion** 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. (David Mc B)

**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.

**Second:** Bill D

**Decision:** Motion passed unanimously.



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

**Background:** The cut off for room reservations is March 27<sup>th</sup> 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.

**Second:** David Mc B.

**Decision:** Motion passed unanimously.

5. **Motion:** To approve travel, hotel, per diem and meal expenses for 19 people as noted for the 2020 ABC AWC. (David Mc B.)

**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.

**Second:** Carole C.

**Decision:** Motion passed unanimously.

*See next page for information on whose travel is being reimbursed.*

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		

6. **Motion:** 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. The board further announced WSO's request for applications at Teleconferences, on the WSO website, and through other WSO communication channels. (Charlie H. with an amendment by Bill D)

**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.

**Second:** Carole C.

**Decision:** Motion passed unanimously.

## O. Guest Comments

Jeannie:

- Who is the contact person for helping travelers with local housing?



Claudia at [aca2020housing@gmail.com](mailto:aca2020housing@gmail.com)

- What became of the idea of a name change for our fellowship? A motion was not submitted because some research was being done.

**It is possible to do this as a floor motion at the ABC as per OPPM procedures**

**Mardi:**

Can we get some clarity on workbooks being developed?

- ***Reparenting My Inner Child*** was written and provided by the Central Coast California IG ([ccacaig@gmail.com](mailto:ccacaig@gmail.com)) to the literature committee for publishing.
- There is a new book being written by the Literature Committee called ***The Loving Parent Guidebook***.

**Denise:** Who is asking for artwork?

Marc from young adults and teens, as well as many other committees are also!!

Please contact [vicechair@acawso.org](mailto:vicechair@acawso.org)

**Brad from DC Area:**

Can the workshops being presented at the 2020 AWC be shared with other areas so they can get a template for doing the workshops in their own areas?

**If interested in the Tradition Workshop we suggest contacting the presenters directly. Check the bio from the program once to find out who to contact, once it is posted. Some are being posted to the Members toolbox, <https://acawso.org/category/best-practices/> We will contact the local hosts and see what we can do.**

**Mary Jo:** I am having problems getting room reservations.

**We will look into the room blocks left.**

**Josh:** Will a forming region have a vote at the ABC? Our forming region tried to register as a region and were told the forms are not ready.

**Requested to put this request in writing and send it to Charlie.**

**Laura from Colorado:** What are the cut off dates for AWC registration?

**Feb 15<sup>th</sup> is the date registration fees go up.**

**March 27<sup>th</sup> is the cutoff date for hotel registration at the group rate. We may run out of the room block at our discount rate so register ASAP.**

**The Delegate Binder will be available as a hard copy on-site and as an electronic copy earlier and available in the Conference APP.**

**Kathy T:** Noted that the spiritual inclusivity working group (Literature) is still open for people to join.

**Marcus:** How do I get involved in the spiritual inclusivity working group?

**Send an email to [literature@acawso.org](mailto:literature@acawso.org) or [swimbikesail@yahoo.com](mailto:swimbikesail@yahoo.com)**

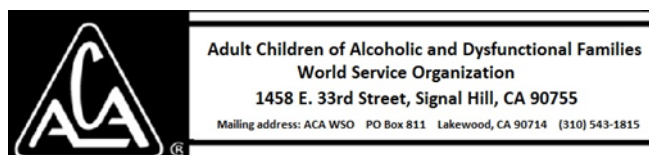
**P. Motion to close the meeting:** David Mc B.

**Second:** Miles C.

**Decision:** Motion passed unanimously.

**Q. ANNOUNCEMENTS:** Next meeting will be held on Saturday March 14th, 2020 at 2PM Eastern

**R. Closed with the Serenity prayer**



## MONTHLY TELECONFERENCE MINUTES

March 14, 2020

2PM ET

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

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

**Zoom Webinar ID: 228-809-511**

Webinar:	Dial US	Dial International
<a href="https://zoom.us/j/228809511">https://zoom.us/j/228809511</a>	US: +1-669-90-06833 (San Jose) PIN: 228809511#  US: 1-929-205-6099 (New York) PIN: 228809511#	<a href="#">Zoom International Dial-in Numbers</a> ● <b>DEN: +45 89 88 37 88</b> ● <b>SWE: +46 8 4468 2488</b> <b>+46 8 4468 6646</b> ● <b>Full list of international Numbers</b> <a href="https://zoom.us/u/adSv3hv19d">https://zoom.us/u/adSv3hv19d</a>

### A. Welcome, Moment of Silence and Serenity Prayer - Call to Order

### B. Roll Call of Board Members –

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

**Absent:** Majbrit M.

### C. Quorum established

### D. Guest Introductions: 89 Zoom participants – Attendees were asked to send an email to have their name included in the introductions

Alexia	Aviva S. Broward Co., FL ABC Volunteer, Hospitality	Beatrice, Toronto CAN – Tues Night Trait Mtg.	Bernadette H., Toronto Intergroup
Brad L - Chair Nat. Cap. Int.	Cheryl F – DTSC Co-Chair	Christine B CT IG Women's Tues Meeting CT	Claudia G 2020 Co Chair
Colleen B. Vero Beach, FL ABC/AWC Volunteer	Dalia B ISR0007	Denise R AK 021 Sec., ABC Del.	Des
Evan	Fredrik H Vice Chair European Committee	Greg R – Nom Com Chair, Lit Com, Lit Eval., TX131	Helen W, CA1385, Laguna Hills, Del. and Con. Speaker
Jeff F - Friday Noon, Fitchburg, WI, WGLIG	Jim R – ABC Binder LI IG Member	Coord., Jo S FL 223	John P (from MA)  Josh W IG626 (National Capital Area)

John Z FL179 "Simple But Not Easy"	Judith R FL 158, H&I & Intergroup committees	Juliana K. West Neck, NY Meeting	Julianne V. Saturday's Child ACA meeting
Justine F PA IG, NE US Region, SNC, MPS , Lit committees	Karin S - IL0259Chair APB Work Grp, Concept StdY Grp, Spirituality in ACA lit subcom	Kristian N, Brooklyn NY	Lisa S – Cocoa FL
Lisa N. MD 0066	Liz C CT IG /delegate	Lucia S. VChair Finance Com	Marcia J IA-IL QCA, Archive Committee Chair
Mary M FL0256	Michael N from Belgium	Renee H - Monterey Bay ACA IG654	Ron C. Philadelphia, PA
RowBear R., Central Florida Gulf Coast IG Chair St Pete Beach, Florida Saturday IG Rep	Sally P - Hartford, CT	Sara H -St Louis IG Rep - WSO Delegate	Sarah O NY002
Shannon B - Co-chair 2020 ABC/ AWC	Sharon F – IT Committee Chair	Sofia, Sweden intergroup	Sue V, IG558 Toronto Scarborough East ACA (Delegate), WSO of Glob. Mem. Subcom. Chair

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

**F. Minutes:** Motion to approve the Feb 8th, 2020 Teleconference Minutes (Jim B)

**Second:** Bill D.

**Decision: Motion approved unanimously.**

**G. Chair Report: Charlie H**

The board has had numerous meetings to discuss the coronavirus. We wanted to ensure we had fellowship input so we're making sure we have time for that today. We will do very brief reports today and open the floor for a discussion.

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

#### **Balance Sheet**

In reviewing the Balance Sheet, we can see ACA WSO ended the month with \$728,985 in Total Assets. This is a decrease of -\$15,890 from the previous month and is directly due to the Covid-19 crisis causing reduced literature sales and the cancellation of the ABC AWC. The cancellation resulted in about \$25,000 in refunds for the registrations and meals that had been purchased.

Our Total Cash and Cash Equivalents decreased by \$52,023 while our inventory valuation increased \$42,052 after receipt of printing inventory. Despite the downturn in the global economy, we are in solid financial condition and are continuing to meet all our regular obligations.

WSO's Total Liabilities and Equity was \$728,985 at the end of the period that leaves us with a Year-To-Date net income of \$37,284.

## **Profit and Loss**

Looking at the P&L we can see Total Income for the month was \$72,687 down from \$114,592 last month. This is \$41,673 less income than the previous month. The reduced income resulted from: being out of stock on some of our core literature inventory, the office being closed for about a week, and a decrease in contributions. The Cost of Goods Sold (COGS) was \$43,296 which was lower than the prior month's COGS of \$60,309 as expected due to lower sales. This left WSO a Gross Profit of \$29,391 before expenses.

Overall WSO Expenses were \$33,786 compared to \$38,806 the month before. These expenses include payroll and operating expenses. Deducting the expenses from the Gross Profit resulted in a net income of (-\$4,395) for the month.

**P&L Actual to Budget** – This is a new report that shows us how we are performing monthly compared to the approved budget.

We fell short of budgeted sales revenue by -\$29,732. However, our expenses were also lower than budget by \$11,071 due to decreased operational costs so the net effect after subtracting out COGs left us missing our budget amount for the month by -\$4,395. This is not bad and considering we beat the budget the first two months of 2020 considerably we are still \$37,284 ahead of budgeted income for the quarter. I won't take the meeting's time to go over the budget in detail, but if after your review you have any questions, please feel free to contact me.

## **7<sup>th</sup> Tradition**

WSO received \$8,292 in 7th Tradition Contributions for the month from members, groups, and intergroups. This is down 25% from the budgeted \$11,000 per month in contributions needed to fund our committees and programs worldwide. However, again with the Covid-19 crisis causing the majority of groups to stop meeting face to face, this wasn't a big surprise. Many groups and members have set up virtual 7th Tradition baskets on apps like PayPal or Venmo and are collecting contributions from their online meetings and forwarding to WSO. People can also go to [shop.adultchildren.org](http://shop.adultchildren.org) and make a contribution as well.

**To see the 7th Tradition Contributions for the month, click the link below or go to the 7th Traditions tab in the right-side menu of the [acawso.org](http://acawso.org) website.**

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

#### **1. Executive Committee:** David Mc B.

- ☐ Dealing with some reorders of literature
- ☐ Looking at a potential office move due to an increase in our lease and getting more space
- ☐ ABC-AWC Scheduling issues

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

- The committee is waiting for approval from the Board of Trustees for the Materials Agreement.
- Contact was made with Claudia B. for an Oral History. Because of the work required by the ABC/AWC, we will be postponing our interview until after April.☐
- Contact was made with Kathleen S. for an Oral History. Marcia will begin that process at the end of March.☐

- We are in the process of acquiring materials from Marty S., author of the ACA Identity Papers.

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

- Reviewed the Monthly Financial Statements with a representative of our accounting firm. The statements were posted in the repository under the Treasurer's report.
- The committee will continue to discuss the inventory project the DCOC committee is overseeing.
- The committee has been preparing to recommend new internal controls that will allow our accounting system and inventory management to function as it is intended.
- The Finance Committee continues to work weekly on the sales tax compliance initiative. We have prepared and submitted the multi-state amnesty request for voluntary compliance to 22 states. We have also completed and submitted Voluntary Disclosure Applications for 9 additional states where WSO has sales tax liability and responded to follow up questions and with further information from several of the states. We are already collecting in California, Florida, and Washington.
- The revised Free Literature Authorization Form was sent to the board and was adopted. It was sent to the Board Secretary for posting to the WSO website so the board and members can access it.
- The Cost Allocation plan revisions were completed by the committee, reviewed by the accountants and were adopted. By virtue of this report the committee moves the attached Cost Allocation Policy to the board for approval.
- The committee discussed having a Vice-Chair and Bill reported he had been speaking with Lucia S. off and on over the years she has been on the committee. Her circumstances recently changed, and she agreed to serve as Vice Chair if the committee chose her. Carol made a motion to elect Lucia S., Kirsten seconded, and Lucia was unanimously elected.
- The Finance Committee through this report moves for board ratification of its vice-chair.

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

Call for Literature Committee volunteers! We need:

- TRANSLATORS
- WRITERS
- EDITORS
- PROOFREADERS
- ILLUSTRATORS
- GRAPHIC DESIGNERS
- LAYOUT SPECIALISTS
- PHOTOGRAPHER and VIDEO SPECIALISTS
- AND OTHER TALENTS!

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

The quarterly Literature Committee call is held the first Saturday of each quarter at 11:30 a.m. eastern US. During our last call we discussed the “Getting Started” book that is in development. The next Literature Committee Quarterly Meeting is scheduled for Saturday, April 4, from 11:30 am until 12:45 pm eastern US.

**Literature in process:**

- **ACA Bill of Rights.** The Bill of Rights working group needs fellowship input on their most recent draft of this document. They met on Saturday February 15 to discuss and review the most current version. This is a fluid process and will no doubt go through more changes as it proceeds through the literature committee and the ABC. Rich R.
- ***The Loving Parent Guidebook*** is an expanded, experiential book to support BRB Chapter 8. The group is reviewing and compiling shares on the subject. This book will help newcomers and seasoned members alike. Bonnie M.
- **Spirituality in Literature.** This new Literature Committee study group focuses on how ACA discusses God and spirituality in its fellowship texts. The group is reviewing existing ACA literature and considering alternative ways to discuss ACA's spiritual dimension that are inclusive of all religious traditions, including those who are agnostic or atheists. Louis B.
- **Working My ACA Program with Others** (Sponsorship Task Force). This group is developing language to support the unique ACA sponsorship models of fellow travelers. The first draft explains the range and types of working with others. Justine F.
- ***Ready Set GO!!(RSG)*** is a workshop guide authorized by the 2018 ABC. The book was originally created by members of the West Great Lakes ACA Intergroup, as a four-part introductory meeting to ACA's 12 Steps. The guide is being adapted so that it can be used for one-day workshops as well as in multi-part in-person and telephone meetings. Final one-day module testing is complete. Layout of this project will be ready for final editorial review in mid-February. Print production is scheduled to begin in 2020
- ***Getting Started (LBRB)***. The revision team for this project comprises original authors. The revision team meets 3-4 times a month to engage in an active process of editing and revision. Ralph B.

**Translations:** International demand for literature is growing. Several groups are translating core literature into the languages of their childhood. New core literature that is offered for free download is uploaded when it becomes available. An online resource section for translators is available at <https://acawso.org/literature-translations/>. Free trifolds in English and other languages can be downloaded from our site at <https://adultchildren.org/literature/free-literature-english-translated/>.

Free downloadable literature can be copied for ACA meetings or personal use.

The Japanese BRB is ready for production. The literature committee is evaluating production and distribution costs for print and e-books. The French-Canada BRB will be ready for prepress

production in 2020.

**ComLine.** *The ComLine* is our quarterly publication where members from around the world share their experience, strength, and hope on the 12 Steps, Traditions, and Promises of ACA. To view current and back issues, please visit the ACA ComLine web page at <https://adultchildren.org/literature/comline/> We are currently accepting shares for the July issue. Shares for this issue typically cover Steps 7, 8, 9 and Promises 7, 8, 9. However, we welcome all recovery-related shares. The Deadline for submissions is May 31, 2020. Shares should be between 250-500 words.

Please email your story along with a scan of the completed, signed **ComLine Copyright Release Form** to [litstaff@adultchildren.org](mailto:litstaff@adultchildren.org)

WSO LITERATURE EVALUATION AND DEVELOPMENT. We are currently reviewing suggestions for new literature and changes to existing literature. Development, review, design, and publication of new literature are time-consuming, and major projects can take years to complete. Literature evaluation involves a wide range of ACA members and viewpoints. In proposing new ACA literature, an author should be motivated by service, and surrender any notion of personal ownership. The WSO Literature Development Policy outlines procedures for submitting a proposal for new literature or to change existing literature. The policy outlines the evaluation, development, and production processes. <https://acawso.org/2018/03/13/wso-literature-development-policy/>

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

- [Global Members](#) – reaching out globally, connecting with and supporting meetings and members, in continents outside North America, carrying the ACA message in countries new to ACA.
- [Intergroups](#) – assisting with creation of new Intergroups, coordinating communications with established Intergroups, providing mutual support and participation between Intergroups, their member groups, and WSO.
- [Members](#) – connecting and supporting meetings and members, helping WSO meet the needs of the fellowship in North America.
- [Regions](#) – assisting in the formation of new Regions, in North America and globally, as well as supporting established Regions and communication between Regions.
- [Traveler Newsletter](#) – monthly email reporting news, events, and announcements throughout the ACA fellowship.
- [Young Adults/Teens](#) – supporting emerging Young Adult meetings worldwide and exploring supports required for emerging ACA Teen groups.

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

Looking to see if the events they are scheduled to go to will still take place

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

We had 105 orders for literature to hospitals and institutions. Some were multiple copies, i.e., 10 copies of Newcomer Booklets count as one order.

We have also been working on a "Doctors and Therapists" trifold. The trifold mock up is being worked up and will be reviewed in April. If you wish to help, please send an email.



Please join us! H&I (Hospitals and Institutions) meets with MS (Member Services) on the first Wed of month @ 4pm eastern, 1 pm Pacific.

**8. European Committee:** Majbrit M. (Presented by Fredrik)

This month we filled two positions for trusted servants within the EC; the position of

- **EC Service Sponsor Coordinator:** Irma R (Lithuania) from UK
- **EC secretary:** Beryl V (South Africa) from the UK
- **Literature Chair:**

Vice-chairs are needed for all the positions except for the Web servant which we have already.

The work with the Annual European Meeting, September 27, in Greece continues as scheduled with the members of the Greek co-host committee.

The Finnish ABC has been canceled.

The EC was asked by the ABC/AWC committee to fill out 4 time slots at the Virtual AWC which runs from April 25 16:00 CET to April 26 20:00 CET. There's going to be 13 meetings/workshops which begin every second hour on the hour. The EC is vetting people from Germany, Spain, United Kingdom and Russia to fill these time slots. For more information please see: <https://acawso.org/2020/03/28/2020-virtual-aca-world-convention/>

Besides that, the EC is taking part in production of the foreign literature such as: Finnish NCB (1st print run)

Running orders:

- Swedish YWB (2nd print run)
- Danish BRB (3rd print run)
- Ukraine YWB and BRB (1st print run in Ukraine from the Russian source files)
- Greek YWB and BRB (1st print run)
- Japanese BRB (1st print run)

**9. WSO Office:** Nick C.

We are working with Sharon to improve data updates in order to have accurate inventory reporting. We have been making meeting updates to note some closures and some meetings moving to an online format.

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

- Looking at viability of keeping the office in the same location
- Inventory Management Reporting project. Looking at processes and procedures
- Newly elected chair and vice chair

**11. Service Network Committee:** Jim B.

We will be dedicating a portion of our committee meetings on April 6 & 7 at 8PM Eastern and 13 & 14 on Tuesday at 2PM Eastern to discuss the Ballot Proposals that are approved by the March 31 deadline and will be on the ABC 2020 Agenda. This will give the fellowship to discuss the proposals before the ABC. We will invite those that submitted the proposal to join us when

possible.

The draft of the Service Manual is coming along nicely, and we will make the draft available during the Virtual Annual Business Conference and ACA World Convention.

**12. Information Technology (IT) Committee:** Sharon F

Ready to support the needs of the fellowship for the ABC. We may need to go fully electronic

**13. ABC AWC Committee:** Miles C. NO REPORT

**14. Delegate Training Subcommittee** – Erin D and Cheryl F

- The Traditions 4, 5, & 6 Skits that have been recorded by the Oaks Recovery Fellowship group will be posted on the website by March 17, 2020.
- We have decided to host a **“Meet & Greet”** for the Delegates on Wednesday April 22 from 7 – 8:30pm. This will be a new experience at the ABC.
- We have begun working on our mock proposal for the ABC Thursday AM training session.
- We are awaiting the update on the modifications of Robert’s Rules for 2020 and will post them on the delegate training home page by March 17, 2020.

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

Ballot Voting is still due by March 31<sup>st</sup>.

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

We met one time and were able to provide input to the Literature Committee on the draft of the new Literature Approval policy.

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

A nomination has been put forth for one Trustee.

**18. Diversity Ad hoc Committee:** Jim B <https://acawso.org/category/diversity/>

- The Board announced the formation of the committee at the February teleconference
- Members are invited to join this committee to help review diversity in ACA and make recommendations
- Announcements about the committee and requests for members have gone out in the Traveler, Slack, and on ACAWSO.ORG
- A handful of people have expressed interest in learning more about the committee
- The people that have expressed interest will be contacted to schedule the first meeting very soon. General announcements will go out to invite others once the first meeting is scheduled.
- Please contact [secretary@adultchildren.org](mailto:secretary@adultchildren.org) for more information.

**J. Motions passed via Specific Concurrence on February 14**

**Motion:** 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. (Miles C.)

**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.

**Motion passed unanimously.**

**K. Motions passed via a Board Working Session on February 20<sup>th</sup>**

1. **Motion:** To accept Majbrit's design for the 2020 AWC Commemorative Coin. (David)

**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.**

2. **Motion:** 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. (Miles C.)

**Second:** Charlie H.

**Decision: Motion passed unanimously.**

3. **Motion:** 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. (Charlie H.)

**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.

4. **Motion:** To take the 100 plus German Yellow Books at the Estonian printer and start selling them on Amazon Germany. (Majbrit)

**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.

#### **L. Motions passed at the March 12th Working Session**

1. **Motion:** To approve an order of 10,000 hardcover *Strengthening My Recovery* meditation books from Bang Publishing. (DCOC)

**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 Hardcover 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.**

2. **Motion:** To approve an agreement between WSO and the Finnish Intergroup to print 500 Finnish Language Newcomer Booklets. (Charlie H.)

**Second:** Bill D.

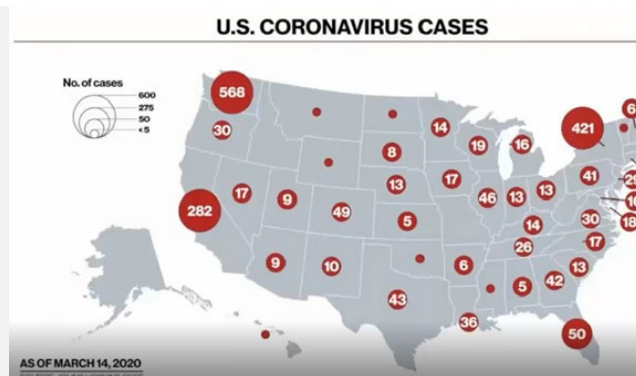
**Background:** This is a license agreement with the Finnish Intergroup to locally print and sell 500 Finnish Language Newcomer booklets. This is a one-time printing. Future requests can be handled through the Executive Committee.

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

#### **M. Coronavirus Discussion**

1. Background Information: Bill D
2. Charlie H: Summary of current covid19 Situation

*See slides on the following page.*



## Projected Financial Impact to ACA WSO

- ▶ Cancellation of event without Federal Executive Order or Travel Ban will result in a of deposits to date of \$23,798 plus an estimated \$69,703 for a total of \$93,500

### Alternative A Postpone the event to a later period in 2020

- ▶ As of this morning the Marriot will renegotiate the agreement by offering to go back to the original agreement of 443 room nights (pre-addendum) at the rate of \$142 with the F & B minimum staying at \$23,798 to be re-booked in 2020 at a mutually agreed upon date.
- ▶ This would allow us a slightly less Room cost in the contract but hold us to the full F&B minimum.
- ▶ Would allow delegates to get travel subsidies from groups and intergroups

### Alternative B Split the Event the event – Hold the ABC by video conference and move the AWC to a later period in 2020

- ▶ As of this morning the Marriot will renegotiate the agreement by offering to go back to the original agreement of 443 room nights (pre-addendum) at the rate of \$142 with the F & B minimum staying at \$23,798 to be re-booked in 2020 at a mutually agreed upon date.
- ▶ We may have less attendees at the AWC if groups do not subsidize travel costs for delegates to AWC.
- ▶ We still have to meet the original F&B minimum.

### Alternative C Split the Event the event – Hold the ABC by video conference and postpone the Boca Raton AWC one year to April 2021

- ▶ As of this morning the Marriot will renegotiate the agreement by offering to go back to the original agreement of 443 room nights (pre-addendum) and possibly adjust the rate of \$142 with the F & B minimum staying at \$23,798 to be re-booked in 2021 the 4<sup>th</sup> weekend.
- ▶ There are no major holidays April 22-25, 2021
- ▶ We still have to meet the original F&B minimum.
- ▶ Postpone the San Francisco ABC AWC to 2022.

### Alternatives A, B, C Pros and Cons

Alternative A Postpone Boca ABC AWC to later time in 2020	Alternative B ABC videoconference and Boca Conference later in 2020	Alternative C ABC Video Conference and Boca AWC 2021
<b>Pros</b> <ul style="list-style-type: none"> <li>▶ Keeps both events together</li> <li>▶ Allows for Boca and SF events to occur</li> </ul>	<b>Pros</b> <ul style="list-style-type: none"> <li>▶ Allows ABC to be held on 4<sup>th</sup> weekend of April</li> <li>▶ Allows for Boca and SF events to occur</li> </ul>	<b>Pros</b> <ul style="list-style-type: none"> <li>▶ Allows ABC to be held on 4<sup>th</sup> weekend of April</li> <li>▶ Allows for Boca and SF events to occur</li> </ul>
<b>Cons</b> <ul style="list-style-type: none"> <li>▶ Uncertainty of ability to hold event in several months</li> </ul>	<b>Cons</b> <ul style="list-style-type: none"> <li>▶ Uncertainty of ability to hold event in several months</li> </ul>	<b>Cons</b> <ul style="list-style-type: none"> <li>▶ No AWC in 2020</li> </ul>

### 3. Board outlines options that have been identified.

- Continue with ABC AWC as planned, trust people to use their own judgment on whether to attend. Allows the program to occur as planned, with fewer attendees. Multiple potential negatives in terms of health and safety, and of leaving attendees stranded by a quarantine situation.
- Unilaterally and permanently cancel the Boca Raton hotel contract. 2020 Annual Business Conference would be held online via Zoom, but the 2020 Annual World Convention would not be held, now or in the future. Financial cost to WSO: \$91,000.
- Wait for a public health order or similar government decision forcing cancellation of the 2020 Florida event. No financial cost to WSO if a government agency shuts the event down, but such an order is not guaranteed, and it would keep everyone in a state of uncertainty, right up through the event.

- d. Postpone the ABC AWC until July 2020. Allows the event to proceed at a later date. We would need to suspend our bylaws, which set the timing for the ABC, and also there is no guarantee that travel and meeting restrictions will be lifted by July. After July, Florida enters the hurricane season.
- e. Hold the ABC on Zoom in April, and then stage an AWC only later in 2020. We likely would lose some attendees, as meetings and intergroups support travel to the ABC, but not to the AWC only. Also, we have no experience with this model, and are unable to accurately estimate attendance.
- f. Hold the 2020 ABC on Zoom in April but cancel the 2020 AWC. Reschedule the Florida ABC AWC to April 2021. In essence, the planned Florida ABC AWC would be held in April 2021. We would work with a San Francisco area host committee to explore holding their ABC AWC, currently set for 2021, a year later.
- g. Hold the 2020 ABC on Zoom in April, and also hold a scaled-back “virtual AWC” via Zoom in April, with a reduced number of online recovery and service workshops. The in-person Florida ABC AWC would be held in April 2021, and we would seek to hold the San Francisco area ABC AWC in April.

#### **4. Input from numerous members of the fellowship.**

#### **5. Decision about the 2020 ABC**

**Motion: (Charlie, Seconded by Miles)** To cancel the in-person 2020 ABC AWC planned for Boca Raton, Florida, and implement the following measures: (Charlie H.)

- Close 2020 AWC registration and work with all registrants so that they can obtain full refunds for meals and convention fees, and free cancellation of hotel bookings.
- Award the 2021 ABC AWC to the Florida Host Committee
- Review whether force majeure permits cancellation of existing hotel contract without penalty.
- Work to draft a satisfactory hotel contract for an April 2021 ABC AWC, drawing on the assistance of WSO’s hotel event planner.
- Develop and publicize plans for an online April 2002 Annual Business Conference, including any training needed for delegates to effectively participate.
- Offer the 2020 ABC AWC to the San Francisco-East Bay Local Host Committee, requesting a decision from them before the May Teleconference.
- Keep the fellowship apprised of follow-up actions relating to the 2020, 2021, and 2022 annual ACA events, as well other coronavirus information.

**Second:** Miles C.

**Background:** The global coronavirus (COVID-19) pandemic has created unacceptable health and financial risks. Canceling the planned in-person 2020 ABC Event and postponing it to April 2021 will protect the fellowship’s common welfare, as well as the general public. The Boca Raton Marriott has committed to rebooking the event in April 2021, using terms similar to the 2020 hotel Contract, with no penalty fees. This will protect WSO from major financial losses that would occur if we simply canceled the existing contract without rescheduling. Finally, an online Zoom ABC in April 2020 will enable WSO and the fellowship to conduct the Annual Business Conference, as mandated by the OPPM and WSO bylaws.

**Decision: Motion passed unanimously. Majbrit M. absent**

#### **N. Guest Comments**

- **Judith:** Lives 1 mile away from Boca Raton Hotel and sends hugs and loves.
- **Dalia:** Happy to help with the Virtual AWC.
- **Sarah O:** Asked about the status of the Intergroup Survey results. Tamara is looking for volunteers

to help with the analysis and build a plan.

- **Kathy T:** Will WSO be helping meetings get set-up on telephone meetings as some venues are closing down. Yes, we will be working together to get some information posted. Input from experienced people is welcome.
- **Judith:** “Expect the Best and Get It!”

**O. Motion to close the meeting:** Bill D.

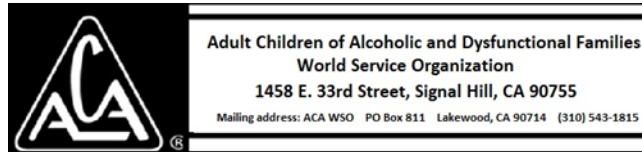
**Second:** Carole C.

**Decision:** Motion passed unanimously.

**P. ANNOUNCEMENTS:** Next meeting will be held on Saturday April 11th, 2020 at 2PM Eastern

**Q. Close with The Serenity Prayer of your Choice**





**MONTHLY TELECONFERENCE MINUTES**  
**April 11, 2020**  
**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 Webinar ID: 228-809-511**

Webinar:	Dial US	Dial International
<a href="https://zoom.us/j/228809511">https://zoom.us/j/228809511</a>	<b>US: +1-669-90-06833 (San Jose)</b> <b>PIN: 228809511#</b>  <b>US: 1-929-205-6099 (New York)</b> <b>PIN: 228809511#</b>	<a href="#">Zoom International Dial-in Numbers</a> • <b>DEN: +45 89 88 37 88</b> • <b>SWE: +46 8 4468 2488</b> <b>+46 8 4468 6646</b> • <b>Full list of international Numbers</b> <a href="https://zoom.us/u/adSv3hv19d">https://zoom.us/u/adSv3hv19d</a>

- A. Call to Order** – Opened by Charlie H
- B. Roll Call of Board Members** – Bill D, Carole C, Charlie H, David McB, Erin D, Jim B, Majbrit M, Miles C, Rich R, Sharon F
- C. Quorum established**
- D. Guest Introductions**

Aviva S. Broward Co., FL ABC Volunteer, Hospitality	Jim R – ABC Binder Coord. IG Member	Karin S - IL0259Chair APB Wrk Grp, Concept Stdy Grp, Spirituality in ACA it Subcom	Marcus-Chair Greater E. Bay Intergroup
Cheryl F – DTSC Co-Chair	Judith R FL 158, H&I & IG Com.	Kristian N, Brooklyn NY	Matt K – Midwest Regional Contact
Denise R AK 021 Sec., ABC Del			
Fredrik H Vice Chair European Com.	Julianne V. Indiana	Laura D – Colorado IG Chair	Pam – IG Chair Central Coast, CA IG Frmr Board Chair
		Lucia S. V-Chair Finance Com	
Greg R – Nom Com Chair, Lit Com, Lit Eval., TX131	Kacey – New Delegate Maui, HI	Marcia J IA-IL QCA, Archive Com. Chair	Sue V, IG558 Toronto Scarb. East ACA Del., Glob. Mem. Subcom. Chair

Jerry J – former National Capital Area IG Chair	Kathy – California – several Literature chair	Mary Jo – on a number of committees	Tamara P – WSO IG Chair
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E. **Tradition Four:** Each group is autonomous except in matters affecting other groups or ACA as a whole. We cooperate with all other Twelve-Step programs.

F. **Motion** to approve the March 14th, 2020 Teleconference Minutes (Jim B)

**Second:** David McB

**Discussion:** None

**Decision:** Motion Passed Unanimously

G. **Chair Report:** Charlie H –

Coronavirus response has been a big challenge for us. We are working through isolation. ABC is proceeding online (virtual) April 23 and 24. The ACA World Convention will also be online, April 25 and April 26. There will be more online workshops. Fellowship, service, and participation are more critical than ever. Thank you to everyone for showing up. Please register for the ABC and AWC. Let's continue our brief reports on this call. Treasurer 5 minutes. Other reports to 2 ½ minutes.

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

In reviewing the **Balance Sheet**, we can see ACA WSO ended the month with \$728,985 in Total Assets. This is a decrease of -\$15,890 from the previous month and is directly due to the Covid-19 crisis causing reduced literature sales and the cancellation of the ABC AWC. The cancellation resulted in about \$25,000 in refunds for the registrations and meals that had been purchased.

Our Total Cash and Cash Equivalents decreased by \$52,023 while our inventory valuation increased \$42,052 after receipt of printing inventory. Despite the downturn in the global economy, we are in solid financial condition and are continuing to meet all our regular obligations.

WSO's Total Liabilities and Equity was \$728,985 at the end of the period that leaves us with a Year-To-Date net income of \$37,284.

Looking at **the P&L** we can see Total Income for the month was \$72,687 down from \$114,592 last month. This is \$41,673 less income than the previous month. The reduced income resulted from: being out of stock on some of our core literature inventory, the office being closed for about a week, and a decrease in contributions. The Cost of Goods Sold (COGS) was \$43,296 which was lower than the prior month's COGS of \$60,309 as expected due to lower sales. This left WSO a Gross Profit of \$29,391 before expenses.

Overall WSO Expenses were \$33,786 compared to \$38,806 the month before. These expenses include payroll and operating expenses. Deducting the expenses from the Gross Profit resulted in a net income of (-\$4,395) for the month.

**P&L Actual to Budget** – This is a new report that shows us how we are performing monthly compared to the approved budget. We fell short of budgeted sales revenue by - \$29,732. However, our expenses were also lower than budget by \$11,071 due to decreased operational costs so the net effect after subtracting out COGs left us missing our budget amount for the month by -\$4,395. This is not bad and considering we beat the budget the first two months

of 2020 considerably we are still \$37,284 ahead of budgeted income for the quarter. I won't take the meeting's time to go over the budget in detail, but if after your review you have any questions, please feel free to contact me.

**7th Tradition Contribution Report:**

WSO received \$8,292 in 7<sup>th</sup> Tradition Contributions for the month from members, groups, and intergroups. This is down 25% from the budgeted \$11,000 per month in contributions needed to fund our committees and programs worldwide. However, again with the Covid-19 crisis causing the majority of groups to stop meeting face to face, this wasn't a big surprise. Many groups and members have set up virtual 7th Tradition baskets on apps like PayPal or Venmo and are collecting contributions from their online meetings and forwarding to WSO. People can also go to [shop.adultchildren.org](http://shop.adultchildren.org) and make a contribution as well.

To see the 7th Tradition Contributions for the month, click the link below or go to the 7th Traditions tab in the right-side menu of the [acawso.org](http://acawso.org) website.

**I. Executive Committee: David McB**

The month of march was a busy one. We began with evaluating our office space and options as our lease is coming up and we knew we were growing our current place. Working with Nick and Bill (Treasurer) we were close to bidding on a new, larger location. Jim B. (secretary) flew in to check out the locations and all looked good. Then came CV19. Short story: with the economic downturn and nationwide pandemic we were offered a good deal to stay at the location we are in. We are staying.

We also had a brief closure of the SH office and now are back in operation as we received permission from LA County.

We also were very active on the 2020ABC/AWC. Including arranging transportation for board members. Then came CV19. Executive committee was very involved in how to proceed. Board approved a postponement to 2021 for the event in Boca and a virtual ABC/AWC 2020. Personnel issues were discussed and an Ad hoc HR committee was suggested to the board which was approved.

**J. Archive Committee: Marcia J**

Mostly quiet – will start meeting again in May.

**K. Finance Committee: Bill D**

1. Reviewed the Monthly Financial Statements with a representative of our accounting firm.
2. The committee continues to monitor the inventory project as the CPAs work with software vendors to improve the interface between Shopify and Amazon and our accounting software to more accurately track sales and payments.
3. The Sales Tax Working Group under the Finance Committee continues to meet two times per week on average in addition to many hours logged by the members offline working independently on the project. We have increased the number of states to 12 where we are now collecting and remitting sales tax, and filing returns. This has saved WSO approximately \$35,000

in fees if we had hired a consultant to do the work.

4. The committee presented its Annual Report via a PowerPoint presentation to the delegates at the ABC. A copy of the report was also included in the binder and posted on the [acawso.org](http://acawso.org) website
5. The committee welcomes new member Mark H., the treasurer of the Tennessee Intergroup, to the committee.
6. Anyone with finance, bookkeeping, or an interest in learning more about the Finance Committee is welcome to contact me about joining. You do not have to be a CPA to participate. Please email me at [treasurer@adultchildren.org](mailto:treasurer@adultchildren.org) or send a message on Slack.
7. The Finance Committee presented a motion through its report last month for board ratification of its vice-chair who was elected by the committee in March. I do not recall if that motion was adopted by the board at the last meeting so we would like to present it today as a motion to the board.

**Motion:** The Finance Committee puts Lucia S forward as Vice Chair. (Bill D.)

**Second:** David McB

**Decision:** Motion passed unanimously. Charlie offline due to technical problems.

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

- Mardi Comline editor has been ill – The April Edition will be delayed
- The Bill of rights has completed a list of 22 rights and will be out for comment soon and will be read during the ABC
- Volunteer open house Saturday May 16<sup>th</sup> – check out the literature page or the traveler. The life blood of Literature is our volunteers – thank you
- April 4<sup>th</sup> was our quarterly meeting – discussed how to respond to COVID 19 – Explore online workshops – we just did one today – more will be done for the Loving Parent Guidebook.

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

ACAWSO worked diligently during March to ease the stress our ACA fellowship is experiencing due to the coronavirus pandemic. We have researched ways for our membership to continue having their meetings while reminding them of the other virtual ways to attend extra meetings. We on the ACA WSO Board of Trustees

This Member Services Committee is looking for a Secretary and a Vice-Chair. We also have openings for volunteers. If this interests you, please join us on Slack and at our next Teleconference to be held on May 6 at 2PM Eastern, 11AM Pacific, and 9PM UTC.

During our April monthly meeting we discussed the necessity of keeping our reports up-to-date on the repository so our membership can follow along with what this committee does. We discussed scenarios for the Virtual AWC and our participation in it. We posted COVID guidelines and self-care information.

The Member Services Committee is composed of five subcommittees; the Traveler is also one of our responsibilities. All committees have a page on the repository with a brief explanation of what the committee and the subcommittees are about. We are working to keep those pages current.

Subcommittee reports can be accessed by going to the Member Services Committee page and scrolling down to reach the report you are looking for. The following are the subcommittees of Member Services and their chairs:

<b>Global:</b> Sue V. (Canada)	<b>Intergroups:</b> Tamara P. (USA)	<b>Regions:</b> Matt K. (USA)
<b>Teen and Young Adults:</b> Marc (Netherlands)	<b>Members:</b> Sarah O. (USA)	<b>The Traveler:</b> Eleni (Special Worker and Editor)

Temporarily our H&I and Public Outreach committees join our Member Service Committee business meetings after the MSC business meeting has concluded.

**N. Public Services Committee:** David McB or Miles C

Nothing much to report, everything we are working on has been canceled or postponed. We could use some help. We meet with Carole's Members Services on the first Saturdays of the month.

**O. Hospitals and Institutions:** Rich R

95 requests for literature were sent out to Hospitals and Institutions this past month. Still working on the Doctor and Therapist Trifold.

**P. Ad hoc HR Committee:** Rich R.

Rich Reported on the Ad hoc HR committee that was recently created by the Board. As ACA grows, we will have more employees. An employee handbook is much needed. We will be having our first meeting soon.

**Q. European Committee:** Majbrit M <https://acawso.org/category/european-connection/>

This month we filled two positions for trusted servants within the EC:

- EC Service sponsor Coordinator                      Irma R.  
Lithuania/UK
- EC Secretary                                              Beryl V.                      UK/South  
Africa

Majbrit shared her gratitude for the fellowship and WSO as she is completing 6 years of service as a board member with 4 different chair-people.

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

- The Office was closed as a result of the State of CA order on March 19<sup>th</sup>
- The office stayed close for a few days until the office could determine that it was considered an essential business and could be open. The Staff is observing the required rules and taking precautions.

- Amazon will not receive some of our products due to COVID-19 restrictions
- Other shipping issues are causing some issues with meditation books also
- Sales had a big dip
- 2586 Active Meetings, 106 Intergroups, 1 Region
- Nick says there is no traffic on the 405 – first time ever!!!

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

- Added a new member in March Lucia S
- Prepared the committees annual report for the ABC
- Due to COVID-19 the committee changed its motion to move to a larger office space. We were able to get a 2-year lease in our current location and a reduced rate from the original lease proposal with a much smaller increase than before.
- Is asking that a review be done about the procedure followed for the office closure due the COVID-19 Executive Order.
- Inventory management program is still underway.

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

- Working on a service manual. Will have a draft out for the ABC. To include information on Business Meetings, Meetings, The Conference.
- Holding a pre-conference review of the 7 passed Ballot proposals during our April SNC meetings
- Charlie asked the SNC to do a special presentation at the ABC for the service manual – Thank You Charlie

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

**WSO Information Technology Committee**

Reports posted at <https://acawso.org/category/information-technology/>

Committee Chair: Sharon F - [webservant@adultchildren.org](mailto:webservant@adultchildren.org)

Committee Volunteers: Cheryl F, Jim B, Mary Jo L, and Michelle H

Meetings: "Website Weekly Wednesdays" at 1pm Eastern

**Highlights for March 2020**

- Collaborating with ABC/AWC and Delegate Training Committees to provide technical guidance and support for an entirely Online ABC
- Assisting Registered Delegates with technology for Online ABC
- Supported the office with updating meeting listings for groups transitioning to virtual formats due to COVID-19 safety protocols
- Updated the various websites with COVID-19 announcements
- Email distributions to Meetings, Intergroups, Regions, and Delegate contacts for cancellation of in-person ABC/AWC and transition to online format
- Implemented closure and reopen for the ACA online shopping site

**V. ABC AWC Committee:** Miles C <https://acawso.org/category/abc-committee/>

- We are still having the Boca Raton Convention in 2021.
- Please be kind as this is the first virtual ABC and AWC we are doing.
- Delegate binder will be out very soon.
- The 2020 AWC will begin April 25, at 10am eastern and a new meeting every 2 hours – ending at 12PM on April 26.

**W. Delegate Training Subcommittee** – Erin D <https://acawso.org/category/delegate-training/>

- Meet and Greet Sunday before the conference at 2PM Easter April 19th
- Delegate orientation – Wednesday at 12PM and 7PM Eastern. All delegates are asked to attend a session
- Has a locked slack session for delegates
- Completed 2 Delegate training sessions – last one is tomorrow
- Delegate orientation checklists is in the
- 2019 Minutes are posted with the recordings to help you see what happens at an ABC
- Tradition Skits were created
- Delegates must register by 12 Noon April 20th

**X. Ballot Prep Committee:** Mary Jo

Seven ballot measures have been placed on the 2020 Online Annual Business Conference agenda, after receiving votes from more than 60 percent of the 154 groups, intergroups and regions that submitted positions. The measures that will be debated by ABC delegates are 3, 4, 6, 8, 9, 10 and 13. See this full description of the measures below, or [Download the pdf](#)

- Proposals that passed
- 3- ACA Preamble 89%
- 4- Copyright Release Form – 79%
- 6 – Creating a document Publishing experience on the traditions and principles 83%
- 8 – Creating additional Boundaries 85%
- 9 – Beginner’s handbook 79%
- 10 – Creating a daily re-parenting reader – 89%
- 13 – Changing the cover of the red book to include dysfunctional families more prominently 85%

**Y. OPPM Committee:** Mary Jo <https://acawso.org/category/oppm/>

The OPPM was updated for a new version of Roberts Rules of Order for handling motions at the ABC.

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

- We did not meet in the past month
- Sharon F was put forth as a nominee and is now seated on the board
- A second nomination is still being processed by the committee and will be completed after the ABC.
- The committee needs new members – please check the webpage above. 2 positions are open – one outside of North America.
- The committee has been working for 2 years and is due for a periodic assessment or review.

Greg and Laura have also done 2 years of service.

**AA. Diversity Ad hoc Committee:** Jim B <https://acawso.org/category/diversity/>

- First meeting was in April, now meeting monthly on the first Friday of the month at 2 PM Eastern.
- The committee discussed how Inclusiveness and Accessibility need to be considered as part of Diversity.
- We have channels on slack
- Talked about service at all levels – the group, intergroups and the WSO board and how we can encourage this.

**BB. Motions passed at a Board Working Session on March 17<sup>th</sup>**

- 1) **Motion:** (David) We 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.

**Seconded by Miles**

**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 spreading the virus. We need professional guidance in this matter.

**Results:** All in favor

2. **Motion: (Jim)** WSO to prepare a statement for Covid-19 which covers safety and updating meeting practices and get it on all of our websites.

**Seconded by Bill**

**Background:** David agreed to do a specific concurrence to get the WSO Statement Covid-19 done and we can review and do approval there. The fellowship needs guidance for how to handle meeting facilities closing and how to update meeting listings and other best practices for online meetings.

**Results:** All in favor

**CC. Motions passed at a Board Working Session on March 19<sup>th</sup>**

1. **Motion (Charlie, seconded by Carole):** To work with Boca Raton Renaissance Marriott, based on ACA WSO's understanding from conversations with hotel sales manager Debi Kieserman, to book the hotel for the 2021 ABC AWC under a total cost that remains similar to, or less than, the 2020 hotel contract. The ACA WSO negotiating team will be instructed to request concessions in response to the continuing global and national COVID-19 emergency.

**Background:** The negotiating team will be Charlie H, chair; Bill D, treasurer; and Miles C., ABC AWC Committee Chair. (More background will be supplied)

**Results:** All in favor

2. **Motion: (Jim, Seconded by David)** Provide full refunds for all 2020 AWC Meals and Convention Registration and create a mailing notice to alert people that their full refunds were made and let them know that they can do a 7th tradition contribution if they want to separately



**Background:** We want to make refunds as simple as possible and we will not require the over 300 people to have to request them. All AWC orders will be refunded. We will let people know that they can do a 7<sup>th</sup> tradition contribution and provide a link to our shopping site for that. This is because some people have asked if part of their refund could go to the 7<sup>th</sup> tradition.

**Results:** 1<sup>st</sup> Vote was 6 to 3 and after minority opinion was ALL in Favor

**DD. Motions passed at a Board Working Session on March 24th**

- 1) Motion (David, seconded by Carole):** To send proposed letter to Renaissance Boca Raton Hotel clarifying contractual status and status of 2021 event.

**Background:** ACA WSO's negotiating team is seeking to initiate discussions with hotel representatives. Following 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.

**Results:** All in favor

- 2) Motion (Miles, seconded by Carole):** Delegates may register for online registration until the start of the 2020 ABC, in response to coronavirus crisis. \*\*\* This was superseded by a subsequent motion \*\*\*

**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.

**Results:** RICH ABSTAINS, CAROLE ABSTAINS. 7-0, with two abstentions

- 3) Motion (Jim, seconded by David):** That WSO holds 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. An official AWC meeting script will be used to ensure the meetings are consistent and use an approved format. 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.

**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.**

**Results:** All in favor

- 4) Motion (David, seconded by Rich):** The DCOC recommends 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

**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.

**Results:** All in favor

- 5) **Motion (Jim, seconded by David):** Establish an Ad Hoc Committee on Human Resources, with a sunset date of May 8, 2021, and direct it 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.

**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. Further details on the committee's function are in a March 2 background document provided by the Executive Committee.

**Results: 8 to 1** – Bill presented the 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.

- 6) **Motion (Charlie, seconded by Miles):** 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.

**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.

**Results:** 8 to 0 – Bill abstained

- 7) **Motion (Bill, seconded by David):** 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.

**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.

**Results:** All in favor

**EE. Motions passed at a Board Working Session on March 26th**



- 1) **Election** - We had a vote with 5 candidates for the 2020 ABC Chair position. Mary Jo was selected, and Greg R was the runner up.
- 2) **Motion (Miles, seconded by David):** Ask Greg R to the Vice Chair for the 2020 ABC as a backup for Mary Jo.  
**Background:** It was seen as a good idea to have a backup for Mary Jo, just in case there is an issue that comes up.  
**Results:** All in favor 8 to 0 – Charlie was absent
- 3) **Motion (David, Seconded by Bill):** WSO reopens sales of physical products that require shipping on our shopping cart.  
**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.  
**Results:** All in favor 8 to 0 – Charlie was absent
- 4) **Motion (Jim, Seconded by Bill):** We accept the recommendation of the Nominating committee to have Sharon as a Board Member. And give Sharon the option of starting now or wait till the 2020 ABC to be seated.  
**Background:** The nominating committee has sent the board a recommendation for Sharon to be 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 when she wants to start  
**Results:** All in Favor – 8 to 0 – Charlie was absent.
- 5) **Motion (David, Seconded by Bill):** Cease and Desist Letters be drafted and put on slack for review to send to the people circulating our copyrighted material  
**Background:** PDFs of our copyrighted material are being sent around. These are not authorized copy's and we need to contact them and have them stop.  
**Results:** All in Favor – 8 to 0 – Charlie was absent
- 6) **Motion (Jim, Seconded by Bill):** That WSO create a Venmo account to make it easier for groups to do 7th Tradition contributions.  
**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.  
**Results:** All in Favor – 8 to 0 – Charlie was absent

**FF. Motions passed at a Board Working Session on April 9**

- 1) **Motion (Bill, seconded by Carole)** 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.  
**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.

**Results:** All in Favor

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

- 2) **Motion (Charlie, Seconded by Miles):** Approve the ABC Agenda as posted on the Board Working Channel. (Snippet shown below)

**Results:** All in Favor

**Background:** Amendment (David, seconded by Sharon) to limit Treasurer's time to 5 Minutes also. It originally passed and then failed after a minority opinion and revote. We have been reviewing and updating the ABC schedule. This is the first fully remote ABC. And we are looking at a new procedure (Modified Roberts) for looking at Motions. And also keeping Committee reports brief to allow more interaction with the fellowship. And we have 7 motions on the floor plus possible floor motions. Timing is set to ensure as many people as possible will be awake around the globe. We discussed that there is not a need for a Board Meeting right after the ABC.

- 3) **Motion (Charlie, seconded by Carole):** To approve Swedish IG license to print 1,500 YWB copies. This will be using the standard 50/50 split royalty

**Results:** All in Favor

**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.

**GG. Motions passed via Specific Concurrence since the March 14th Teleconference**

- 1) **Motion (Jim from the IT Committee, Seconded by Bill):** 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. \*\*\* This supersedes a previous motion \*\*\*

**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).

- Per 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.

**Results:** 9 to 1 – Miles was not in favor – there was no minority opinion offered.

- 2) **Motion (Erin, Seconded by Bill):** To have an ABC Conference Vice Chair in the event that the chair becomes unavailable.

**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.

**Results;** All in favor 10 – 0

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

**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.

**Results:** All in favor 10 – 0

- 4) **Motion (Charlie, Seconded by Bill):** 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.

**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.

**Results:** All in favor 10 – 0

- 5) **Motion (Bill, Seconded by Rich R):** 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.

**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 Exec Comm 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.

**Results:** All in favor 10 – 0

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

**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

**Results:** 9 – 0. 1 abstention.

#### **HH. Special Acknowledgments of Majbrit M for her 6 years of WSO Board service**

Thank you Majbrit for your dedication and support for the ACA fellowship and commitment to Literature translations, so that more adult children can read and hear the ACA message in their native tongue.

The European Committee that you helped build is a tremendous testament of your service commitment and gift to so many adult children today and in the future.

## **II. Guest Comments**

- Matt from the Midwest – The regions have also seen tremendous support and activity during the COVID-19 crisis. There is a southern regional contact that Matt has recently met. This is region 4 on our current US Regional Map.
- Laura D – Denver IG Rep – Questions about delegate training dates (Wednesday April 22 for Delegate Orientation 12 and 7 PM) Check the 2020 delegates slack channel. When will the binder be ready soon. Registration to be a delegate is available now, ABC ZOOM registration will be available soon. The AWC registration will be available soon also. Question on proposals – please see <https://acawso.org/category/ballot-prep/> and [acaworldconvention.org](http://acaworldconvention.org) for details.
- Julianne V – concerned about some problems she has heard about a telephone meeting problem in Australia. There is a meeting safety issue. Who does she contact for assistance? Sharon offered to help – email [webservant@adultchildren.org](mailto:webservant@adultchildren.org)
- Mary Jo – Shared some of the special moments she shared with Majbrit
- Marcus – Greater East Bay IG – They are helping provide a Zoom account to local groups and some members believe this is a tradition violation. Marcus does not believe it is and asked for feedback. A number of board members shared how they see this being done in the local meetings and see this is within the 7 tradition and self-supporting. And especially the 1<sup>st</sup> Tradition of Unity – and how we are coming together to support each other during this crisis.

- Carole – clarification of ABC registering – Can you register as a non-delegate for the ABC? Yes - The ABC observer registration will be available soon. Right now, ABC Delegate Registration is Live. 3 Items are pending – 1) ABC Delegate Zoom registration 2) ABC Non-Delegate Zoom Registration and 3) AWC Registration
- Jerry – The Map for the regions displayed for region 4 and region 5 cuts the NCA ACA structure in half. Charlie noted that the original idea for the regional maps was to allow flexibility in the regional definition at the edges of the map. We may need to correct the OPPM to ensure this is clear. Jim noted that the Service Network Committee is working on an update to the OPPM regional certification section to provide more flexible language about the regional definitions and support organic growth and definitions of Regions. We are also providing a Global World Regional Map.
- Majbrit – Asked for Jim to reach out to Denis in Moscow about a region that may have been formed there.
- Sue V – expressed thanks and gratitude for the Board and all of the committees to work through this crisis.
- Jim R – also voiced a question on Intergroups offering a Zoom account to local meetings. Support for this being in the traditions was voiced. It was noted that some groups may be affecting others when they create zoom meetings without considering the other groups in violation of the traditions. Jim R thanked for Majbrit for many -ships 😊
- Mardi noted the comline is short of articles. And asked for ABC attendees to consider sharing their ABC experience in the Comline. Deadline is June 1st for submissions. We are working on a new way to submit articles. And thanked Majbrit also.

**JJ. ANNOUNCEMENTS:** Next WSO Board Teleconference Meeting is Saturday May 9 at 2PM Eastern

**KK. Motion To close** – David/Jim

**LL. Closing Serenity Prayer** – led by Majbrit M from Denmark

Adult Children of Alcoholics World Service Organization Inc			
Balance Sheet			
As of March 31, 2020			
	Mar 31, 20	Feb 29, 20	\$ Change
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
1000 - Cash & Cash Equivalents			
1010 - Bank of America			
1011 - General Operating-Ck #7246	26,521.95	21,572.87	6,949.08
1012 - AF Operating Account-Ck #1623	35,141.70	96,249.00	-61,107.30
1013 - Operations Savings #4377	52,910.01	52,656.88	253.13
1014 - Bank Of America CD #3670	100,000.00	100,000.00	0.00
Total 1010 - Bank of America	216,573.66	270,478.75	-53,905.09
1020 - Chase Bank			
1021 - Chase Operations Ckg #1315	9,030.19	9,030.19	0.00
1022 - Chase Savings #1591	84,162.35	84,162.35	0.00
Total 1020 - Chase Bank	93,192.54	93,192.54	0.00
1031 - TransferWise-EUR #	1,854.17	2,885.49	-1,031.32
1100 - Merchant Accounts			
1110 - Pay Pal			
1112 - Paypal-USD	101,709.48	94,526.07	7,183.41
Total 1110 - Pay Pal	101,709.48	94,526.07	7,183.41
1120 - Shopify Payments	1,627.81	3,113.86	-1,486.05
1130 - Amazon US Clearing	5,986.66	9,192.09	-3,205.43
1131 - Amazon Canada Clearing	499.55	160.44	339.11
1132 - Amazon UK Clearing	222.68	82.57	140.11
1133 - Amazon FR Clearing	-2.67	10.65	-13.32
1134 - Amazon DE Clearing	42.85	42.08	0.77
1135 - Amazon ES Clearing	-0.99	42.72	-43.71
1136 - Amazon IT Clearing	-1.60	0.00	-1.60
Total 1100 - Merchant Accounts	110,083.77	107,170.48	2,913.29
Total 1000 - Cash & Cash Equivalents	421,704.14	473,727.26	-52,023.12
Total Checking/Savings			
1300 - Customer Receivable	0.00	1,745.46	-1,745.46
Total Accounts Receivable	0.00	1,745.46	-1,745.46
Other Current Assets			
1318 - AMZ US-Shopp'g cart receivable	13,425.19	13,425.19	0.00
1318.2 - AMZ CA-Shopp'g cart receivable	331.98	331.98	0.00
1318.1 - AMZ UK-Shopp'g cart receivable	636.73	636.73	0.00
1320 - SHOPIFY-Shopp'g cart receivable	18,057.20	19,937.78	-1,880.58
1330 - Interest Receivable	1,722.63	1,636.88	83.75
1350 - Prepaid Expenses			
1352 - Insurance	1,641.51	1,861.01	-219.50
1353 - Security Deposit	3,116.50	3,116.50	0.00
1354 - Outside Contractors	4,156.41	4,863.76	-707.35
1350 - Prepaid Expenses - Other	28,323.97	28,323.97	0.00
Total 1350 - Prepaid Expenses	37,238.39	38,165.24	-926.85
1400 - Inventory Asset			
1410 - Shopify Inventory			
1411 - Textbook Inventory	94,219.04	51,709.45	42,509.59
1412 - Workbook Inventory	36,629.60	38,997.61	-2,368.01
1413 - Tri-Folds	3,821.05	3,836.47	-15.42

For Management Purposes Only

Page 1 of 3

Adult Children of Alcoholics World Service Organization Inc			
Balance Sheet			
As of March 31, 2020			
	Mar 31, 20	Feb 29, 20	\$ Change
1415 - Medallions/Chips	14,632.32	15,014.03	-381.71
1416 - Sub-Par Inventory	1,545.24	1,742.22	-196.98
Total 1410 - Shopify Inventory	150,847.25	111,299.78	39,547.47
1420 - Amazon Inventory			
1421 - Textbook Inventory	10,779.29	6,699.49	4,079.80
1422 - Workbook Inventory	1,545.43	3,120.32	-1,574.89
Total 1420 - Amazon Inventory	12,324.72	9,819.81	2,504.91
1430 - Inventory-Europe	41.03	41.03	0.00
Total 1400 - Inventory Asset	163,213.00	121,160.62	42,052.38
Total Other Current Assets	234,625.12	195,296.42	39,328.70
Total Current Assets	656,329.26	670,769.14	-14,439.88
Fixed Assets			
1800 - Fixed Assets			
1810 - Furniture & Fixtures			
1812 - Warehouse Furn/Fix	1,037.85	1,037.85	0.00
1813 - Shelving	3,377.94	3,377.94	0.00
Total 1810 - Furniture & Fixtures	4,415.79	4,415.79	0.00
1820 - Equipment			
1821 - Computers	3,677.04	3,677.04	0.00
1822 - Security System	4,375.00	4,375.00	0.00
1823 - Office Equipment	1,442.34	1,442.34	0.00
1825 - Warehouse Equipment	13,886.77	13,886.77	0.00
Total 1820 - Equipment	23,381.15	23,381.15	0.00
1850 - Intangible Assets			
1851 - Computer Software	3,246.01	3,246.01	0.00
1852 - Website Development	108,381.66	108,381.66	0.00
1853 - Copyright	5,629.13	5,629.13	0.00
1854 - Trademark	1,269.07	1,269.07	0.00
Total 1850 - Intangible Assets	118,525.87	118,525.87	0.00
1860 - Accum. Depr' & Am't			
1861 - Accumulated Depreciation	-17,056.00	-16,538.00	-518.00
1862 - Accumulated Amortization	-56,611.00	-55,678.00	-933.00
Total 1860 - Accum. Depr' & Am't	-73,667.00	-72,216.00	-1,451.00
Total 1800 - Fixed Assets	72,655.81	74,106.81	-1,451.00
Total Fixed Assets	72,655.81	74,106.81	-1,451.00
TOTAL ASSETS	728,985.07	744,875.95	-15,890.88
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 - Accounts Payable	2,353.71	0.00	2,353.71
Total Accounts Payable	2,353.71	0.00	2,353.71
Credit Cards			
2011 - Bank of America-Corp Card #1794	6,852.95	1,651.33	5,201.62
Total Credit Cards	6,852.95	1,651.33	5,201.62
Other Current Liabilities			
2001 - Deferred Revenue - Conference	0.00	24,837.61	-24,837.61
2100 - Payroll Liabilities			
2105 - Vacation Payable	2,753.01	2,594.90	158.11
2106 - Accrued Wages and Payroll Taxes	10,216.79	8,682.68	1,534.11

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Adult Children of Alcoholics World Service Organization Inc			
Balance Sheet			
As of March 31, 2020			
	Mar 31, 20	Feb 29, 20	\$ Change
Total 2100 - Payroll Liabilities	12,969.80	11,277.58	1,692.22
2120 - Sales Tax Payable	8,499.68	6,554.73	1,944.95
2199 - Accrued Liabilities	12,250.00	10,100.00	2,150.00
Total Other Current Liabilities	33,719.48	52,769.92	-19,050.44
Total Current Liabilities	42,926.14	54,421.25	-11,495.11
Total Liabilities	42,926.14	54,421.25	-11,495.11
Equity			
32000 - Unrestricted Net Assets..	648,774.86	648,774.86	0.00
Net Income	37,284.07	41,679.64	-4,395.57
Total Equity	686,058.93	690,454.50	-4,395.57
TOTAL LIABILITIES & EQUITY	728,985.07	744,875.95	-15,890.88



Adult Children of Alcoholics World Service Organization Inc  
Profit & Loss  
March 2020

	Mar 20	Feb 20	\$ Change
Ordinary Income/Expense			
Income			
4010 - Shopify Revenue			
4011 - Textbook Revenue	19,899.10	36,732.30	-16,833.20
4012 - Workbook Revenue	9,373.04	18,065.35	-8,692.31
4013 - Tri-Fold Revenue	1,019.26	1,656.81	-637.55
4014 - Audio Royalty Revenue	252.00	186.00	66.00
4015 - Medallions & Chip Revenue	1,729.00	3,638.00	-1,909.00
4017 - 7th Tradition Contributions	4,948.00	5,452.00	-504.00
4018 - Shipping And Handling	6,579.21	11,574.52	-4,995.31
4019 - Complimentary Copy	301.04	99.58	201.46
4025 - Intergroup Discount	-2,138.55	-5,386.05	3,247.50
4028 - Sales Discounts	-359.09	-229.13	-129.96
4029 - Returns and Allowances	-422.96	-1,046.25	623.29
Total 4010 - Shopify Revenue	41,180.05	70,743.13	-29,563.08
4030 - Amazon Revenue			
4031 - Textbook Revenue	9,504.34	19,404.13	-9,899.79
4032 - Workbook Revenue	12,285.07	16,707.62	-4,422.55
4034 - E-Book Royalty Revenue	4,473.49	18.13	4,455.36
4036 - Shipping Revenue	108.26	974.05	-865.79
4037 - Gift Wrap Revenue	7.98	3.99	3.99
4038 - Discounts	-358.98	-451.22	92.24
Total 4030 - Amazon Revenue	26,008.16	36,856.70	-10,858.54
4050 - Barnes & Noble Revenue			
4056 - E-Book Royalty Revenue	64.90	103.84	-38.94
Total 4050 - Barnes & Noble Revenue	64.90	103.84	-38.94
4060 - Audible Revenue			
4064 - Audio Royalty Revenue	1,883.00	2,049.01	-166.01
Total 4060 - Audible Revenue	1,883.00	2,049.01	-166.01
4080 - 7th Traditions Contributions	3,344.47	4,714.07	-1,369.60
4200 - Other Revenue			
4201 - Bank Interest	86.88	94.94	-8.06
4200 - Other Revenue - Other	128.34	0.00	128.34
Total 4200 - Other Revenue	215.22	94.94	120.28
Total Income	72,687.80	114,361.89	-41,673.89
Cost of Goods Sold			
5000 - Shopify-Cost of Goods Sold			
5010 - Shopify COGS			
5011 - Textbooks	5,341.25	9,594.17	-4,252.92
5012 - Workbooks	2,456.02	4,464.19	-2,008.17
5013 - Tri-Folds	339.42	541.52	-202.10
5015 - Medallions/Chips	574.42	1,115.86	-541.44
Total 5010 - Shopify COGS	8,711.11	15,715.74	-7,004.63
5020 - Shopify-Fulfillment Costs			
5022 - Freight Out (order Fulfillment)	10,438.64	8,974.95	1,463.69
5024 - Fulfillment, BANG	0.00	62.50	-62.50
Total 5020 - Shopify-Fulfillment Costs	10,438.64	9,037.45	1,401.19
5030 - Direct Labor			
5031 - Direct Salary & Wages	8,490.11	8,302.58	187.53
5032 - Workers Compensation	401.98	367.32	34.66

For Management Purposes Only

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Adult Children of Alcoholics World Service Organization Inc  
Profit & Loss  
March 2020

	Mar 20	Feb 20	\$ Change
5035 - Employer Taxes-Direct Labor	893.16	990.79	-97.63
Total 5030 - Direct Labor	9,785.25	9,660.69	124.56
Total 5000 - Shopify-Cost of Goods Sold	28,935.00	34,413.88	-5,478.88
5050 - Amazon COGS			
5051 - Textbooks	1,553.80	3,884.14	-2,330.34
5052 - Workbooks	1,574.89	2,197.07	-622.18
5053 - Fulfillment, Amazon UK	327.27	1,035.12	-707.85
5054 - Fulfillment, Amazon US	10,905.05	19,066.31	-8,161.26
Total 5050 - Amazon COGS	14,361.01	26,182.64	-11,821.63
Total COGS	43,296.01	60,596.52	-17,299.91
Gross Profit	29,391.79	53,765.17	-24,373.98
Expense			
6010 - Payroll Expense			
6011 - Exempt Salary & Wages	2,562.32	2,440.99	141.33
6012 - Non-Exempt Salary & Wages	6,334.35	5,836.59	497.76
6013 - Workers' Compensation	463.53	419.05	44.48
6016 - Payroll Service Fees	258.90	258.90	0.00
Total 6010 - Payroll Expense	9,619.10	8,955.53	663.57
6030 - Payroll Taxes			
6031 - Non-Exempt Employer Taxes	671.39	463.00	208.39
6032 - Exempt Employer Taxes	194.20	338.73	-144.53
Total 6030 - Payroll Taxes	865.59	801.73	63.86
6050 - Travel & Mileage Expense			
6052 - Airfare & Vehicle Rentals	446.30	1,263.94	-817.64
6053 - Lodging	0.00	1,272.28	-1,272.28
6050 - Travel & Mileage Expense - Other	125.37	0.00	125.37
Total 6050 - Travel & Mileage Expense	571.67	2,536.22	-1,964.55
6054 - Contractors	2,018.66	2,699.78	-680.12
6057 - Events			
6058 - Event Meals	131.05	246.91	-115.86
Total 6057 - Events	131.05	246.91	-115.86
6070 - Program Initiatives			
6071 - Materials	530.71	539.36	-8.65
6072 - Other Program Costs	0.00	429.78	-429.78
Total 6070 - Program Initiatives	530.71	969.14	-438.43
6080 - Professional Fees			
6081 - Accounting Expense	7,650.00	8,508.96	-858.96
6082 - Legal Fees	0.00	620.00	-620.00
6083 - Staffing Services	791.42	1,296.17	-504.75
Total 6080 - Professional Fees	8,441.42	10,425.13	-1,983.71
6090 - Technology IT Support			
6091 - Website Expenses	1,211.08	587.68	623.40
6092 - Software Support Expense	118.98	615.97	-496.99
6095 - Accounting IT	717.02	642.51	74.51
6090 - Technology IT Support - Other	273.96	233.96	40.00
Total 6090 - Technology IT Support	2,321.04	2,080.12	240.92
6100 - License & Permits	19.00	0.00	19.00
6110 - Insurance Expense			
6111 - Board Insurance (EO) Expense	111.33	111.33	0.00
6112 - Business & Property Liability	108.17	108.17	0.00

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Adult Children of Alcoholics World Service Organization Inc  
Profit & Loss  
March 2020

	Mar 20	Feb 20	\$ Change
Total 6110 - Insurance Expense	219.50	219.50	0.00
6120 - Rent Expense	3,116.50	3,116.50	0.00
6130 - Utilities Expense			
6131 - Electric Expense	0.00	143.97	-143.97
6132 - Telephone Expense	272.33	270.42	1.91
6130 - Utilities Expense - Other	140.94	0.00	140.94
Total 6130 - Utilities Expense	413.27	414.39	-1.12
6140 - Office Supplies Expense			
6141 - Postage Expense	0.00	0.00	0.00
6146 - Supplies	286.45	1,180.30	-893.85
Total 6140 - Office Supplies Expense	286.45	1,180.30	-893.85
6150 - Dues and Subscriptions	224.45	224.45	0.00
6180 - Warehouse Supplies	566.75	450.99	115.76
6190 - Tax Expense			
6191 - Federal Tax Expense	0.00	84.00	-84.00
6190 - Tax Expense - Other	1,500.76	0.00	1,500.76
Total 6190 - Tax Expense	1,500.76	84.00	1,416.76
6200 - Bank & Merchant Fees			
6204 - Amazon Fees	0.00	104.60	-104.60
6205 - Shopify Fees	892.60	1,766.39	-773.79
6207 - PayPal Fee	296.10	717.53	-418.43
6208 - Credit Card Fees (Finance charge)	2.40	498.65	-496.25
6209 - Foreign Exchange (Gain/Loss)	174.91	-197.57	372.48
6200 - Bank & Merchant Fees - Other	0.00	59.29	-59.29
Total 6200 - Bank & Merchant Fees	1,469.01	2,958.89	-1,489.88
6210 - Depreciation & Amortization			
6211 - Depreciation Expense	518.00	518.00	0.00
6212 - Amortization Expense	933.00	933.00	0.00
Total 6210 - Depreciation & Amortization	1,451.00	1,451.00	0.00
9999 - Suspense	0.00	0.00	0.00
Total Expense	33,786.96	38,806.58	-5,019.62
Net Ordinary Income	-4,395.77	14,958.59	-19,354.36
Net Income	-4,395.77	14,958.59	-19,354.36

Adult Children of Alcoholics World Service Organization Inc  
Profit & Loss Budget vs. Actual  
March 2020

	Mar 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4010 - Shopify Revenue			
4011 - Textbook Revenue	19,899.10	27,612.73	-7,713.63
4012 - Workbook Revenue	9,373.04	12,927.18	-3,554.14
4013 - Tri-Fold Revenue	1,019.26	1,229.45	-210.19
4014 - Audio Royalty Revenue	252.00	381.10	-129.10
4015 - Medallions & Chip Revenue	1,729.00	2,580.49	-851.49
4017 - 7th Tradition Contributions	4,948.00	5,736.42	-788.42
4018 - Shipping And Handling	6,579.21	8,266.95	-1,687.74
4019 - Complimentary Copy	301.04	105.99	195.05
4025 - Intergroup Discount	-2,138.55	-3,996.57	1,858.02
4026 - Volume Discount	0.00	-136.25	136.25
4027 - Misc. Discount	0.00	-228.57	228.57
4028 - Sales Discounts	-359.09		
4029 - Returns and Allowances	-422.96		
Total 4010 - Shopify Revenue	41,180.05	54,478.92	-13,298.87
4030 - Amazon Revenue			
4031 - Textbook Revenue	9,504.34	17,670.31	-8,165.97
4032 - Workbook Revenue	12,265.07	16,300.33	-4,035.26
4034 - E-Book Royalty Revenue	4,473.49	2,310.92	2,162.57
4036 - Shipping Revenue	108.26	1,471.27	-1,363.01
4037 - Gift Wrap Revenue	7.98	6.17	1.81
4038 - Discounts	-358.98	-690.24	331.26
Total 4030 - Amazon Revenue	26,000.16	37,068.76	-11,068.60
4050 - Barnes & Noble Revenue			
4056 - E-Book Royalty Revenue	64.90	85.47	-20.57
Total 4050 - Barnes & Noble Revenue	64.90	85.47	-20.57
4060 - Audible Revenue			
4064 - Audio Royalty Revenue	1,883.00	1,928.95	-45.95
Total 4060 - Audible Revenue	1,883.00	1,928.95	-45.95
4080 - 7th Traditions Contributions	3,344.47	5,795.49	-2,451.02
4100 - Consignment	0.00	162.86	-162.86
4150 - European Sales	0.00	2,899.85	-2,899.85
4200 - Other Revenue			
4201 - Bank Interest	86.88		
4250 - ABC/AWC Revenue			
4251 - Registrations	0.00	0.00	0.00
4252 - Meal Tickets	0.00	0.00	0.00
Total 4250 - ABC/AWC Revenue	0.00	0.00	0.00
4200 - Other Revenue - Other	128.34		
Total 4200 - Other Revenue	215.22	0.00	215.22
Total Income	72,687.80	102,420.30	-29,732.50
Cost of Goods Sold			
5000 - Shopify-Cost of Goods Sold			
5010 - Shopify COGS			
5011 - Textbooks	5,341.25	8,896.69	-3,555.44
5012 - Workbooks	2,456.02	3,950.19	-1,494.17
5013 - Tri-Folds	339.42	544.34	-204.92
5015 - Medallions/Chips	574.42	1,068.10	-493.68

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Adult Children of Alcoholics World Service Organization Inc  
Profit & Loss Budget vs. Actual  
March 2020

	Mar 20	Budget	\$ Over Budget
Total 5010 - Shopify COGS	8,711.11	14,459.32	-5,748.21
5020 - Shopify-Fulfillment Costs			
5021 - Shipping Supplies	0.00	469.98	-469.98
5022 - Freight Out (order Fulfillment)	10,436.64	6,439.75	3,996.89
5024 - Fulfillment, BANG	0.00	431.78	-431.78
5026 - Bang Storage	0.00	5.13	-5.13
Total 5020 - Shopify-Fulfillment Costs	10,436.64	7,346.64	3,090.00
5030 - Direct Labor			
5031 - Direct Salary & Wages	8,490.11	8,078.54	411.57
5032 - Workers Compensation	401.96	350.90	51.06
5033 - Paid Sick Leave-Direct Labor	0.00	99.02	-99.02
5035 - Employer Taxes-Direct Labor			
5042 - FICA Taxes-Direct Labor	0.00	222.89	-222.89
5043 - FUTA-Direct Labor	0.00	9.85	-9.85
5044 - SUI-Direct Labor	0.00	106.23	-106.23
5035 - Employer Taxes-Direct Labor	893.16		
Total 5035 - Employer Taxes-Direct Labor	893.16	338.97	554.19
Total 5030 - Direct Labor	9,785.25	8,867.43	917.82
Total 5000 - Shopify-Cost of Goods Sold	28,935.00	30,673.39	-1,738.39
5050 - Amazon COGS			
5051 - Textbooks	1,553.80	4,125.54	-2,571.74
5052 - Workbooks	1,574.89	2,671.66	-1,096.77
5053 - Fulfillment, Amazon UK	327.27	1,114.68	-787.41
5054 - Fulfillment, Amazon US	10,905.65	18,543.26	-7,637.61
5058 - Freight-Out(Order Fulfillment)	0.00	195.61	-195.61
5059 - Freight-In(Transfers)	0.00	247.88	-247.88
Total 5050 - Amazon COGS	14,361.61	26,898.63	-12,537.02
5100 - Consignment COGS	0.00	100.44	-100.44
5600 - European Sales-COGS	0.00	1,080.82	-1,080.82
Total COGS	43,296.61	58,753.28	-15,456.67
Gross Profit	29,391.19	43,667.02	-14,275.83
Expense			
6010 - Payroll Expense			
6011 - Exempt Salary & Wages	2,582.32	2,653.00	-70.68
6012 - Non-Exempt Salary & Wages	6,334.35	6,701.18	-366.83
6013 - Workers' Compensation	463.53	535.22	-71.69
6014 - Paid Sick Leave	0.00	206.37	-206.37
6015 - Vacation Expense	0.00	171.41	-171.41
6016 - Payroll Service Fees	258.90	350.73	-91.83
Total 6010 - Payroll Expense	9,639.10	10,617.91	-978.81
6030 - Payroll Taxes			
6031 - Non-Exempt Employer Taxes	671.39	521.54	149.85
6032 - Exempt Employer Taxes	194.20	370.22	-176.02
Total 6030 - Payroll Taxes	865.59	891.76	-26.17
6042 - European Committee			
Annual European Meet	0.00	0.00	0.00
Total 6042 - European Committee	0.00	0.00	0.00
6050 - Travel & Mileage Expense			
6052 - Airfare & Vehicle Rentals	446.30	1,604.17	-1,157.87
6053 - Lodging	0.00	2,633.34	-2,633.34

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Adult Children of Alcoholics World Service Organization Inc  
Profit & Loss Budget vs. Actual  
March 2020

	Mar 20	Budget	\$ Over Budget
6050 - Travel & Mileage Expense - Other	125.37		
Total 6050 - Travel & Mileage Expense	571.67	4,237.51	-3,665.84
6054 - Contractors	2,019.66		
6057 - Events			
6058 - Event Meals	131.05	2,878.67	-2,747.62
6059 - Facility	0.00	1,533.33	-1,533.33
6057 - Events - Other	0.00	250.00	-250.00
Total 6057 - Events	131.05	4,662.00	-4,530.95
60536 - Finance Committee	0.00	0.00	0.00
6060 - Conference & Conventions			
6064 - Gifts & Awards	0.00	195.66	-195.66
Total 6060 - Conference & Conventions	0.00	195.66	-195.66
6060a - Conferences/Meetings			
6060.1 - Strategic Planning Meeting			
STP - Lodging	0.00	0.00	0.00
STP - Meals	0.00	0.00	0.00
STP - Venue	0.00	0.00	0.00
STP - Board Travel	0.00	0.00	0.00
Total 6060.1 - Strategic Planning Meeting	0.00	0.00	0.00
6060.2 - 2020ABC/AWC			
ABC - Board Travel	0.00	0.00	0.00
ABC - Materials/Print	0.00	0.00	0.00
ABC - Venue Expense	0.00	0.00	0.00
ABC - Supplies	0.00	0.00	0.00
ABC - Food Expense	0.00	0.00	0.00
Total 6060.2 - 2020ABC/AWC	0.00	0.00	0.00
Total 6060a - Conferences/Meetings	0.00	0.00	0.00
6070 - Program Initiatives			
6071 - Materials	530.71	784.07	-253.36
6072 - Other Program Costs	0.00	833.33	-833.33
Total 6070 - Program Initiatives	530.71	1,617.40	-1,086.69
6080 - Professional Fees			
6081 - Accounting Expense	7,850.00	5,500.00	2,350.00
6082 - Legal Fees	0.00	234.23	-234.23
6083 - Staffing Services	791.42		
6084 - Translation Expense	0.00	1,128.34	-1,128.34
Total 6080 - Professional Fees	8,441.42	6,862.57	1,578.85
6090 - Technology IT Support			
6091 - Website Expenses	1,211.08	1,311.89	-100.81
6092 - Software Support Expense	118.98	17.04	101.94
6093 - Storage & Anti-virus Protection	0.00	221.48	-221.48
6095 - Accounting IT	717.02	806.58	-89.56
6090 - Technology IT Support - Other	273.96	70.66	203.30
Total 6090 - Technology IT Support	2,321.04	2,427.65	-106.61
6100 - License & Permits	19.00	46.82	-27.82
6110 - Insurance Expense			
6111 - Board Insurance (EO) Expense	111.33	238.32	-126.99
6112 - Business & Property Liability	108.17	432.00	-323.83
Total 6110 - Insurance Expense	219.50	670.32	-450.82
6120 - Rent Expense	3,116.50	3,116.50	0.00

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Adult Children of Alcoholics World Service Organization Inc  
Profit & Loss Budget vs. Actual  
March 2020

	Mar 20	Budget	\$ Over Budget
6130 - Utilities Expense			
6131 - Electric Expense	0.00	391.98	-391.98
6132 - Telephone Expense	272.33	459.24	-186.91
6130 - Utilities Expense - Other	140.94		
Total 6130 - Utilities Expense	413.27	851.22	-437.95
6140 - Office Supplies Expense			
6141 - Postage Expense	0.00	1,250.73	-1,250.73
6142 - Printing Expense	0.00	333.33	-333.33
6143 - Office equipment/machines	0.00	696.20	-696.20
6144 - Misc. Expense	0.00	1,579.04	-1,579.04
6145 - PO Box Fee	0.00	20.92	-20.92
6146 - Supplies	206.48		
6140 - Office Supplies Expense - Other	0.00	10.77	-10.77
Total 6140 - Office Supplies Expense	206.48	3,890.99	-3,684.51
6150 - Dues and Subscriptions	224.45	355.62	-131.17
6160 - Repairs & Maintenance	0.00	214.24	-214.24
6180 - Warehouse Supplies	566.75	594.40	-27.65
6190 - Tax Expense	1,500.76		
6200 - Bank & Merchant Fees			
6204 - Amazon Fees	0.00		
6205 - Shopify Fees	992.60	1,092.78	-100.18
6207 - PayPal Fee	299.10	1,137.35	-838.25
6208 - Credit Card Fees (Finance charg	2.40	83.33	-81.93
6209 - Foreign Exchange (Gain)/Loss	174.91		
Total 6200 - Bank & Merchant Fees	1,469.01	2,313.46	-844.45
6210 - Depreciation & Amortization			
6211 - Depreciation Expense	518.00	352.82	165.18
6212 - Amortization Expense	933.00	940.17	-7.17
Total 6210 - Depreciation & Amortization	1,451.00	1,292.99	158.01
9999 - Suspense	0.00		
Total Expense	33,786.96	44,858.82	-11,071.86
Net Ordinary Income	-4,395.77	-1,191.80	-3,203.97
Net Income	-4,395.77	-1,191.80	-3,203.97

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## MONTHLY TELECON MONTHLY TELECONFERENCE MINUTES

May 09, 2020

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 Webinar ID: 228-809-511**

Webinar:	Dial US	Dial International
<a href="https://zoom.us/j/228809511">https://zoom.us/j/228809511</a>	<b>US: +1-669-90-06833 (San Jose)</b> <b>PIN: 228809511#</b>  <b>US: 1-929-205-6099 (New York)</b> <b>PIN: 228809511#</b>	<a href="#">Zoom International Dial-in Numbers</a> <ul style="list-style-type: none"> <li>● <b>DEN: +45 89 88 37 88</b></li> <li>● <b>SWE: +46 8 4468 2488</b></li> <li><b>+46 8 4468 6646</b></li> <li>● <b>Full list of international Numbers</b></li> </ul> <a href="https://zoom.us/u/adSv3hv19d">https://zoom.us/u/adSv3hv19d</a>

- A.** Call to Order – Opened with Serenity prayer
- B.** Roll Call of Board Members – Bill D, Charlie H, David McB, Erin D, Jim B, Miles C, Rich R, Sharon F
- C.** Quorum established – All present – Noted that Majbrit from Denmark and Carole C from Region 2 have rotated from their Board Member Roles. Thank you for your service in the past and what you continue to do for ACA and WSO.
- D.** Guest Introductions

Barbara – CA 1148	Carole C – MSC Chair – Region 2 Vice Chair	Cheryl F – DTSC Chair	David – Alabama Delegate 0034
Denise – Anchorage Alaska 021	Irma – European Committee Service Sponsor coordinator	Dalia – Israel 0007, Vice Chair f Global Members	Fredrik – Sweden – Chair of European Committee
Greg – Austin TX Delegate 131, Chair of the nominating committee	Lucia S, FL 262 - Finance Committee Vice Chair	Josh – Washington DC – IG 626, APB Working Group, OPPM	Karin – Illinois – APB Chair

Kristian – steps to freedom group – Diversity Ad Hoc Committee – Helping mentoring Israel IG	Kapil C – India – observing today	Karola – Germany – Curious and happy to be here	Justine – Delegate for PA IG – Chair of NE US region 5, member of SNC and Sponsorship team
Kathy – southern CA 837- on Literature sub committees	Mary Jo – Chair of OPPM and Ballot Prep – DTSC and IT Committees	Marcia J – Iowa and Illinois Quad Cities, Chair of archive committee	Pam – IG Chair of Central Coast ACA – past board member
Marcus – IG Chair of Greater East Bay – 648 - GEBACA	Neil – South Florida TEL272 – APB Member	Nancy – Delegate CA 1064	Mikkel Denmark– Spiritual inclusion study group, Concepts Study
John N– 1 <sup>st</sup> Time Visitor – member of Detroit IG 12	Mardi M, Montana – Comline Editor	Sarah – IG002 NY, Chair MS Subcommittee, SNC vice Chair, others	

**E.** Tradition Five (Nancy) - Each group has but one primary purpose – to carry its message to the adult child who still suffers.

**F.** Minutes:

- a. Motion to approve the April 11th, 2020, Teleconference Minutes (Jim B) Second: Rich  
Discussion: One typo noted by Bill - Tabled until next meeting Decision:  
Tabled

**G.** Chair Report – Charlie H

- Acknowledged how well the 2020 ABC and AWC went – our first fully virtual events that were planned in a number of weeks. One of ACA’s finest hours as we came together. We had the most participation for these events ever. Thanks to everyone for their feedback to help plan going forward.
- Several ABC Proposals are moving forward – See bottom of this report for the latest status. Lots of activity for the Literature committee 😊 and a floor motion for meeting safety – The board is working on a motion to address this.
- Jim Reported that we had 55 different countries in the AWC, 2800 different attendees, 3800 had registered. Over 1100 people in one meeting. The AWC recordings will be available for free download. It will take another month to have the downloads available – they need to be edited for content.
- Bill thanked the fellowship for their 7<sup>th</sup> tradition support during the AWC

- Erin was happy that more delegates were able to attend the ABC since it was fully virtual. Encouraged the new delegates to stay involved in service and check out slack for additional opportunities.
- David was excited to see the continued international ABC presence and the progress we are making
- The closing of the AWC with the Serenity Prayer in so many languages had an amazing emotional impact.
- Even on today's call we have many countries represented. What a blessing.

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

### Balance Sheet

In reviewing the Balance Sheet we can see ACA WSO ended the month with \$697,774 in Total Assets. This is a decrease of -\$4,913 from the previous month.

Our Total Cash and Cash Equivalents decreased by -\$34,190 which is offset by our inventory valuation increasing \$36,951 after receipt of printing inventory. Despite the difficult period we all have been in, we are in very good financial condition considering the Covid-19 impact on our fellowship and the worldwide economy. WSO's Total Liabilities and Equity was \$697,774 at the end of the period. This still leaves us with a Year-To-Date net income of \$15,165 despite the effects of the pandemic.

### Income Statement

Looking at the P&L we can see Total Income for the month was \$100,001 up from \$72,687 in March. This is an increase of \$26,658 in income, but still about 15% below our budgeted income amount of \$115,000. The increased income is a result of a pick-up in sales on both our own website and Amazon, plus the royalties received from European printing and sales.

The Cost of Goods Sold (COGS) was \$61,103 and was higher than the prior month's COGS due to higher sales. This left WSO a Gross Profit of \$38,898 before expenses.

Overall WSO Expenses were \$39,875 compared to \$33,787 the month before. These expenses include payroll and operating expenses. After deducting the expenses from the Gross Profit WSO was left a net loss of -\$977 for the month.

### Actual to Budget

This report that shows us how we are performing monthly compared to the approved budget. We were on budget for total income after we take out the projected revenue from the cancelled face to face ABC/AWC.

Our expenses were also lowered than budgeted by \$22,309 after eliminating the expenses for ABC/AWC and a financial audit.

Despite the actual net loss of -\$977 for the month we still out performed the budget by \$18,696. I won't take the meeting's time to go over the budget in detail, but if after your review you have any questions, please feel free to contact me at [treasurer@adultchildren.org](mailto:treasurer@adultchildren.org).



WSO received \$13,131 in 7th Tradition Contributions for the month from members, groups, and intergroups. This is up approximately 20% from the \$11,000 per month we budgeted. A good percentage of the contributions came from the electronic 7th Tradition baskets during the virtual ABC / AWC.

WSO has created an electronic 7th Tradition basket using Venmo @acawso for contributions made inside the US and can still also easily accept contributions worldwide in our online shopping cart at [shop.adultchildren.org](http://shop.adultchildren.org).

To see the 7th Tradition Contributions for the month click the link below or go to the 7th Traditions tab in the right-side menu of the [acawso.org](http://acawso.org) website.

## 7<sup>th</sup> Tradition Contributions

Sharon asked about how Venmo will show in the financials. It is in account 1105 And what account the web agility expenses are showing up in – Bill to check.

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

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

Resolving sick leave for office closure and CV19 issues

The committee has been deep into the ABC/AWC.

Last minute emergencies and recommendations for ABCAWC

Looking at issues with Sale tax and cost escalation.

2. Archive Committee: Marcia J <https://acawso.org/category/archives/>

- Continue to work with the DC to scan archive materials
- Creating a schedule for oral inventories

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

Since the last Board Teleconference members of the Finance Committee met 7 times and worked on the following projects and tasks.

1. Reviewed the Monthly Financial Statements with a representative of our accounting firm. The statements have been posted in the repository under Treasurer's report. – **Completed**
2. The committee continues to monitor the inventory project as the CPAs work with software vendors to improve the interface between Shopify and Amazon and our accounting software to more accurately track sales and payments. WSO is responsible for putting the internal controls into place to ensure the inventory movements are tracked properly once the accounting systems modifications are made. – **In Process**
3. The Sales Tax Working Group under the Finance Committee continues to meet two times per week on average in addition to many hours logged by the members offline working independently on the project. We have increased the number of states to 12 where we are now collecting and remitting sales tax, and filing returns. This has **saved WSO approximately \$35,000 in fees** if we had hired a consultant to do the work.

We paid back taxes to 2 more states, Kentucky and Louisiana, have asked the CPAs to file returns for the prior 3 years in New York and Indiana and then we will pay those back taxes. We have 20 more states with Voluntary Disclosure Applications and are expecting responses from the states. Due to the Covid-19 many states are behind in responding to our requests for Voluntary Compliance. Please see the attached Status Summary chart for more detailed info. – **In Process**

4. The committee presented its Annual Report via a powerpoint presentation to the delegates at the ABC. A copy of the report was also included in the binder and posted on the [acawso.org](http://acawso.org) website – **Completed**
5. The committee welcomes new member Mark H., the treasurer of the Tennessee Intergroup, to the committee. – **Completed**
6. Anyone with finance, bookkeeping, or an interest in learning more about the Finance Committee is welcome to contact me about joining. You do not have to be a CPA to participate. Please email me at [treasurer@adultchildren.org](mailto:treasurer@adultchildren.org) or send a message on Slack.

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

- ACA Bill of Rights – 22 were broadcast at the ABC. They will be posted during the month of May
- Workshops being done for new ACA WSO Literature – Bonnie M and Charlie- getting great support and participation. Loving Parent Guidebook and Getting Started book. More workshops and town halls will be held – stay tuned.
- May 16<sup>th</sup> – Literature Volunteer Open House Workshop – All are welcome – Details in the Traveler. Manuscript Readers, Translators, etc. needed
- Spiritual Inclusion Study Group – Still open to volunteers
- Please send Articles to the Comline – Both for July edition and ABC edition

- Ready Set Go in about 3 months for publication, Manuscripts for Loving Parent in 2 months, and Getting Started in about 3 months – then into the design phase.
5. Member Services Committee: Carole C <https://acawso.org/category/member-services/>
    - Just had their monthly meeting and details still being compiled.
    - All subcommittee reports have been published
    - Looking at creating how to videos for different areas
    - Global members are seeing more countries represented – Service is the secret sauce in recovery! Looking at using the heart storm created for the AWC.
    - Working on a new ACA Teen Trifold
    - Intergroup reports posted and caught up on old reports too!
    - Member's outreach – looking to help groups update their meeting info. Members survey results are out, and a report published.
    - Regions is sending a doodle to schedule their next committee meeting and get things going again, Likely a Saturday. The region's contact for the southern region is official – Danny L.
    - Jim noted that the Service Network Committee is working on an update to the OPPM Appendix 2 on the Regional Certification section to help with a Global focus.
    - Committee needs a Vice Chair and Board Liaison
    - Global Members is getting large and may need to be its own Standing committee
  6. Public Services Committee: Miles C <https://acawso.org/category/public-information/>
    - There is a report on the Repository – Bells – Whistles – and Smiles
    - We need volunteers – email [pscchair@acawso.org](mailto:pscchair@acawso.org)
    - Looking for someone with graphics experience to help with Public Service Announcements
    - Call for Intergroups and all members to get involved.
  7. Hospitals and Institutions: Rich R <https://acawso.org/category/h-and-i-committee/>
    - 80 Orders of Literature sent out this past month
  8. HR Ad Hoc Committee Rich R
    - A number of initial meetings held with the committee
    - Working on creating job descriptions for the HR Manual
    - Creating meetings and lunch breaks for staff and WSO Board members to interact to help improve sharing of information
  9. European Committee: Fredrik <https://acawso.org/category/european-connection/>



- Fredrik's First Monthly report of the EC Chair
- EC supported 4 time slots for the AWC. A lot of training was conducted to make sure the sessions went smoothly. EC provided technical support
- Introduced new officers for the EC – and new people are joining
- Planning for the Greece fellowship annual EC event in September
- Sharon F is the new WSO Board Liaison to the EC

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

- Our Office is running smoothly and as you can see in the statistics below, we are experiencing an uptick in sales.
- A very special thanks to our Distribution tech, Jose who has tirelessly and fearlessly suited up and shown up and has broken two shipping output records from the Signal Hill facility last month.
- Thanks also to Gloria and Keara working from home and keeping the ball rolling
- Current purchases include: • 5000 HC Meditation • 10,000 Newcomer Booklet • 500 2020 ABC Medallions
- Signal Hill sales up 196% from last month
- 2586 Active Meetings, 106 Intergroups

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

- The DCOC was unable to meet formally on its regular 2nd and 4th Wednesdays this past month due to either the unavailability of several members who had scheduling conflicts or time constraints preparing for the virtual ABC AWC held a couple of weeks ago. Despite not having a regular meeting the committee did continue to monitor inventory and perform general office operations oversight. The committee communicated via its channel on Slack and via email. The items addressed since the last monthly Board Teleconference are.
- Reviewed and approved the monthly inventory statistics, reviewed orders, and inventory movements by the office. – Completed
- Presented the committee's annual report using a slideshow presentation to the delegates at the virtual ABC and posted the annual report both online and in the delegate binder. – Completed
- Reviewed effects of 2 recent power outages at the office that knocked the security cameras and time clock offline and made them unavailable for access. Determined the backup power supplies were inadequate to carry the equipment through more than a relatively short outage and requested the office order 2 larger units. They will be installed as soon as they arrive. – Completed
- Sadly, one of our members let the committee know this month they would not be able to continue to serve on the committee. We will miss Sharon F and thank her for her work on the committee. Two members of the fellowship have volunteered to serve on the committee. We welcome Mark H from TN, and Emelia B from I
- We are always looking for people with experience in business, IT, publishing, logistics, etc. to help our WSO continue to meet the demands of worldwide growth Items Carried Forward
- After the office was closed for a week when the Covid 19 Safer at Home order was first given, the DCOC has scheduled to review the office closing process with the Operations

Manager who unfortunately has not been available to meet with the committee since prior to the closure on March 19th. This is still on the agenda for the committee when he can join the meeting. – In Process

- The WSO inventory management project is ongoing and the committee members, our accountants, and 2 software vendors are working together to improve the accuracy of the data during automated download of sales orders from online sales platforms. This has been a time-consuming process as it has been an unusual intermittent problem that is not easy to troubleshoot. The changes will result in the inventory being tracked more accurately and will allow for better inventory management. A status report is attached. – In Process
- Charlie asked about the layout of the warehouse and if it was safe for the workers. It was confirmed we have enough space to be as safe as possible.

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

- Working on the ACA Preamble as sent back to committee
- OPPM Regional Certification updates
- AWC workshop support was very gratifying
- The committee has filled a number of positions and asks for the board's recognition a. Ariel – Minutes for Monday night meetings b. Justine – Committee Treasurer c. Sarah O – Committee Vice Chair

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

## Highlights from April 2020:

• **Technical support for converting the 2020 ABC and AWC to completely online events.**

- Facilitated Delegate Registration and communication
- Provided technology guidance and training for Delegates and ABC Chair/Vice Chair
- Provided technical support during the online ABC and AWC
- Kept websites with current information and resources as available

• **Supported other committees**

- Provided technical support for the Loving Parent Guidebook – "Reparenting Check-In" Online Workshop
- Updated online information for various committees
- Forwarded volunteer service inquiries to committees

Chair: Sharon F.      Contact: [webservant@adultchildren.org](mailto:webservant@adultchildren.org)

Committee Volunteers: Cheryl F., Mary Jo L., and Michelle H.

Meetings: "Website Weekly Wednesdays" at 1pm Eastern US

## Upcoming Projects:

- **Website Content Audit**
    - Streamline information available on sites
    - Update pages left over from transfer from "old" site
    - Better integrations between WSO websites
    - User Experience and Accessibility
  - **WSO IT User Access Policy**
  - **Upload AWC Workshop Handouts and Audio to ACAWorldConvention.org**
  - **Deployment of new, more dynamic homepage for AdultChildren.org**
    - Comline Subscription
    - Fellowship news on Adultchildren.org
    - Comline Blog and broader exposure for events
    - Have it more mobile friendly
    - Volunteers needed – you do not need to be a programmer – we could use liaisons to the other committees too – Contact [webservant@adultchildren.org](mailto:webservant@adultchildren.org) or Sharon F on Slack.
14. ABC AWC Committee: Miles C <https://acawso.org/category/abc-committee/>
- The ABC-AWC report is on the repository at the address shown above

This was an extraordinary year, after all the plans were done and ready for the annual ABCAWC [in Boca Raton Florida] the world was hit with covid-19 which meant ours and many other conventions were to be cancelled. In March it was decided to have the ABC virtually and at the monthly TC it was asked if there could be a virtual AWC. Thanks to the IT committee for setting this up and looking after the techy part of this, the entire weekend was a great success with a few minor glitches. And thanks to all the people who made this event possible,

The ABCAWC committee met today and because of some request to continue doing the AWC virtually we will be investigating the possibility of doing this. We are also looking at starting a subcommittee with those who would like to be part of a technical team to help make this possible.

We as a committee have a few irons in the fires but it takes volunteers to make these events possible if you wish to join our committee please do. Don't forget if all goes well with this covid-19 and we can meet again face to face the 2021 convention will still be held in Boca Raton Florida next April.....

Anyone interested in purchasing this years convention coin can do so by pre ordering them at the WSO order page.

Thanks again for making the 2020 Virtual AWC such a success!!

Yours In Service, Miles C WSO ABCAWC Chair

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

The 2020 Virtual ABC was an overall success with respect to the delegates being prepared. We are grateful to all the support the DTSC received to help prepare the delegation for this new experience being held entirely online this year.

The locked Slack Channel: “**2020\_abc\_online\_delegates**” was a tremendous help this year for the delegates. Delegates were required to re-register for the 2020 “Online” ABC and were invited to the locked Slack channel; which served as the main channel of communication with the delegates.

We held three delegate training sessions, the third one on **Sunday April 12 at 10am EDT**. This was the most successful of our sessions as we were able to build on the helpful suggestions of the participants from the previous two.

Implementing a deadline for registering for the 2020 ABC was very helpful this year for the DTSC. It ensured all registered delegates were informed about the orientations prior to the ABC and they all had access to the available information to prepare them for the ABC.

The first ever “**Meet & Greet**” for the Delegates was held on **Sunday April 19, 2020 at 2pm EDT** and we had approximately 50 delegates attend this event, mostly first-time delegates.

We hosted two online “**Delegate Orientation**” sessions on **Wednesday April 22, 2020** prior to the ABC. The first was held at **12pm EDT** and the second session began at **7pm EDT**. The two sessions were instrumental in revealing the challenges that we would encounter during the ABC. The ABC planning team was able to meet between the orientation sessions to collaborate to address the concerns before the 2<sup>nd</sup> session and try the new suggestions during the 2<sup>nd</sup> session.

We have begun reviewing the 2020 ABC Surveys and have a few goals at this time based on the feedback:

1. we are looking at putting together a “Delegate Training Manual” or “Delegate Resource Booklet”
2. scheduling more mock proposal sessions in the weeks prior to the 2021 ABC
3. having an article in the ComLINE for delegates, “delegates corner”

There was a **Traditions Workshop** during the AWC, and we look forward to having the recording of this workshop available on the DTSC webpage.

The Doodly Program has been purchased by the IT Committee to be used to support committees. We have a call for service looking for members who would be interested in putting together the animation of the Tradition Skits using this program.

The Delegate Training Sub-Committee meets on the fourth Wednesday of every month at 3pm. You may contact us at [dtsc@acawso.org](mailto:dtsc@acawso.org)

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

- The BPC is taking a breather – but ... Following the completion of the 2020 ABC, we will now begin to regroup in order to send out the Call for Proposals for the 2021 ABC. The target date is August 1st.

**17. OPPM Committee:** Mary Jo <https://acawso.org/category/oppm/>

- We have not met since the last Board Teleconference. Our next meeting is May 14th.

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

- We are down 2 trustees even with a new trustee recently joining
- If you know someone that might be able to fill the role of a trustee – please speak with them about being nominated
- The committee has been meeting for 2 years and is up for a committee review as per their charter



- Greg is willing to continue to serve. Laura is stepping down. There is a new applicant for the committee. We can use more people on the committee.
- Sharon asked if Technology experience could be added along with business experience
- Bill asked if there was consideration to open up the Board to non ACA members similar to other fellowships. Not at this time.

19. Diversity Ad hoc Committee: Jim B <https://acawso.org/category/diversity/>

- We meet monthly on the first Friday of each month at 2PM Eastern on Slack. Please email [secretary@adultchildren.org](mailto:secretary@adultchildren.org) for call details or more information.
- The committee passed the following motion and asks the Board for its approval once it gets time to review it.
- The Diversity Ad Hoc moves that we change our name to The Diversity, Inclusion and Accessibility Ad Hoc Committee
- We are discussing Diversity, Inclusion and Accessibility at our meetings and how to do outreach.
- We also had a nomination to have Julianne be the ad hoc's committee liaison to the Spirituality Literature Team. She is already attending both meetings.
- We did a committee report at the 2020 Annual Business Conference and also put out a May Traveler article, sorry for the typo on the [secretary@adultchildren.org](mailto:secretary@adultchildren.org) email. We are getting more people interested in the committee and joining us on our slack communication channel. It is great to see a growing interest and more participation in the committee.

20. APB Working Group Update: Karin - <https://acawso.org/category/apb>

- Members from the APB working group participated as panelists in a Traditions workshop held during the 2020 virtual AWC
- The working group had been thinking about transitioning into a committee and were happy to hear about the meeting safety floor motion and support this effort. Looking for more details on the boards action on a new committee as moved at the ABC to see how the APB group can help
- 9 Member inquiries in the last few months – details in our report
- Next meeting is Sunday May 24th at 2PM – then June 28<sup>th</sup>

J. Motions passed at a Board Working Session on April 16th

- 1) **Motion:** (Miles, seconded by Carole - Charlie with friendly amendment) That we design and have made 300 conference coins for the 2020 virtual ABCAWC to be sold at our cost plus postage to be sold out of the Distribution Center.

**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\*\*

**Results:** 8 to 1 with Bill absent – Minority Opinion – Rich does not feel we will be able to see 300 medallions for a virtual event.

- 2) **Motion:** (David, Seconded by Rich) Motion to order 5,000 HC Med books for \$11,971

**Background:** Last order was for 5,000 last January 2019. Maybe 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 brought it to the board since we had another motion also.

**Results** All in favor – Bill Absent

- 3) **Motion:** (David, Seconded by Miles) Motion to order 10,000 Newcomer booklets from ABC Press

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

**Results** All in favor – Bill Absent

- 4) **Motion:** (Charlie, seconded by David) 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, and the title page.

**Background:** This carries out the intent of the 2020 ABC Ballot Measure 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, mooted the need for ABC debate. Jim to share this motion on the screen at the ABC

**Results** All in favor – Bill Absent

**K. Motions passed at a Board Working Session on April 21**

**Motion:** (Carole, seconded by David) That we increase the 2020 AWC Medallion Order to 500 medallions.

**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.

**Results:** All in Favor

**L. Motions passed by Specific Concurrence since the last Board TC**

**Motion:** (David, seconded by Jim) That we set the price for the 2020 AWC Medallion at 4\$

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

**Results:** 9 in Favor – 1 abstention

**M. Guest Comments**

- Josh – Question if abstentions are included in the ABC votes. And asks if this can be explicit in the OPPM. Note sure what Zoom Polls was doing – we need to check. Since the Ballot Proposals do not include abstentions – we would want to be explicit and do the same. The OPPM committee to look at this.
- Sarah O – The NJ meetings and NY IG had a lot of positive feedback and gratitude. A great feeling of belonging.
- David B - A big thank you – Learned so much from the experience and has me interested in doing more service
- Mardi M – Comline Editor – Please send some submissions – share your experience with the ABC and AWC. It was suggested to Comline to make regular announcements into the Traveler.

<https://adultchildren.org/literature/comline/> send submissions to [litstaff@adultchildren.org](mailto:litstaff@adultchildren.org)

July Edition: Steps 7, 8, 9 and Traditions 7, 8, 9. Target due date for submissions is May 31.

October Edition: Steps 10, 11, 12 and Traditions 10, 11, 12. Target due date for submissions is August 31.

We also extend a special invitation to all adult children: share your recovery experience in the language of your childhood. Selected shares will be published as written-not translated into English. All shares will be considered. The deadline for all *ComLine* submissions is 30 days prior to the month the edition is to be published.

- Dalia – Israel – people are really feeling included, supportive and encouraged.
- Denis from Moscow – Thank you to everyone for an amazing AWC. A huge milestone for the Russian fellowship also. Over 200 local people attended, thanks to Majbrit and Fredrik and the EC. We feel part of the global fellowship.

#### N. ANNOUNCEMENTS:

Next WSO Board Teleconference Meeting is Saturday June 13 at 2PM Eastern

#### O. Motion To close (David with 8 seconds)

#### P. Closing Serenity Prayer

#### Q. Motions from the 2020 ABC for the Board to Consider

Motion	Status
<b>Proposal 3</b> - The ACA Preamble will be sent back to the Service Network with comments so they can make updates and get more fellowship feedback. The passed motion is to send the Preamble back to the Service Network Committee for wordsmithing, with our workgroup's thoughts.	Actively being worked on by the Service Network Committee – Town hall Reviews tentatively planned for August
<b>Motion from Proposal 8</b> We move that we direct the literature committee to create educational resource(s) that assist adult children with establishing healthy safe boundaries.	Pending
<b>Motion from Proposal 10</b> - Passed We propose that . . . the WSO create a daily reparenting reader similar in structure to the Strengthening My Recovery (SMR) daily reader. Reparenting tips, meditations, etc. would draw from the forthcoming Loving Parent Guidebook, the Big Red Book, other ACA literature, including new material, and ACA member submissions. The daily reparenting reader will complement the upcoming Loving Parent Guidebook, which helps ACAs learn and apply reparenting tools. The	Pending

proposed reparenting reader will provide daily inspiration and support us to reparent ourselves with gentleness, humor, love, and respect.	
<p><b>Proposal 13-</b> We propose that . . . The "Alcoholic/Dysfunctional Families" part of the title on the cover of the Big Red Book be moved up to be consistent with the Title Page, Page I. "Adult Children of Alcoholics Alcoholic/Dysfunctional Families". Also that the spine be changed to read "Adult Children of Alcoholics/Dysfunctional Families".</p> <p><b>Declined to Board's Motion that already addresses this for BRB and other literature</b></p>	Pending
<p><b>Floor Motion from the 2020 ABC</b></p> <p>Motion 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.</p>	In Progress





## MONTHLY TELECONFERENCE MINUTES

June 13, 2020

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 Webinar ID: 228-809-511**

Meeting Link:	Dial US	Dial International
<a href="https://zoom.us/j/228809511">https://zoom.us/j/228809511</a>	<b>US: +1-669-90-06833 (San Jose)</b> <b>PIN: 228809511#</b>  <b>US: 1-929-205-6099 (New York)</b> <b>PIN: 228809511#</b>	<a href="#">Zoom International Dial-in Numbers</a> <ul style="list-style-type: none"> <li>● <b>DEN: +45 89 88 37 88</b></li> <li>● <b>SWE: +46 8 4468 2488</b></li> <li><b>+46 8 4468 6646</b></li> <li>● <b>Full list of international Numbers</b></li> </ul> <a href="https://zoom.us/j/adSv3hv19d">https://zoom.us/j/adSv3hv19d</a>

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

Anita - Belgium	Barbara – CA1148 Delegate	Bernadette – Canada, IG 558	Christy – TX118
Dalia – Israel- IR007, IG718	Denise – Alaska 021	Dove – Arizona 0148	Elis – Montclair NJ
Greg R – Austin Texas, Nominating committee Chair	Helen W – Laguna Hills Group and IG	Karin S – Illinois – APB, Concepts, and	Laura D – Colorado IG
Lucia S – FL 262 – Finance Vice Chair	Marcia J – Archives Chair	Marcus – GEBACA IG	Markus S – European Committee
Nancy G – CA, IG1064	Rosalie – Western IG595	Sarah O – Greater NY IG	Sue V – Global Members Chair

Susan C – San Diego – Global Members	Szabolcs – Hungary	Mardi M - Montana	Pam – Central Coast IG Chair
Mary Jo – OPPM and BPC Chair, etc.	Justine F – PA IG, NE US Region		

- E.** Tradition Six (Sharon) - An ACA group ought never endorse, finance or lend the ACA name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
- F.** Minutes:
- a. Motion to approve the April 11th, 2020 Teleconference Minutes (Jim B)  
Second: Miles C  
Discussion: None  
Decision: All in Favor
  - b. Motion to approve the May 9th, 2020 Teleconference Minutes (Jim B)  
Second: Bill D  
Discussion: None  
Decision: All in Favor
- G.** Chair Report – Charlie H
- a. 5 Minute Timer for written reports – goal is for 3 Minutes. Leave more time for fellowship comment and discussion
- H.** Treasurer’s Report – Bill D <https://acawso.org/category/treasurer-reports/>  
[Balance Sheet](#)

In reviewing the Balance Sheet we can see ACA WSO ended the month with \$709,772 in Total Assets. This is an increase of \$281 from the previous month. The Balance Sheet felt impact from us paying the back sales taxes the Finance Committee has been working on the past several months. We began accruing the sales taxes owed under GL account 2210 and paid out \$18,426 in May.

Our Total Cash and Cash Equivalents increased by \$35,572 which is offset by our inventory valuation decreasing -\$20,894 due to brisk book sales. Despite the difficult condition the economy has been in, we are in solid financial condition.

WSO’s Total Liabilities and Equity was \$709,772 at the end of the period. This still leaves us with a Year-To-Date net income of \$62,455 in spite of the Covid crisis and the back sales tax accruals.

## Profit and Loss Statement

Looking at the P&L we can see Total Income for the month was \$121,777 up from \$100,052 in April. This is an increase of \$19,356 in income, which is about a 20% increase over our budgeted income amount of \$102,420. The increased income is a direct result of a pick-up in sales on Amazon as we set a new high in those sales for the month, plus I believe it is a record amount of 7th Tradition Contributions in the nearly 3 years I have been your Treasurer. Please keep them coming, we are a ways from being self supporting by our own contributions.

The combined Cost of Goods Sold (COGS) was \$67,257 which was higher than the prior month's COGS due to higher sales. This left WSO a Gross Profit of \$54,519 before expenses.

Overall WSO Expenses were \$33,438 compared to \$36,655 the month before. These expenses include payroll and operating expenses. After deducting the expenses from the Gross Profit WSO was left a net income of \$21,080 for the month.

## P&L Actual to Budget

This report that shows us how we are performing monthly compared to the approved budget. We were ahead of budget in total revenue by nearly 20% due to the aforementioned rather brisk literature sales and contributions.

Our expenses were also lower than budgeted by \$11,603 due in part to cancellation of events and travel due to Covid expenses.

Overall for the month we out performed the budget by \$22,456. I won't take the meeting's time to go over the budget in detail, but if after your review you have any questions, please feel free to contact me at [treasurer@adultchildren.org](mailto:treasurer@adultchildren.org) or on Slack at Bill\_D\_Treasurer.

7<sup>th</sup> Tradition

WSO received \$18,167.53 in 7th Tradition Contributions for the month from members, groups, and intergroups. This is up approximately 58% from the \$11,000 per month we budgeted. We had some extremely generous contributions from the Telephone/ Online meetings as well as several large contributions from Intergroups. We also had a good number of contributions from outside of the US from Canada, Europe and Australia/New Zealand. A big thank you to those who contributed to help ACA continue to expand to meet the growing need of the program throughout the world.

WSO has created an electronic 7th Tradition basket using Venmo @acawso for contributions from inside the US and can still also easily accept contributions worldwide in our online shopping cart at [shop.adultchildren.org](http://shop.adultchildren.org).

To see the 7th Tradition Contributions for the month click the link below or go to the 7th Traditions tab in the right-side menu of the [acawso.org](http://acawso.org) website.

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

**1. Executive Committee: David McB <https://acawso.org/category/executive-committee/>  
Executive Committee Report May 2020**

EC approved an order of 7,500 Laundry List Workbooks recommended by the Operations Manager and the DCOC.

EC recommended a shared Dropbox account for the Wso Board.

EC continued to address ongoing issues within the board and working to create a more constructive and efficient agenda structures for Board Working Sessions and the Monthly Teleconference.

**2. Archive Committee: Marcia J <https://acawso.org/category/archives/>**

Working on Oral Histories. Looking at an App that transcribes audio to text directly. Still a concern about editing and noting who is talking.

**3. Diversity Ad hoc Committee: Jim B <https://acawso.org/category/diversity/>**

## Diversity, Inclusion and Accessibility Ad hoc Committee May 2020 Activity Report

1. The Diversity committee met on May 1 2020 with 6 people in attendance. We meet monthly on the first Friday of each month at 2PM Eastern on Slack. Please email [secretary@adultchildren.org](mailto:secretary@adultchildren.org) for call details or more information.
2. The committee passed the following motion and asks the Board for its approval once it gets time to review it.

The Diversity Ad Hoc moves that we change our name to The Diversity, Inclusion and Accessibility Ad Hoc Committee

3. We are discussing Diversity, Inclusion and Accessibility at our meetings and how to do outreach.
  4. We also had a nomination to have Julianne be the ad hoc's committee liaison to the Spirituality Literature Team. She is already attending both meetings.
  5. We discussed how we can improve the visibility and message of Diversity on the Adultchildren.org website
  6. We continue to make announcements in the Traveler and local meetings about our committee and request members to get involved.
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4. European Committee: Fredrik <https://acawso.org/category/european-connection/>

This month the processes that was started after the AWC/ABC continued. And of course also implementing the work descriptions & the processes within the EC that we had before the AWC/ABC.

We have had meetings with the host committee for the European Annual event in Greece in September.

The HostCommittee of Greece will be asking their fellowship to go on and plan for a virtual event parallel with the face to face event. In case Covid 19 stops us from meeting face to face in Greece!

We have also explored the best solution for distribution of both translated as well as English written literature here in Europa. As you know it is very expensive for the fellowships now and we want to find the most efficient way to give all groups in Europe access to literature.

It will take time, and the process will be ongoing.

We are at present in contact with several countries, trying to find them servicesponsors for support of their growth. Examples of countries in contact with EC regarding literature and servicesponsors or other questions: Belgium, Spain, Greece, Italy, Hungary, Romania, Russia, Ukraine, Sweden, Denmark, Finland just to name a few.

We are looking for people in the fellowship willing to step up to do service as a servicesponsor for a country; A service sponsor should have a working knowledge of the traditions but especially the concepts. If you are that person or maybe know someone who would fit this description, don't hesitate to contact either me as the chair of the EC or Irma, our service-sponsor-coordinator.

Fredrik formally welcomed to the board; he started his Board service on June 1<sup>st</sup>.

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

### FINANCE COMMITTEE REPORT – MAY 2020

In the past month the members of the Finance Committee met about 8 times and worked on the following projects and tasks.

1. Reviewed the Monthly Financial Statements with a representative of our accounting firm. The statements have been posted in the repository under Treasurer's report. – **Completed**

2. The committee upgraded our Webgility software with the latest 8.0 version which appears to have eliminated discrepancies in downloads of sales from Amazon. This is a major step in the inventory management project being performed primarily by the CPAs. The committee is now working on the internal controls portion of the project such as removing unneeded items from Quickbooks and supporting an Inventory SKU Addition / Removal Form to eliminate out of sync items in our sales and accounting systems. – **In Process**

3. The Sales Tax Working Group under the Finance Committee continues to meet two times per week on average in addition to many hours logged by the members offline working independently on the project. We have increased the number of states to 17 where we are now collecting and remitting sales tax, and filing returns. This work mostly by volunteers has **saved WSO approximately \$56,000 in consultant fees** had we hired a consultant to do this complex work. – **In Process**

In the past month the WSO Board has approved payment of back taxes to 9 more states including, New York, Indiana, Utah, Tennessee, Minnesota, Georgia, Arkansas, Texas and Pennsylvania. This brings the total amount excluding interest to about \$57,000 that has been or is in the process of being paid. We have more states with Voluntary Disclosure Applications and are receiving responses from them weekly. Due to the Covid-19 many states are behind in responding to our requests for Voluntary Compliance. Please see the attached Status Summary chart for more detailed info. – **In Process**

4. The committee was informed by the CPAs that the increased work load on filing taxes in more states would increase their monthly fees so the committee sought 3 bids per WSO policy for a solution to the intensive manual work needed to file returns for so many states. An automated sales tax filing service known as Tax Jar was presented in a motion to the board to provide this service for the entire US. The motion was approved and the set up and implementation will take place in the second week of June. – **In Process**

5. The Treasurer worked with Amazon in Europe to develop a plan to consolidate the VAT services for the UK and Germany with 5 other countries and presented it to the board for approval. The plan was approved and the forms were filled out and the service took effect June 1<sup>st</sup> and will be free for one year - **Completed**

6. The committee discussed the “Where the Money Goes Flyer” and a member attended a recent Region meeting to get more information for the committee about a Region’s finance’s which has provided clarity about recommendations for changes to the flyer. The changes are being discussed and will be sent to the board for review when finished. – **In Process**

7. The committee has sought direction from the board about whether they wanted to have a financial audit or review done for 2019. The CPAs and the committee recommended we skip doing one this year, but the board wished to discuss it more and several members attended a joint Finance Committee / CPA meeting to discuss it further. The consensus was there were perhaps some specific areas that could be looked at that might end up saving WSO money. The concept presented by the CPAs is known as Agreed Upon Procedures and is being considered by the board currently. The Finance Committee is fine with whatever course the

board wishes to take. – **In Process**

8. The Finance Committee is beginning to review the fiscal policies in the OPPM in order to modify them to maintain compliance with GAAP (Generally Accepted Accounting Procedures) and to accommodate the growth of WSO. – **In Process**

9. Anyone with finance, bookkeeping, or an interest in learning more about the Finance Committee is welcome to contact me about joining. You do not have to be a CPA or even accounting professional to participate. Please email me at [treasurer@adulthoodchildren.org](mailto:treasurer@adulthoodchildren.org) or send a message on Slack.

In service

Sharon asked about where the money goes flier – and noted that intergroups and regions are autonomous. The Finance committee was asked to look at the current flier and include

recommendations for regions as well as the current IG recommendations

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

- 77 Requests for H&I Literature were responded to this month. The trifold (Doctors and Therapists) being worked on is now being called Medical Information for the Health Professional trifold. Contact [HIChair@adultchildren.org](mailto:HIChair@adultchildren.org)

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

Chair: Sharon F. Contact: [webservant@adultchildren.org](mailto:webservant@adultchildren.org)  
Committee Volunteers: Carmen M, Cheryl F, Mary Jo L., and Michelle H.

Meetings: "Website Weekly Wednesdays" at 1pm Eastern US

We do MUCH more than Websites!!

- 5 websites supported
- Added Time Zone Support for online and telephone meetings. Does not apply to face to face meetings
- Added more meeting statistics
- Contact Sharon on Slack or email [webservant@adultchildren.org](mailto:webservant@adultchildren.org)

- **Developed IT User Access Policy and Volunteer NDA** – To balance the business/operations needs of WSO with IT industry best-practices and security standards
- **Developed new procedure for posting monthly reports** – To streamline submissions for consistency to support posting by newer volunteers
- **Supported other committees**
  - Developed new form to automate volunteer service inquiries to committees
  - Technical support and website posting for LPG Reparenting Workshop
  - Created new pages to support various forms for Literature Committee



## Upcoming Projects:

- **Deployment of New Homepage for AdultChildren.org**
  - More dynamic content (ComLine and Fellowship News Alerts)
  - Improved Layout and User Experience
- **Site Planning and Updates**
  - Streamline information available on sites
  - Update pages left over from transfer from "old" site (adultchildren.org)
  - Better integrations between WSO websites
  - User Experience and Accessibility
  - Mobile Friendly
- **Upload AWC Workshop Handouts and Audio to Convention Site**
- **Support for more online workshops**

## Volunteers Needed:

- Content editors to update existing pages
- Zoom scheduling (calendar), meeting & webinar options
- MailChimp design and/or audience maintenance
- Document/editing for procedure and "best practices" manuals
- Create screen shots for procedure manuals
- Zoho Forms integrations
- Project timeline and task coordination with project management software
- Spreadsheet
- Anyone else interested
- And yes, web developers, PHP programmers, WordPress, and database

6. Literature Committee: Charlie H <https://acawso.org/category/literature-committee/>
  - On May 26th we had a volunteer open house – Christine B is the volunteer coordinator, we had over 60 people show up. Follow up meeting is June 27th. Creating 3 Manuscript reading teams, boundary resources development team.
  - Comline next edition is early in July. Bill of rights will be posted as free literature soon during its evaluation period.
  - Helping set up ongoing workshops with IG's  
<https://acawso.org/literature-committee-contact-form/>

- On target to publish Ready Set Go and Loving Parent Guidebook this year
7. Member Services Committee: Carole C <https://acawso.org/category/member-services/>
    - Members Services has 5 sub committees, and they are changing their monthly meeting focus to be working meetings to brainstorm and support each other.
    - Global members is working with 8 countries outside of Europe, the US and Canada and has coordinators in these countries and regions
    - Intergroups is working on 3 projects – a working group for the volunteer opportunity list, working on connecting meetings with their IG's, and editing how to start an intergroup
    - Regions has received an application from the NE Region.
    - Teen and Young Adults has recently changed its name, has created a resource clearinghouse for teens and young adults, and is looking to provide support for meeting speakers and events. The literature team is creating trifold focused on teens specifically and another on young adults
    - Travelers submissions must be in by the 24th (soon it will be the 21st) of the month
  8. Public Services Committee: Miles C <https://acawso.org/category/public-information/>
    - Still meeting in conjunction with the member services
    - We could use some more members

What does Public Services Do? We go out and give information to Doctors, Lawyers, Judges- Anyone from the public that wants to learn more about what ACA is. Last Year we attended 4 or 5 different AA functions. They can also provide literature to Community centers, police stations, and other places. Just send an email to [pscchair@acawso.org](mailto:pscchair@acawso.org)

9. HR Ad Hoc Committee Rich R
  - Working on a Human Resources handbook and Employee Handbook for WSO
  - Implemented twice a month employee brunches to ensure time to connect with and hear employees
10. WSO Office: Nick C <https://acawso.org/category/wso-office/>
  - Office briefly shutdown in early June to public unrest to safeguard employees
  - Had the best selling month this year as more people learned about the program, more smaller sales as IG's make less purchases. Thanks to the office for handling things
  - Amazon sales are up also, breaking records.

Active Meetings	2649
Pending New Meeting Requests	0
Pending Update Meeting Requests	0
New Meetings last 90 days	200
Updated Meeting last 90 days	619
Not updated this past year	1474

- 107 Intergroups, and 1 Region

11. DCOC: Bill D <https://acawso.org/category/dist-ctr-oversight/>
  - See the link above for our detailed report
  - Thanks for the office for handling things so well and keeping things smoothy
  - We look at policies and procedures to help things work better and less manual
  - Looking ahead as ACA continues to grow
12. Service Network Committee: Jim B <https://acawso.org/category/service-network-committee/>
  - Meeting weekly – see the link above for details
  - Working on an ACA preamble
  - The ACA Service manual
  - Using the traveler to connect with members
  - Town halls are being scheduled to get fellowship wide feedback
13. ABC AWC Committee: Miles C <https://acawso.org/category/abc-committee/>
  - Report is not in the repository yet
  - Looking at how to combine the AWC virtually and in person
  - Working on contract for Florida – Please keep in mind about social distancing
  - Process for 2022 in San Francisco will start soon
  - Now meeting 2nd and 4th Saturday
14. Delegate Training Subcommittee – Erin D <https://acawso.org/category/delegate-training/>
  - Survey is still open and will close on June 30th
  - Working on a delegate resource booklet
  - Tradition 7 and 8 skit Audios will be ready soon
  - Looking for someone to help with animations
15. Ballot Prep Committee: Mary Jo <https://acawso.org/category/ballot-prep/>  
No report this month – Call for proposals will go out on August 1st
16. OPPM Committee: Mary Jo <https://acawso.org/category/oppm/>
  - We have a new committee member, Kelle from Florida.
  - We are working on section 10 – committee structure
17. Nominating Committee: Greg R <https://acawso.org/category/nominating-committee/>
  - Looking for 2 new Trustees to help balance the board's Diversity
  - Also looking for nominating committee members – 2 applicants so far. A member

outside of North America would be helpful.

**J. Motions passed at a Board Working Session on May 14**

**Motion 2020\_0613\_01: Nominating Committee Liaison**

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

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

**Second:** Miles C.

**Decision: Motion passed unanimously.**

**Motion 2020\_0613\_02: Ratification of Nominating Committee Chair**

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

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

**Second:** Jim B.

**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.)

**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.

**Second:** Jim B.

**Decision: Motion passed unanimously.**

**K. Motions passed at the June 9th Board Working Session**

**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:

- 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.

(Erin D.)

**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.)

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

**Second:** Bill D.

**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.)

**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.

**Second:** Miles C.

**Decision: Motion passed unanimously.**

**Motion 2020\_0613\_07: MailChimp Procedures**

To adopt the following MailChimp 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 Eleni to create the MailChimp. Eleni posts PDF back to the channel.
6. Requestor checks and tells Eleni it's ok to send
7. Eleni sends.

**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.

**Second:** David Mc B

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

**L. Motions passed by Specific Concurrence since the last Board TC**

**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.

**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.)

**Second:** Sharon F.

**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.)

**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.

**Second:** Sharon F.

**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.)

**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.

**Second:** Sharon F.

**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.)

**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.

**Second:** Erin D.

**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.)

**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 had 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.

**Second:** Sharon F.

**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.)

**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.

**Second:** Sharon F.

**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.)

**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.

**Second:** Sharon F.

**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.)

**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.

**Second:** Rich R.

**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.

**Background:** More and more of our sales in the European Amazon market are subject to VAT regulations as the countries implement laws to 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.

**Second:** Sharon F.

**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.)

**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 increases. 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.

**Second:** Jim B.

**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.)

**Background:** Jose has physically shown up to the office the past few months to keep shipments moving. This is a Thank you.

**Second:** Jim B.

**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.)

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

**Second:** David Mc B.

**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.)

**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.

**Second:** David Mc B.

**Decision:** Motion passed unanimously

**Motion 2020\_0613\_21: Granting of IT System Access**

To grant the individuals listed below system access as indicated, Per the WSO IT User Access Policy. In addition to the Primary User Access information stated in the User Access Policy, the following are recommendations for other levels of access: (Sharon F.)

\* Non-Board of Trustees volunteers, will sign a nondisclosure agreement kept on file with the Board Secretary

**Websites**

1. **Meeting/Intergroup/Region Database**, hosted on adultchildren.org – ability to add, edit, expire and delete registered meetings, Intergroups and Regions
  - a. Special Workers:
    - i. Nick C., Operations Manager - currently tasked with maintaining the entries in the database and assisting groups with updates and meeting creation
    - ii. Gloria D., Bookkeeper – has maintained the database entries in the past and is regularly tasked with special projects such as validating groups and delegates; also serves as a backup to the Operations Manager in this capacity
  - b. IT Committee member: \*Mary Jo L. – IT Committee Member - Special Projects
2. **Adultchildren.org**  
Robin R., Literature Special Worker – Special Contributor Level - uploading of images,

literature, etc.

### 3. ACAWSO.org

- a. \*Mary Jo L. – IT Committee Member - Editor Access – create pages, create and edit categories, links, posts, reports, upload and replace documents, etc.
- b. Special Workers:
  - i. Robin R. – Author Level - uploading of images, literature, etc.
  - ii. Eleni M. – Author Level - maintaining the events calendar, uploading flyers for events, uploading the monthly Traveler newsletter
- c. IT Committee Member:  
Cheryl F. – Author Level – uploading documents and creating reports
- d. Board Officers:
  - i. Bill D., Treasurer – Author Level – uploading documents and posting reports required of the Treasurer
  - ii. Jim B., Secretary – Author Level – uploading documents and posting agendas, minutes, and maintaining the Book of Motions.
- e. Committee Chairs:
  - i. \*Marcia J., Archives Committee – Author Level – uploading and maintaining archival documents and information for the Fellowship

### 4. Testing and Development Sites – as deemed necessary by IT Committee

**Second:** Bill D.

**Background:** Each volunteer has signed the necessary Non-Disclosure Agreement to maintain the privacy and integrity of WSO information.

**Decision:** Motion passed unanimously.

### M. Guest Comments

- Josh – Suggested a way for meeting-to-meeting sharing of best practices. A possible way for WSO to help facilitate this. This could be a good thing to take to the members committee, [members@adultchildren.org](mailto:members@adultchildren.org)
- Sarah – How can an Intergroup get literature that they create to be conference approved? The Literature committee has a revised approval process coming soon, that has well defined stages for beta testing and getting feedback. Stay tuned. Locally developed fellowship literature has 3 options. 1) Just use it locally, 2) Submit it to the literature committee for them to adopt it, 3) Take it directly to the ABC for fellowship support. Option 2 is recommended – with understanding and patience 😊
- Laura D – Is there a way to have reports written and posted, and summaries provided at the meeting. It is hard to take notes on everything being said and report to my IG
- Rosalie – We are also seeing lots of newcomers. We also need more meeting

safety resources – please get this out soon, we need it. Discussion of a particular local issue. Encouraged to contact Erin and look at the Addressing Predatory Behavior published literature, [https://adultchildren.org/wp-content/uploads/2020/01/APB-Tent-Card\\_\\_\\_\\_A4\\_R.pdf](https://adultchildren.org/wp-content/uploads/2020/01/APB-Tent-Card____A4_R.pdf)

- John P – Need info on June 27<sup>th</sup> Literature Meeting. Having problems with Slack. Issue with updating a meeting, send email to [meetings@acawso.com](mailto:meetings@acawso.com)
- Ellis – people are not getting responses from the literature request process to be part of the review process. Charlie asked to take it offline and will contact Christine. Some concern about the setup of their meeting as zoom vs face to face. This is a self-service issue during meeting creation or updates. Please contact [meetings@acawso.com](mailto:meetings@acawso.com) and provide your WSO Number and ask for the meeting type to be changed if needed
- Helen W – their meetings shows the APB resources and shares openly about meeting safety
- Anita – Confirmed that the Literature sign up is taking slow due to high demand. Please be patient we do need your help – thank you for volunteering
- Denis from Moscow – thank you for the special version of the Loving Parent Workshop done in Russian. We appreciate the Loving Parent Check in Process
- Susan C – Would like us to pursue simultaneous translation to reach more people.

#### N. ANNOUNCEMENTS

Next WSO Board Teleconference Meeting is Saturday July 11 at 2PM Eastern

O. Motion To close – Bill, David

P. Closing Serenity Prayer – Denis in Russian

Q. Motions from the 2020 ABC for the Board to Consider

Motion	Status
<b>Proposal 3</b> - The ACA Preamble will be sent back to the Service Network with comments so they can make updates and get more fellowship feedback. The passed motion is to send the Preamble back to the Service Network Committee for wordsmithing, with our workgroup's thoughts.	Actively being worked on by the Service Network Committee – Town hall Reviews tentatively planned for August
<b>Motion from Proposal 8</b> We move that we direct the literature committee to create educational resource(s) that assist adult children with establishing healthy safe boundaries.	A Literature sub committee is starting to form.

<p><b>Motion from Proposal 10 - Passed</b></p> <p>We propose that . . . the WSO create a daily reparenting reader similar in structure to the Strengthening My Recovery (SMR) daily reader. Reparenting tips, meditations, etc. would draw from the forthcoming Loving Parent Guidebook, the Big Red Book, other ACA literature, including new material, and ACA member submissions. The daily reparenting reader will complement the upcoming Loving Parent Guidebook, which helps ACAs learn and apply reparenting tools. The proposed reparenting reader will provide daily inspiration and support us to reparent ourselves with gentleness, humor, love, and respect.</p>	<p>Pending</p>
<p><b>Proposal 13-</b> We propose that . . . The "Alcoholic/Dysfunctional Families" part of the title on the cover of the Big Red Book be moved up to be consistent with the Title Page, Page I. "Adult Children of Alcoholics Alcoholic/Dysfunctional Families". Also that the spine be changed to read "Adult Children of Alcoholics/Dysfunctional Families".</p> <p><b>Declined to Board's Motion that already addresses this for BRB and other literature</b></p>	<p>Pending</p>
<p><b>Floor Motion from the 2020 ABC</b></p> <p>Motion 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.</p>	<p>Board passed a motion to create an Ad Hoc Committee. The committee is forming.</p>

## APPENDIX B:

### **ACA WSO Information Technology User Access Policy**

The WSO Information Technology (IT) Committee has created this policy to protect the integrity of the various technology aspects needed for the effective operation of WSO. As WSO has grown, so have the technological needs and responsibilities of our Special Workers, the WSO Board of Trustees, WSO Committee Volunteers, and outside vendors (e.g., accountants).

Final approval for all IT User Access rests with the WSO Board of Trustees. The IT Committee has the responsibility to make policy and user access recommendations, in collaboration with other committees, to the Board.

Any policy or access recommendation is meant to:

1. Balance the business/operations needs of WSO with IT industry best-practices and security standards.
2. Give users the ability to fulfill the requirements of their position (Board of Trustees, Committee Volunteers, Special Workers, and outside vendors).
3. Maintain the spirit of the Traditions and Concepts of Service

Many of these systems have more than one type of user access level. As in most organizations, the level available to an individual should depend upon their role/responsibilities, and in certain cases, their level of technological ability.

#### **Primary User Access:**

The highest level of access to all systems will automatically be given to the following:

1. The IT Committee Chair, a WSO Board Trustee, due to overall technology-related responsibilities.
2. The WSO Board Chair, due to his/her overall responsibilities to WSO. This is in place, regardless of the Board Chair's technology expertise. In the event the IT Committee Chair is unable to perform his/her responsibilities, the Board Chair will be able to access systems with the help of Special Workers and/or volunteers, if needed.
3. The WSO Board Treasurer will be given primary access to all financial systems, with specific level access to multi-purpose systems, as the technology allows.

Other Access levels will be recommended to the WSO Board of Trustees by the IT Committee. A record of all IT Access approvals will be maintained by the IT Committee Chair.



## MONTHLY TELECONFERENCE MINUTES

July 11, 2020

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 Webinar ID: 228-809-511**

Webinar:	Dial US	Dial International
<a href="https://zoom.us/j/228809511">https://zoom.us/j/228809511</a>	<b>US: +1-669-90-06833 (San Jose)</b> <b>PIN: 228809511#</b>  <b>US: 1-929-205-6099 (New York)</b> <b>PIN: 228809511#</b>	<a href="#">Zoom International Dial-in Numbers</a> <ul style="list-style-type: none"> <li>● <b>DEN: +45 89 88 37 88</b></li> <li>● <b>SWE: +46 8 4468 2488</b> <b>+46 8 4468 6646</b></li> <li>● <b>Full list of international Numbers</b> <a href="https://zoom.us/u/adSv3hv19d">https://zoom.us/u/adSv3hv19d</a></li> </ul>

- A.** Call to Order by Charlie H, WSO Board Chairperson
- B.** Roll Call of Board Members – Bill D, Charlie H, David McB, Erin D, Fredrik H, Jim B, Miles C, Rich R, Sharon F
- C.** Quorum established – Yes, all board members present
- D.** Note on Zoom booming issues (Sharon F) – asked people to not use their video cameras during the first part of the meeting to help us manage the meeting. We may use the waiting room if there is an issue, use mute all, or block chat. We will be adding a passcode soon.
- E.** Guest Introductions

Laura D – IG Rep Colorado	Kathy – CA 837	Mary Jo – Chair of OPPM and BPC	Lucia S – South Florida – Vice Chair of Finance
Carole C – Member Services Chair	Delinda H – Arizona – Lit Committee	Marcus – GEBACA IG – Spirituality Inclusion working group, Preamble	Greg R – Nominating Committee Chair

Marcia J – Archives Chair	Nancy G – IG CA 1064	Sue V – Chair of Global Members	Barbara – Delegate for Concord CA
Karin S – APB Working Group Chair	Pam – IG Chair Central Coast – past board member	Christopher – NE Region Treasurer	

**F. Chair Report – Charlie H**

Discussed Partnerships – The AWC in 2020 was a great example of WSO partnerships with Global Members, and the European Committee and many others. We are doing more partnerships with local groups, intergroups, and regions – the CT intergroup is doing an event today on healthy boundaries. WSO is offering a higher capacity zoom meeting. Contact WSO via the events page or on Slack.

**G. Tradition Seven – (Bill D) Every ACA group ought to be fully self-supporting, declining outside contributions.**

**H. Minutes:**

- a. (Bill D) Motion to approve the June 13th, 2020 Teleconference Minutes
  - Second: Sharon
  - Discussion: None
  - Decision: All in Favor

**I. Treasurer’s Report – Bill D <https://acawso.org/category/treasurer-reports/>**

**Balance Sheet**

[CLICK HERE TO VIEW THE JUNE 2020 BALANCE SHEET](#)

In reviewing the Balance Sheet we can see ACA WSO ended the month with \$715,201 in Total Assets. This is an increase of \$1,971 from the previous month of \$713,230.

Our Total Cash and Cash Equivalents increased by \$17,084 which is offset by our inventory asset decreasing -\$13,441 due primarily to book sales. In spite of everything, we are in good financial condition.

WSO’s Total Liabilities and Equity was \$715,201 at the end of the period. This still leaves us with a Year- To-Date net income of \$74,994. This is largely due to the cancellation of the ABC AWC which WSO has subsidized much of the expenses in the past to keep costs down for members.

**Profit & Loss Statement – Previous Month**



[CLICK HERE TO VIEW THE JUNE, 2020 PROFIT & LOSS STATEMENT to PREVIOUS MONTH](#)

Looking at the P&L we can see Total Income for the month was \$107,891 which was significantly down from \$121,777 the month before. This was a decrease of \$13,879 in income, which is still about a 5% increase over our budgeted income amount of \$102,420. The decreased income is primarily a direct result of drop off in 7th Tradition Contributions. Please remind your fellow members we depend on the group's contributions to fund the rapidly expanding fellowship services.

The combined Cost of Goods Sold (COGS) was \$61,815 which was slightly less than the prior month's COGS due to lower sales. This left WSO a Gross Income of \$46,076 before expenses.

Overall WSO Expenses were \$36,595 compared to \$33,438 the month before. These expenses include payroll, overhead, and operating expenses. After deducting the expenses from the Gross Profit WSO was left with a net income of \$9,480 for the month.

#### **P&L Actual to Budget**

[CLICK HERE TO VIEW THE JUNE, 2020 PROFIT & LOSS ACTUAL TO BUDGET](#)

This report shows us how we are performing monthly compared to the approved budget. We are ahead of budget for the month in total revenue by \$5,471 due to the free month of rent and better than forecast Amazon sales.

Our expenses were also lower than budgeted by \$8,447 due in part to cancellation of events and travel due to Covid 19. Overall for the month we out performed the budget by \$10,856.

If after your review of these financial statements you have any questions, please feel free to contact me at [treasurer@adultchildren.org](mailto:treasurer@adultchildren.org) or on Slack at Bill\_D\_Treasurer.

#### **7th Tradition Contribution Report:**

WSO received \$7,376.75 in 7th Tradition Contributions for the month from members, groups, and intergroups. This is down approximately 33% from the \$11,000 per month we budgeted. A big thank you to those who contributed to help ACA continue to expand to meet the growing need of the program throughout the world.

WSO has created an electronic 7th Tradition basket using Venmo @acawso for contributions from inside the US and can still also easily accept contributions worldwide in our online shopping cart at [shop.adultchildren.org](http://shop.adultchildren.org). We can also accept Zelle transfers by sending them to [treasurer@adultchildren.org](mailto:treasurer@adultchildren.org).

To see the 7th Tradition Contributions for the month click the link below or go to the 7th Traditions tab in the right-side menu of the [acawso.org](http://acawso.org) website.

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

In closing, if you are interested in service at the world level we would welcome you to join our committee and

learn more about the finances of WSO while helping us build solid bonds with our members, groups, intergroups, and regions.

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

1. Executive Committee: David McB <https://acawso.org/category/executive-committee/>  
There were no specific executive committee meetings this month. We are working in larger groups with the rest of the board on a number of issues.
2. Archive Committee: Marcia J <https://acawso.org/category/archives/>  
No report for this month
3. Diversity, Inclusiveness and Accessibility Ad hoc Committee: Jim B <https://acawso.org/category/diversity/>  
Currently meeting once a month. We are trying to get more people to attend with wider diversity on the committee. We ask people to reach out on a personal basis and invite people to our committee. We are looking at changing the time to accommodate as many people as possible.  
  
We discussed tradition 10 and what is an outside issue and how as ACA's we can still share how we are affected by these issues.
4. European Committee: Fredrik <https://acawso.org/category/european-connection/>
  - The meeting of the EC was the largest held to date!!!
  - Continue to meet with different countries about literature – translating and printing.
  - Looking to have service sponsors for IG's and countries to share ESH.
  - There are open service positions in the EC – please join us.
5. Finance Committee: Bill D <https://acawso.org/category/finance/>
  - Our committee was zoom bombed
  - Met with the accountants to review our numbers
  - Sales Tax Working Group hit a milestone – automated 18 states
  - Working on RFP for procedures style audit – 3 responses so far sent to board
  - Continue to review finance areas of the OPPM – sent comments on Travel section
  - Would like to present a mid year review of the budget – possibly at the July SPM
  - Bookkeeper training is underway to ensure we have good procedures and a backup

Question: Can we get the 7<sup>th</sup> tradition flier updated with region info while the new trifold is being developed. Yes, we can.
6. Hospitals and Institutions: Rich R <https://acawso.org/category/h-and-i-committee/>
  - Question 1: Therapist in the UK has a request for literature – is there a local Intergroup that

can help support this ? Suggestions include – ask at the EC meeting, there is some damaged material in storage in the UK that can be used just for the cost of postage.

- Question 2: Can we have a therapist buy something on amazon and we reimburse them? It could be done – but there are likely better ways to handle this. And let's make sure we reach out to the UK intergroup.

**7. Information Technology (IT) Committee: Sharon F**

<https://acawso.org/category/information-technology/>

- Volunteers: Sharon F (chair), Cheryl F, Christine B. Toronto, Mary Jo L, and Michelle H
- Content Audit Volunteers: Danielle J and Megan D Meetings
- Committee meets weekly on Wednesdays at 1pm ET
- Content Audit meets every 2 weeks on Fridays at 11:30am ET
- Working on getting liaisons for each committee

**8. Ballot Prep and OPPM Committees - Mary Jo L**

**9. Delegate Training SC - Cheryl F**

**10. Literature Committee - Christine B**

- Looking at how best to expand our use of zoom to make scheduling and recording easier to manage
- Content Audit is looking at all of the pages on adultchildren.org to review links, content, etc.
- Provided technical guidance on partnered workshops
- Service opportunities exist – How best to leverage our G-Suite for non-profit account
- Help with a building an ACA APP

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

- Quarterly call was postponed as it fell on July 4<sup>th</sup>. New date is August 1<sup>st</sup> at 11:30
- Approved – Literature evaluation Policy has been updated. It is going to the board for review
- Christine B from Toronto is helping with IT for the literature
- Another Christine B from CT is helping coordinate literature volunteers, sign up here, <https://acawso.org/literature-committee-contact-form/>
- Comline is running late – will be in the next 1 to 2 weeks.
- Question – any new workshops – none scheduled now – but soon

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

- We meet the 1<sup>st</sup> Wednesday of the month at a new time – 7PM UTC
- Operating procedure for committees it to have
- Committee approved splitting the Teen and Young Adult committees into 2

- committees, waiting for Board Approval
- Global Members working on International Literature distribution with other committees
  - Global Members is working with a number of different countries – Australia, Japan, Kenya, and Vietnam
  - Traveler submissions must be in by the 21<sup>st</sup> of the previous month
  - Question – Are we looking for additional co editors for the Traveler experienced with Mailchimp?
- 13. Public Services Committee: David McB or Miles C <https://acawso.org/category/public-information/>
  - PSC were kicked off the call with MSC so we have nothing to report
  - Asking people for help with getting the Public Service Announcements out so when face to face meetings start again – people will know about us.
- 14. HR Ad Hoc Committee Rich R <https://acawso.org/category/human-resources/>  
Please see the posted report. Let me know if you have any questions.
- 15. WSO Office: Nick C <https://acawso.org/category/wso-office/>
  - Office has been breaking shipping records on a regular basis as
  - The office may be under strict shelter in place again. We will see.
  - We also broke an Amazon record. We had run out of yellow books there due to shipping complexities with Covid
  - 2722 Active Meetings, 107 Intergroups, 1 Region. Past 90 days: 208 new meetings, 560 updated. 1483 Meetings have not been updated in the past year.
  - In production 10k HC BRB, In production 3000 Welcome chip, In production 7500 LLWB, Just in 100 ACA sponsorship trifold, Just in 50 Issues for Meetings trifold, Just in 50 Conducting a Business mtg
- 16. DCOC: Bill D <https://acawso.org/category/dist-ctr-oversight/>
  - Reviewed and approved the monthly inventory statistics, reviewed orders, and inventory movements by the office
  - The Amazon UK inventory was redistributed to mitigate Amazon's long-term storage fees
  - The WSO inventory management project next steps for us is to compare a month-to-month rollforward with actual results on the following month's count
  - The committee adopted the draft inventory SKU Addition and Removal Form and the office successfully used it to add the 2020 Virtual AWC SKUs to Shopify and the CPAs to add them in Quickbooks. They were also used to remove inactive SKUs from Amazon US
  - Assisting with the bookkeeper backup training and documented procedures
  - Approved German language yellow book printing

- Working with Global Members to get a literature out to South Africa
  - Office staff added to the DCOC channel to help with communication
- 17.** Service Network Committee: Jim B <https://acawso.org/category/service-network-committee/>
- Town Halls for the ACA Preamble – August 10 and 11
  - Town Halls for the Service Manual – August 24 and 25<sup>th</sup>
  - Personal shares are being included in the service manual and are recovery focused.
- 18.** ABC AWC Committee: Miles C <https://acawso.org/category/abc-committee/>
- Engaged Helms Briscoe to work on the Florida 2021 contract to cover ourselves with covid
  - Planning for a hybrid virtual and face to face ABC-AWC
  - We are working on updating the handbook so people know what to do for an ABC-AWXC when they put in a bid to host one.
  - 2022 planning meetings are under way and the event planner is supporting that also
- 19.** Delegate Training Subcommittee – Erin D <https://acawso.org/category/delegate-training/>
- Survey – we had 82 replies
  - Working on an ABC handbook for delegates
  - Looking for someone with experience with adding graphics
  - Comline has a delegate's corner and we are looking to support this
  - Traditions 7 and 8 were recorded and will be posted soon.
- 20.** Ballot Prep Committee: Mary Jo <https://acawso.org/category/ballot-prep/>
- Getting ready for the August 1 call for proposals
  - Have 2 motions being worked on. One to change some of the dates for the proposal process and another to simplify the proposal definition – asking it to be limited to 300 words and having the proposal and a background only.
  - We will be scheduling some workshops for the fellowship on Writing a Proposal and what the new process is.
- 21.** OPPM Committee: Mary Jo <https://acawso.org/category/oppm/>
- Working on 2 main sections – the committees section and appendix 10 – the new ABC Motions section.
- 22.** Ad Hoc Committee on Meeting and Service Safety – Erin D <https://acawso.org/category/ad-hoc-meeting-and-service-safety-committee/>
- Had our first meeting and focused on how to get more members involved

- Sending a traveler announcement with a survey
- Next meeting is July 19<sup>th</sup> at 12 PM Eastern
- Developing a mission statement
- Looking how to incorporate a previous slack channel as an open forum
- Contact Erin D on Slack to join the committee channel

**23. Nominating Committee:** Greg R [https://acawso.org/category/nominating-committee/Trustee Applications for 2020; 2021](https://acawso.org/category/nominating-committee/Trustee%20Applications%20for%2020%2C%202021)

*The Nominating Committee is prepared to start vetting applicants to fill Board positions unexpectedly vacated during the last year. We encourage qualified members of the Fellowship to apply for Trustee positions now, especially members outside North America.*

*We are especially seeking Fellow Travelers who identify as other than male. We are especially interested if you have experience in IT, finance, or as an executive secretary.*

*See <https://acawso.org/category/nominating-committee/> for guidelines, forms and process information.*

**CALL FOR NOMINATING COMMITTEE MEMBERS!**

We have been conducting interviews for two applicants for the Nominating Committee. These applicants are from the US.

We currently have three positions available on the committee. We are especially seeking a Fellow Traveler who identifies as other than female with 2-3 years in ACA from outside North America. If you or someone you know is interested and qualified, contact [chairnomcom@acawso.org](mailto:chairnomcom@acawso.org) and submit an application (see <https://acawso.org/category/nominating-committee/>)

**Request members of the Fellowship review NC process** (see <https://acawso.org/category/nominating-committee/>) and suggest improvements.

**K. New Motion Presented**

**Motion:** (Rich, Seconded by Miles) That the ACA WSO trustees approve the application of the NorthEast US region to become a recognized ACA Region. **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.

**Question:** This covers the new England States, Mid-Atlantic States, Maine to parts of Northern Virginia that are shown in the current OPPM Appendix 2 Map as region 5.

**Results:** All in Favor

**L. Motions passed at a Board Working Session on June 18th**

- 1) **Motion:** (Bill, Seconded by Sharon) 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. **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.

**Results:** All in favor – Charlie - absent

- 2) **Motion:** (Bill – Seconded by Rich) 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.

**Results:** all in favor – Charlie absent

**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:

- 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.
- ii. Right Networks - remote desktop apps is \$30 per month per user.
- iii. Webgility - \$50 per user per month.

The monthly total for 2 additional users is \$230 per month.

- 3) **Motion:** (Bill, Seconded By Sharon) 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.
1. Inventory including the inventory counts as well as inventory management processes of purchasing, storing, recording and sales involved with the inventory management. This will likely generate a list of internal controls from the auditors that would be beneficial for WSO going forward.
  2. Analysis of Amazon and Shopify clearing accounts.
  3. A review of Cost of Goods Sold.
  4. Sales Revenues.
  5. Review of all Cash Accounts and their internal controls procedures to include bank accounts, credit cards, PayPal, TransferWise, Venmo, etc.
  6. Itemized cost of accounting and all accounting related software from 1/1/20 through 6/30/20.

**Results:** All in Favor

**Background:** The background is that the Finance Committee, with the input of our current CPA's, voted to recommend that WSO did not have an audit or review performed this year due to the major change from a bookkeeping service to a full service accounting firm in midyear 2019. The other reason was to save money because we are going to be paying about \$80,000 in back sales taxes this year. The board asked for a joint meeting with the Finance Committee and accountants to further discuss this recommendation. During the discussion the accountant suggested an alternative of having specific areas looked at by independent auditors to keep the costs of an audit or review down. This 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 Review.

**M.** Motions passed at a Board Working Session on July 2

- 1) **Motion:** (Bill D, Sharon F Seconded) To engage Helms Briscoe as the event planner for the

2021 ABC AWC

**Background:** The complexities of Event Management have been compounded by the COV19 and require more specific expertise.

**Results:** All in Favor, Erin Absent

- 2) **Motion:** (Bill, seconded by Sharon) 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.

**Results:** 7 in Favor, 1 Against, 1 absent

**Background:** This is a one-time order to help support the fellowship grow there.

**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.

2A) Done via Specific Concurrence related to this motion

**Motion** - To amend the previously adopted motion to sell literature to the South Africa IG with a shipping discount to allow for quarterly payments.

**Background** - Due to the quantity of books that is being sold the small SA IG is requesting approval to make quarterly payments for the order.

- 3) **Motion:** (Jim, Seconded by Bill) Reprint 1,000 German language Yellow Workbooks at a cost of approximately \$4,000 and sell through Amazon Germany

**Results** – 7 In Favor, Erin and Fredrik were absent

**Background:** The last print was a smaller order and we can get a price break for orders over 500. And we expect increased demand once they are on Amazon. Let's send some to the office so we can list them on shopify also for US based sales.

**N.** Motions passed at a Board Working Session on July 9th

- 1) **Motion:** (David, seconded by Charlie) Move from a single person LOM (liaison to the Office Manager) model to a group that consists of the 4-person Executive Committee, the IT Chair and the HR Chair. This will be reviewed after a 6-month period.

**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.

**Results:** 5 In Favor, 2 against, 1 Absent (Fredrik), 1 Abstaining (Rich)

**Minority Opinion:** (Jim) 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. (Bill) 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.

- 2) **Motion:** (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.

**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 to 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 the high cost of shipping. Bill presented a cost comparison of a quote from Martins versus Pajos.

Martins can print the books for a savings of about \$630 for the order over Pajos quote.

**O. Motions passed via Specific Concurrence since the Last Board Teleconference**

- 1) **Motion:** (Sharon, seconded by Bill) That the following individuals be approved for access to the stated WSO Systems.

**Results:** All in Favor

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

- Right Networks Access, in collaboration with Finance Committee
- 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:

**Financial System – “Right Networks” – includes Webgility and QuickBooks Enterprise Standard**

1. \*Lucia S – Finance Committee Vice-Chair – [finance@acawso.org](mailto:finance@acawso.org) – user
2. \*\*Gloria – Special Worker – [accounting@acawso.org](mailto:accounting@acawso.org) – user
3. \*\*Brett – Vendor/Accountant – [bbradbury@oniskoscholz.com](mailto:bbradbury@oniskoscholz.com) – user

**Shopify – [shop.adultchildren.org](http://shop.adultchildren.org)**

1. \*\*Brett – Vendor/Accountant - [bbradbury@oniskoscholz.com](mailto:bbradbury@oniskoscholz.com) – Full
2. \*\*Nick – Operations Manager – [om@acawso.org](mailto:om@acawso.org) – Full
3. Charlie – WSO Board Chair – [chair@adultchildren.org](mailto:chair@adultchildren.org) – Limited
4. \*\*Gloria – Special Worker – [accounting@acawso.org](mailto:accounting@acawso.org) – Limited
5. David McB – Liaison to Operations Manager - [dmcbwso@gmail.com](mailto:dmcbwso@gmail.com) – Limited
6. \*\*Keara – Special Worker – [office1@acawso.org](mailto:office1@acawso.org) - Full
7. \*\*Jose – Special Worker – [warehouse1@acawso.org](mailto: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

- 2) **Motion:** (Sharon, seconded by Fredrik) That the following individuals be approved for access to the stated WSO Systems.

**Results:** All in Favor

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

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

### **Website – ACAWSOEC.org – European Committee Website**

1. Fredrik H., Board Trustee and EC Chair – Administrator
2. \*Marjo K., EC Webservant – Administrator
3. \*Markus S., EC Vice Webservant – Administrator

### **Website – ACAWorldConvention.org**

1. \*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.

- 3) **Motion:** (Sharon, seconded by Bill) That the following individuals be approved for access to the stated WSO Systems.

**Results:** All in Favor

**Background:** 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:

### **Financial System – “Right Networks” – includes Webgility and QuickBooks Enterprise Standard <sup>1</sup> –**

see note

1. \*\*Keara – Special Worker – [office1@acawso.org](mailto:office1@acawso.org) – User
2. \*\*Nick C – Operations Manager – [om@acawso.org](mailto:om@acawso.org) – User

### **Shopify – shop.adultchildren.org <sup>1</sup> – see note**

1. \*Carol G – Finance Committee Volunteer – limited
2. \*Lucia S – Finance Committee Vice-Chair – [finance@acawso.org](mailto:finance@acawso.org) – limited

### **Taxjar – for state tax auto filing**

3. \*Carol G – Finance Committee Volunteer – Admin
4. \*\*Keara – Special Worker – [office1@acawso.org](mailto:office1@acawso.org) – Member
5. \*\*Brett – Vendor/Accountant – [bradbury@oniskoscholz.com](mailto:bradbury@oniskoscholz.com) – Admin
6. \*Lucia S – Finance Committee Vice-Chair – [finance@acawso.org](mailto:finance@acawso.org) – Admin
7. \*\*Jonathan B – Vendor/Accountant – [jbryson@oniskoscholz.com](mailto:jbryson@oniskoscholz.com) – Admin
8. \*\*Nick C – Operations Manager – [om@acawso.org](mailto: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

- 4) **Motion:** (Sharon, seconded by Bill) That the following individuals be approved for access to the stated WSO Systems.

**Results:** All in Favor

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

### **Website - ACAWSO.org**

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

for Literature Committee  
**Website - [ACAWorldConvention.org](http://ACAWorldConvention.org)**

1. \*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.
- 5) **Motion:** (Bill, seconded by Sharon) 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.  
**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.  
**Results:** All in Favor
- 6) **Motion:** (Bill, seconded by Sharon) 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.  
**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
- 7) **Motion:** (Bill, seconded by Jim) 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.  
**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
- 8) **Motion:** (Bill, seconded by David) 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.  
**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.  
**Results:** All in Favor
- 9) **Motion:** (Bill, seconded by Sharon) 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.  
**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.  
**Results:** All in Favor
- 10) **Motion:** (Bill, seconded by Miles) 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.

**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.

**Results:** All in Favor

**P. Guest Comments**

- Josh W – What happens if we can't get to all of the items at the ABC? Can we do a midyear check in for the board and the fellowship? Something so we do not need to wait a whole year
- Sue V – Gratitude for the boards help in getting literature to south Africa. Also for the board's work on international literature publishing. And reminder about upcoming service events for the Australian fellowship, see the events calendar
- Marcus from the East Bay – having a problem updating a meeting – it is not getting updated on the website. An FYI that there is an app called teamup that is getting meeting information. There is a form to submit a request for help with meetings on adultchildren.org. Self service updates should take about 1 business day. Not sure about the help requests from the form. Covid has everyone busy.
- Carole C – What number is the NE Region? – We are using the current Map – so the NE Region is Region 5.
- Pam – Thanks to Bill D as the inspiration for region 2 getting started again, and Carole for running with it.
- Delinda H – 1) How do we ensure privacy and security on zoom 2) How do we handle the 7<sup>th</sup> Tradition 3) how do we manage 7<sup>th</sup> tradition and group conscience for hybrid meetings. Feedback – please join the discussion on slack. Most groups are creating Venmo or PayPal and other accounts to collect 7<sup>th</sup> tradition and support the group and the other WSO Service entities. 2<sup>nd</sup> and 4<sup>th</sup> traditions help guide the group conscience as groups discuss being hybrid or how to move forward. Some groups may need to split into 2 groups, a zoom group and a face to face group. We are starting to see hybrid meetings also. Anonymity is also an issue – as you do not know who is listening on the other end. Reminder that the next meeting safety committee is July 19<sup>th</sup>. Finding a balance between meeting safety and newcomers finding meetings.

**Q. ANNOUNCEMENTS**

Next WSO Board Teleconference Meeting is Saturday August 8<sup>th</sup> at 2PM Eastern

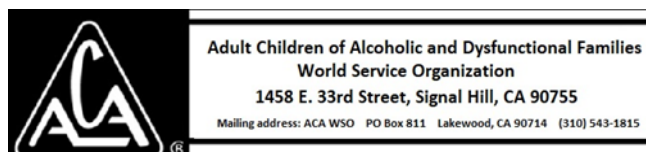
**R. Motion To close – David, Miles**

**S. Closing Serenity Prayer**

**T. Motions from the 2020 ABC for the Board to Consider**

Motion	Status
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<p><b>Proposal 3</b> - The ACA Preamble will be sent back to the Service Network with comments so they can make updates and get more fellowship feedback. The passed motion is to send the Preamble back to the Service Network Committee for wordsmithing, with our workgroup's thoughts.</p>	<p>Actively being worked on by the Service Network Committee – Town hall Reviews scheduled for August</p>
<p><b>Motion from Proposal 8</b> We move that we direct the literature committee to create educational resource(s) that assist adult children with establishing healthy safe boundaries.</p>	<p>A Literature sub committee is starting to form, led by Helen W</p>
<p><b>Motion from Proposal 10</b> - Passed We propose that . . . the WSO create a daily reparenting reader similar in structure to the Strengthening My Recovery (SMR) daily reader. Reparenting tips, meditations, etc. would draw from the forthcoming Loving Parent Guidebook, the Big Red Book, other ACA literature, including new material, and ACA member submissions. The daily reparenting reader will complement the upcoming Loving Parent Guidebook, which helps ACAs learn and apply reparenting tools. The proposed reparenting reader will provide daily inspiration and support us to reparent ourselves with gentleness, humor, love, and respect.</p>	<p>Pending – Will follow up after the loving parent guidebook is issued.</p>
<p><b>Proposal 13-</b> We propose that . . . The "Alcoholic/Dysfunctional Families" part of the title on the cover of the Big Red Book be moved up to be consistent with the Title Page, Page I. "Adult Children of Alcoholics Alcoholic/Dysfunctional Families". Also that the spine be changed to read "Adult Children of Alcoholics/Dysfunctional Families". <b>Declined to Board's Motion that already addresses this for BRB and other literature</b></p>	<p>Assigned to the Literature special worker but has not started yet.</p>
<p><b>Floor Motion from the 2020 ABC</b> Motion 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.</p>	<p>Ad Hoc Committee is now meeting.</p>



## MONTHLY TELECONFERENCE MINUTES

August 8, 2020

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 Webinar ID:** 228-809-511, PWD: 90755

Webinar:	Dial US	Dial International
<a href="https://zoom.us/j/228809511">https://zoom.us/j/228809511</a>	US: +1-669-90-06833 (San Jose) PIN: 228809511#	<a href="#">Zoom International Dial-in Numbers</a> ● <b>DEN:</b> +45 89 88 37 88  ● <b>SWE:</b> +46 8 4468 2488 +46 8 4468 6646  ● Full list of international Numbers <a href="https://zoom.us/j/adSv3hv19d">https://zoom.us/j/adSv3hv19d</a>
	US: 1-929-205-6099 (New York) PIN: 228809511#	

- A. Call to Order by Charlie H, WSO Board Chairperson
- B. Opened with the Serenity Prayer – Fredrik
- C. Roll Call of Board Members – Bill D, Charlie H, David McB, Erin D (absent), Fredrik H, Jim B, Miles C, Rich R, Sharon F
- D. Quorum established – Yes
- E. Guest Introductions

Denise R – Anchorage Alaska	Marcia J – Iowa, Archives Chair	Barbara O Northern California – New on Nominating Committee	Kathy T – California, Literature committees
Mary Jo – Illinois, Chair of OPPM, BPC	Nick – Operations Manager – Signal Hill, CA	Aleksandra – Poland – Lit Translations	Marcus – Greater East Bay IG – Spiritual Inclusion
Greg R – Austin TX – Nominating Cmt	Lucia – Florida, Vice chair Finance Cmt	Tom – PA – New group	Carole C – Member Services Chair
Pam – Central Coast CA, IG Chair	Markus – Sweden – European Cmt	Nancy G	David B – Alabama, Service Network

- F. Tradition Eight - Adult Children of Alcoholics should remain forever non-professional, but our



service centers may employ special workers – Read by Sharon

**G. Minutes:**

(Jim B) Motion to approve the July 11th, 2020 Teleconference Minutes

Second: Bill D

Discussion: None

Decision: Passed Unanimously – Erin Absent

**H. Chair Report by Charlie H**

- Discussed Partnerships – The AWC in 2020 was a great example of WSO partnerships with Global Members, and the European Committee and many others. We are doing more partnerships with local groups, intergroups, and regions – the CT intergroup is doing an event today on healthy boundaries. WSO is offering a higher capacity zoom meeting. Contact WSO via the events page or on Slack.
- Noted a recent July 25<sup>th</sup> Strategic Planning meeting – Topics included
  - Handling issues – Conflict resolution
  - Review of committee structure and possibly creating separate business focused part of WSO
  - Workload – Look at special workers
  - International Literature distribution

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

- Financial reports are not available at this time. The monthly meeting being on the 8<sup>th</sup> today did not leave enough time to get the reports completed. There was also a software glitch that caused some work to need to be redone. Sales numbers are not available.
- Completed financials will be posted by the end of next week.
- 7<sup>th</sup> tradition numbers are available – WSO received \$7,376.75 in 7th Tradition Contributions for the month from members, groups, and intergroups. This is down approximately 33% from the \$11,000 per month we budgeted. A big thank you to those who contributed to help ACA continue to expand to meet the growing need of the program throughout the world.
- WSO has created an electronic 7th Tradition basket using Venmo @acawso for contributions from inside the US and can still also easily accept contributions worldwide in our online shopping cart at [shop.adultchildren.org](http://shop.adultchildren.org). We can also accept Zelle transfers by sending them to [treasurer@adultchildren.org](mailto:treasurer@adultchildren.org).
- To see the 7th Tradition Contributions for the month go to the 7th Traditions tab in the right-side menu of the [acawso.org](http://acawso.org) website.

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

1. Executive Committee: David McB <https://acawso.org/category/executive-committee/>
  - Have been supporting the Strategic planning

- Approved some large orders – such as a recent yellow book order
2. Archive Committee: Marcia J <https://acawso.org/category/archives/>
    - The Book of Motions can be found at the service website, <https://acawso.org/aca-wso-book-of-motions/>
    - Book of Minutes are in progress
    - Oral Histories are being conducted
    - Doing research on the Archives to assist the Service Manual project
    - Asking for help if anyone has information on the concepts or WSO information from 1985 to 2003
    - Asked European and US Intergroups and committees to consider using us to help archive your material.
  3. Diversity, Inclusiveness and Accessibility Ad hoc Committee: Jim B <https://acawso.org/category/diversity/>
    - Still in the formative stage – had 14 people at our last meeting
    - Working on a mission statement, goals and a clear set of activities
    - Also looking at what is the best time to meet to support members
    - Our next meeting is Friday August 28<sup>th</sup> at 4PM Eastern
    - Looking at how to work with the Literature committee to note areas that we can update the language used to be more diverse and inclusive
  4. European Committee: Fredrik <https://acawso.org/category/european-connection/>
    - The monthly EC Meeting continues to grow.
    - Sent out an email to all EC IG's to discuss Service Sponsors and Literature translations
    - Working with the Global Members committee to not reinvent the wheel
    - The face to face Annual Event in September is canceled, they are looking at a virtual event in October
    - <https://acawsoec.org/> - Check out the EC service website for news and events
  5. Finance Committee: Bill D <https://acawso.org/category/finance/>
    - Reviewed the Monthly Financial Statements with a rep of our accounting firm
    - The committee is now working on the reconciliation and internal controls portions of the inventory project
    - The committee has created a Financial Controller job description and will be forwarding to the board with a cost benefit analysis from the accountants on estimated savings of monthly accounting costs by hiring an in-house controller.
    - The Sales Tax Working Group under the Finance Committee continued to meet throughout July in addition to many hours logged by the members offline working independently on

the project. This work mostly by volunteers has saved WSO approximately \$70,000 in consultant fees had we hired a consultant to do this complex work. A BIG THANK YOU to our volunteers Lucia and Carol. We only have ONE state left to do!

- The committee implemented the sales tax automation software and has enrolled 24 states in the auto file process.
- The committee continues to work on a trifold version of the “Where the Money Goes Flier”. The flier will be sent to the board for review when completed.
- At the board’s request the committee developed an RFP for the Agreed Upon Procedures style audit review and sent it out to 7 Signal Hill CPA firms. The Finance Committee received 3 proposals back and after reviewing them have turned them over to the board for review and approval
- The Finance Committee continues to compile financial policies in the creation of the first ever ACA WSO Accounting Manual.
- The committee adopted a Credit Card Expense Form for logging credit card purchases made by WSO card holders so that the proper accounting code can be assigned to the expenses more efficiently.
- Our special worker is out for medical leave, Lucia will be filling in
- Anyone with finance, bookkeeping, or an interest in learning more about the Finance Committee is welcome to contact me about joining. You do not have to be a CPA or even accounting professional to participate. Please email me at [treasurer@adultchildren.org](mailto:treasurer@adultchildren.org) or send a message on Slack.

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

- We had 74 H and I requests sent out this month.
- We are still working on our Doctors & Therapists trifold, which we renamed to "ACA Info for Health Professionals." If you are interested in helping with either project, please join us.

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

Committee meets weekly – usually for 2 hours

Volunteers: Sharon F (chair), Brad L, Cheryl F, Christine B. Toronto, Mary Jo L

Content Audit Volunteers: Danielle J and Megan D

**Highlights for July**

- Welcomed Brad L, webservant from National Capital Area IG and NE Region, as a new
- volunteer to the IT Committee
- Published Zoom Security Protocols to be used for all WSO Zoom meetings and websites
- Purchased 3 new Zoom Accounts to accommodate Committee Assignments and began
- working with committees to transfer meetings to new accounts per assignments.

- Zoom 1 - ABC/AWC, DTSC, BPC, OPPM, Public Services, H&I
- Zoom 2 - Member Services, Meeting Safety
- Zoom 3 - Literature Committee
- Zoom 4 - IT, Finance, DCOC
- Zoom 5 - Service Network, Diversity, Archives
- Zoom 6 - European Committee
- Online Partnered Workshops
  - Provided Zoom technical support, and online notices, for partnership with CT IG
  - Began process for new partnership with National Capital Area IG
  - Further development of procedures and guidelines for future partnerships
  - Created Slack channels for partners to find potential Zoom Tech hosts
  - Created Slack channel for communicating during the partnership process
- Experimented with different modes of tracking incoming IT requests
- Defined duties for IT Committee Volunteers, Chair, Board Liaison and Current/Potential
- Special Workers - to be finalized and request for special workers sent to Board
- Speaker Meetings/Workshop Recordings - sent request to Board for approval of moving AWC recordings over 3 years old to adultchildren.org for free downloads

**Reminder- WSO is helping support IG events and use a zoom account with a 1000-person capacity.**

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

- New policy for reviewing and getting conference approval of new literature is almost ready
- Went from 2 special workers to zero due to some health issues. Looking to get job postings out for these positions.
- Ukraine publishing license
- Ready Set Go is entering the final stage.
- Loving Parent Guidebook full draft is being reviewed
- Getting Started – last 6 chapters are in progress

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

- [mscchair@acawso.org](mailto:mscchair@acawso.org)
- A vice chair and secretary are needed
- May have a Board liaison to the committee soon from Europe
- 6 of 7 Literature packages have been delivered to South Africa

- Traveler is looking for a volunteer editor to help with layout and design
  - Teens and Young adults are working as 2 separate sub committees
  - Region 5 – The Northeast USA region is approved and is on the adult children website
- 10.** Public Services Committee: Miles C <https://acawso.org/category/public-information/>  
Did not have a meeting this past month. The new Vice chair is Jim B
- 11.** HR Ad Hoc Committee Rich R <https://acawso.org/category/human-resources/>  
We meet weekly to review the HR handbook. All of the things we are working on will be in the HR Handbook. The committee meets twice a month.  
If you are interested in HR please email [hr@acawso.org](mailto:hr@acawso.org)
- 12.** WSO Office: Nick C <https://acawso.org/category/wso-office/>
- Operations are running smoothly for the month of July. All things considered
  - Signal Hill remains unrestricted in its activity.
  - Masks are in place as we continue to work!
  - Signal Hill distributions are strong and the FBA locations are holding their own.
  - New replenishment orders have been sent to FBA US and FBA Canada.
  - Shopify Sales were \$52,077, Amazon US was \$41,084, UK 2,900 pounds
  - 2765 Meetings, 108 Intergroups, and 2 regions
  - Sending productions to Canada and US FBA (Fulfillment by Amazon)
- 13.** DCOC: Bill D <https://acawso.org/category/dist-ctr-oversight/>
- Reviewed and approved the monthly inventory statistics, reviewed orders, and inventory movements by the office. It was noted we need to replenish Amazon CA.
  - The committee reviewed and approved the office's request to purchase to print 15,000 YWB
  - The committee sent a motion to the board to print YWB in the German language to be sold on Amazon Europe
  - The WSO inventory management project wrap-up meeting was held with O&S Accountants. They handed over the roll forward inventory a deliverable of best practices/internal control documents to maintain our inventory tracking, so we are in good shape moving forward with adding/removing SKUs, matching quantities, etc.
  - The committee spent time discussing the South African Intergroup literature shipment. A recommendation was adopted and sent to the board for approval
  - The committee with the office staff reviewed and approved the removal of inactive SKUs on Amazon UK sales platform
  - Temp bookkeeper training update - The bookkeeping work will be done by Lucia during

Gloria's absence. Several Zoom training sessions have been held with Gloria and Lucia for Quickbooks and sales platform tasks. The office was trained separately by Gloria on the incoming mail pertaining to handling invoices and making 7th Tradition Contribution deposits. Gloria is officially on leave as of Aug 6

- The Sales Tax project continues to move forward.
- The committee reviewed and unanimously endorsed the proposed credit card monthly reporting form put forward by the Finance Committee.
- The Mid-Year Budget was discussed in committee at the 7/27/20 meeting as it related to the office.

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

- Town Halls for the ACA Preamble – August 10 (8PM EDT) and 11 (2PM)
- Town Halls for the Service Manual – August 24 and 25<sup>th</sup>
- Personal shares are being included in the service manual and are recovery focused.
- Please consider joining the service network committee to help work on these efforts

**15. ABC AWC Committee: Miles C** <https://acawso.org/category/abc-committee/>

- Signed a contract with the Boca Raton Hotel
- Will be meeting with the Florida team in 2 weeks
- Working on the website, and meals with the hotel and event planner
- The committee meets the first and 3<sup>rd</sup> Saturday of the month

**16. Delegate Training Subcommittee – Cheryl F** <https://acawso.org/category/delegate-training/> - No report was given.

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

**July's work:**

- Prepared the Call for Proposals email for the 2021 ABC that was sent to all meeting contacts on August 1st
- We created a motion that the Board passed to change due dates for the Proposal and Ballot processes leading up to the 2021 ABC.
- We created a motion that the Board passed to change the Proposal format.
- We are creating a workshop to help groups create more effective Proposals.
- Dates for the above workshop will be - August 18th at 8 pm ET and August 29th at 1 pm

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

- Provided input on the ABC Motion Procedures Appendix X
- Working on the Committees section updates
- And Appendix 2 on the Regional Certification Section

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

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

No report given.

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

Please Welcome Barbara B as a new member of the committee.

Another member submitted an application to be part of the committee also.

Looking to get 2 board member applications submitted this summer.

J. A 6-minute Personal Needs break was held at 3:05 Eastern

K. Motions passed at a Board Working Session on July 16th

1) **Motion:** (Jim, seconded by Sharon) To improve the Proposal and Ballot Timeline and introduce town hall discussions to better inform the ACA Group Conscience. Date Changes are as follows:

- 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

**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.

**Results:** All in favor – Bill – absent

2) **Motion:** (Jim, Seconded by Rich) 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.

**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.

**Results:** All in favor – Bill – absent

**L. Motions passed at a Board Working Session on July 25th**

- 1) **Motion:** (David, Seconded by Bill) 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

**Background-** OM and Accounting staff members 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

**Results:** All in Favor

- 2) **Motion:** (Bill, seconded by Sharon) 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.

**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

**Results:** All in Favor – Erin absent

- 3) **Motion:** (Charlie, Seconded by Bill) Authorize Charlie H to proceed with signing the Hotel Contract for the 2021 ABC-AWC with the Marriott Renaissance in Boca Raton Florida.

**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.

**Results:** All in Favor – Erin absent

- 4) **Motion:** (Bill, Seconded by David) To increase the limit on the OM's credit card from \$2,500 to \$5,000

**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.

**Results:** All in Favor – Erin absent

**M.** Motions passed at a Board Working Session on August 6<sup>th</sup>, 2020

1. **Motion:** (Sharon, Seconded by Jim) That the Loving Parent Guidebook Reparenting Check- In Workshop audio be approved for posting to the shopping site at the cost of \$3.

**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.

**Results:** All in Favor

**N.** Motions passed via Specific Concurrence since the Last Board Teleconference

- 1) **Motion:** (Sharon, seconded by Fredrik) 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.

**Results:** All in Favor

**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 technology changes, we will need to adapt our practices to remain open and safe.

- 2) **Motion:** (Sharon, seconded by David) 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

**Results:** All in Favor

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

- 3) **Motion:** (Bill, seconded by David) 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.

**Results:** All in Favor

**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.

- 4) **Motion:** (Erin, seconded by Sharon) Adopt the Ad-hoc Meeting and Service Safety Committee Proposed Mission Statement:

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.

**Results:** All in Favor

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

- 5) **Motion:** (Bill, seconded by Sharon) 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.

**Results:** All in Favor

**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.

#### O. Guest Comments

- Tom from PA – Do we have a preamble? We do not have a formal preamble – we do 1) some literature in our trifold, ACA Is. 2) the standard meeting script, 3) The newcomer pamphlet and page on the website, and 4) the homepage of adultchildren.org
- Any suggestions for handling personal safety around meeting locations. The meeting safety committee is brand new and would be a great place to discuss this. Meeting-safety@adultchildren.org
- Susan C – thanked Carole for a nice Global members Report. A few notes on good news coming from the pandemic. We have many opportunities for sharing around the globe. Australia, South Africa, Russia, Romania. Japan, New Zealand. ACAHope newcomer guide downloaded hundreds of times around the globe. Belarus. There are cultural differences around the globe, but many common issues as ACAs. Moscow IG does regular meetings. It is important for communication to go in both (all) directions. The US can ask for overseas speakers here as well 😊 We can all learn from each other.
- Sarah O – tons of new meetings popping for people of color and LGBTQ also
- A reminder from Charlie – the board values everyone's input and we are very excited to hear from members and get new ideas and perspectives.

#### P. ANNOUNCEMENTS

Next WSO Board Teleconference Meeting is Saturday September 12<sup>th</sup> at 2PM Eastern

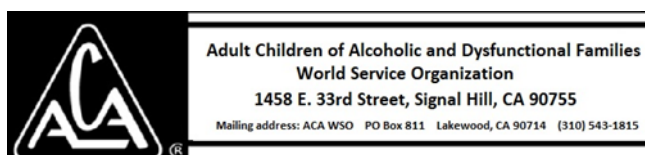
#### Q. Motions passed from the 2020 ABC

Motion	Status
<b>Proposal 3</b> - The ACA Preamble will be sent back to the Service Network with comments so they can make updates and get more fellowship feedback. The passed motion is to send the Preamble back to the Service Network Committee for wordsmithing, with our workgroup's thoughts.	Actively being worked on by the Service Network Committee – Town hall Reviews planned for August
<b>Motion from Proposal 8</b> We move that we direct the literature committee to create educational resource(s) that assist adult children with establishing healthy safe boundaries.	A Literature subcommittee, a development team has started to meet with Helen W as the chairperson.
<b>Motion from Proposal 10</b> - Passed We propose that . . . the WSO create a daily reparenting reader similar in structure to the Strengthening My Recovery (SMR) daily reader. Reparenting tips, meditations, etc. would draw from the forthcoming Loving Parent Guidebook, the Big Red Book, other ACA literature, including new material, and ACA member submissions. The daily reparenting reader will	Pending – This is on hold until the after the Loving Parent Guidebook is published.
complement the upcoming Loving Parent Guidebook, which helps ACAs learn and apply reparenting tools. The proposed reparenting reader will provide daily inspiration and support us to reparent ourselves with gentleness, humor, love, and respect.	
<b>Proposal 13-</b> We propose that . . . The "Alcoholic/Dysfunctional Families" part of the title on the cover of the Big Red Book be moved up to be consistent with the Title Page, Page I. "Adult Children of Alcoholics Alcoholic/Dysfunctional Families". Also that the spine be changed to read "Adult Children of Alcoholics/Dysfunctional Families". <b>Declined to Board's Motion that already addresses this for BRB and other literature</b>	Pending – This will be assigned to our special worker when the position is filled.
<b>Floor Motion from the 2020 ABC</b> Motion 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.	Ad Hoc Committee has formed and is active

R. Motion To close – ALL 😊

S. Closing Serenity Prayer led by Susan C





## MONTHLY TELECONFERENCE MINUTES

September 12, 2020

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 Webinar ID: 228-809-511, PWD: 90755**

Webinar:	Dial US	Dial International
<a href="https://zoom.us/j/228809511">https://zoom.us/j/228809511</a>	<b>US: +1-669-90-06833 (San Jose)</b> <b>PIN: 228809511#</b>  <b>US: 1-929-205-6099 (New York)</b> <b>PIN: 228809511#</b>	<a href="#">Zoom International Dial-in Numbers</a> <ul style="list-style-type: none"> <li>● <b>DEN: +45 89 88 37 88</b></li> <li>● <b>SWE: +46 8 4468 2488</b></li> <li>● <b>+46 8 4468 6646</b></li> <li>● <b>Full list of international Numbers</b></li> </ul> <a href="https://zoom.us/j/adSv3hv19d">https://zoom.us/j/adSv3hv19d</a>

**A. Call to Order – Opened with the ACA Serenity Prayer**

**B. Roll Call of Board Members – Bill D, Charlie H, David McB, Erin D, Fredrik H (absent), Jim B, Miles C, Rich R, Sharon F**

**C. Quorum established – 8 of 9 board members present**

**D. Guest Introductions**

Alexandra E – Stockholm Sweden, Swedish National Board, Spirituality inclusive and others	Aleksandra - Poland	Carole C – member Services Chair	Dalia B – Israel – ISR007, global member services
Denise – Alaska – Delegate and speaker	Dove – Arizona – AZ0148 – meeting safety	Greg – Austin Texas, Nominating Committee	Josh, NE Region Secretary, OPPM, and others
Justine – PA – Chair of Intergroup	Julianne – Indianapolis Indiana, Literature spirituality, Diversity – Inclusiveness – Accessibility, and more	Karin – Illinois – Concepts Study, APB, Meeting and Service Safety	Kathy, California – Lit Eval, IT, Spirituality inclusiveness and more
Kelle – Florida – Concepts Study,	Lucia – South Florida – vice chair of finance	Mardi M – Montana – delegate and comline	Mary Jo – Illinois, OPPM, Ballot Prep, IT, and more

Service Network, and more		editor	
Laura Colorado	Nick – Operations Manager - California	Pam – Central Coast IG	Nika C
Paul – London – Chapel Hill NC meeting	Tom – Pittsburgh PA	Sue V – Global Members Chair	Valerie – Colorado
Julie – Stockton CA	Jim R – Long Island NY – Ballot Prep Committee		

**E.** Tradition Nine - ACA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve. Read by Bill D

**F.** Minutes:

(Jim B) Motion to approve the August 8th, 2020 Teleconference Minutes Second: David McB

Discussion: None

Decision: All in Favor (Fredrik Absent)

**G.** Chair Report – Charlie H

Highlighted a motion on today's agenda about handling disputes within the board. We have been working on something called Board Norms for conduct. This is something that we wanted to share, it may be a useful tool or format for fellowship awareness and for intergroups and regions to look at.

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

- These Financial Statements are posted on the blue ACA service website at acawso.org. Click on the Board Treasurer's Report on the side menu to view this report.
- In reviewing the Balance Sheet we can see ACA WSO ended the month with \$756,792 in Total Assets. This is an increase of \$75,080 from the previous month of \$681,712. Account 1000 which is our Total Cash and Cash Equivalents increased by \$50,112. Our inventory assets also increased by \$34,616.
- WSO's Total Liabilities and Equity was \$756,792 at the end of the period. This still leaves us with a Year-To-Date net income of \$106,670. This is primarily due to the cancellation of the ABC AWC which WSO has subsidized much of the expenses in the past to keep costs down for members and the payoff of about \$80,000 in back sales taxes which removed that accrued liability from the balance sheet.
- Looking at the P&L we can see Total Income for the month was \$106,668 which was a little bit down from \$113,209 the month before. This was a decrease of \$6,542 in income for the month, which is still about a 4% increase over our budgeted monthly target income amount of \$102,420. Please remind your fellow travelers we depend on contributions to fund the rapidly expanding fellowship services side of the fellowship. It is part of spiritual responsibility to ACA.
- The combined Cost of Goods Sold (COGS) was \$61,009 which was slightly less than the prior



month's COGS due to an overall decrease in sales. This left WSO a Gross Profit of \$45,658 before expenses.

- Overall WSO Expenses were down from \$30,065 to \$20,985 this month. These expenses include payroll, overhead, and operating expenses and we had less staff working this past month due to two leaves of absence. After deducting the expenses from the Gross Profit WSO was left with a net income of \$20,985 for the month.
- The P&L to budget report that shows us how we are performing monthly compared to the approved budget. We are slightly below budget for total income for the month by \$4,816 due mainly to lower than forecast literature sales out of our warehouse in Signal Hill. This was partially offset by better than budgeted sales in Amazon and improved 7th Tradition contribution for the month.
- Our expenses were also lower than budgeted by \$13,724 due in part to lower payroll due to staff leave of absences and a significant gain of \$5,637 in Foreign Exchange fees from transferring international funds from PayPal at a time that was more favorable to the US dollar than when they were originally received. Overall for the month we outperformed the budget by \$10,560.
- If after your review of these financial statements you have any questions, please feel free to contact me at [treasurer@adultchildren.org](mailto:treasurer@adultchildren.org) or on Slack at Bill\_D\_Treasurer.
- WSO received \$13,542.86 in 7th Tradition Contributions for the month from members, groups, intergroups and regions, thank you Region 5! This is up approximately 23% from the \$11,000 per month we budgeted. A huge thank you to those who contributed to help ACA continue to meet the growing need of the program throughout the world.
- WSO has created an electronic 7th Tradition basket using the app Venmo with our account name @acawso for contributions from inside the US. We can still also easily accept contributions worldwide in our online shopping cart at [shop.adultchildren.org](http://shop.adultchildren.org). We can also accept Zelle transfers by sending them to [treasurer@adultchildren.org](mailto:treasurer@adultchildren.org).
- To see the 7th Tradition Contributions for the month, click the link below or go to the 7th Traditions tab in the right-side menu of the [acawso.org](http://acawso.org) website.

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

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

- Focus on Strategic planning and support
  - Encouraging continuing support of all committees
  - Help focus on 2 or 3 WIGS (Wildly Important Goals)
- Open executive committee meetings for Strategic Planning Sessions
- Discussed Committee Chair responsibilities
- How the Executive committee can support committees to be successful.
- Reviewed the OPPM and Committee responsibilities
- Reporting is a critical piece.
- Charlie to draft committee checklist to help committees keep focus

- Discussed Loving Parent recording, will bring it to board working session
  - Reviewed suggested modifications to the OPPM section on committees
    - Discussed terms of service, and rotation for committee chairs
    - Standard election format and time – looking at November/December
    - All members are in agreement about creating a clear rotation policy
  - Explore product management tools for WSO
  - Motions to be offered to WSO Board
    - Continuing Lucia's special worker arrangement
    - Job Posting for Controller Position
    - Committee Chair vacating
2. Archive Committee: Marcia J <https://acawso.org/category/archives/>
    - Oral Histories Project Continues – Completed one for Claudia B
  3. Diversity, Inclusiveness and Accessibility Ad hoc Committee: Jim B <https://acawso.org/category/diversity/>
    - The committee elected Julianne V as Chair and Jill H as Vice Chair
    - Working on a statement of Purpose
    - A comline article is in progress
    - A set of acronyms and definitions
    - Meeting 1st and 3rd Fridays at 4:10 Eastern – contact [secretary@adultchildren.org](mailto:secretary@adultchildren.org)
    - Introduced Julianne and a name change the committee is considering, The Committee for Accessibility, Representation and Equity (CARE)
  4. European Committee: Charlie for Fredrik <https://acawso.org/category/european-connection/>
    - The EC Conference will be a virtual event this year on October 3, 10 AM Central European Time. See [acawsoec.org](http://acawsoec.org) for details.
    - Looking to get service sponsor support
    - Working with the Board and Global Members on international Literature distribution
    - We have open service positions
    - Email [ec-chair@acawsoec.org](mailto:ec-chair@acawsoec.org) or use <https://acawsoec.org/contact>
  5. Finance Committee: Bill D <https://acawso.org/category/finance/>
    - In the past month the members of the Finance Committee met twice per week for a total of 8 times and worked on the following projects and tasks.
    - The committee has created a Financial Controller job description and will be forwarding to the board with a cost benefit analysis from the accountants on estimated savings of monthly

accounting costs by hiring an inhouse controller. The job posting has been approved and is available at <https://acawso.org> . Please apply by September 19.

- The Sales Tax project is ending with the last state's (NJ) payment for back taxes approved by the board this month. We are collecting and remitting sales taxes in all the required states and have enrolled all eligible states in the auto file system. This will save countless hours of the accountant's time manually filing the. Many thanks to Carol and Lucia for their invaluable service on this project. The money saved by doing this project without consultants essentially paid for all the back taxes owed.
  - The review of the mid-year budget to the board was performed at a special meeting with the committee's recommendations for adjustments. This was approved and implemented by the accountants into Quickbooks.
  - A credit card reporting form and policy has been implemented.
  - The committee completed its work on revising the "Where the Money Goes" flier and forwarded their recommendation to the full board. This recommendation was approved unanimously by the Finance Committee. The modification was sent to the board along with the flier in two drafts.
6. Hospitals and Institutions: Rich R <https://acawso.org/category/h-and-i-committee/>
- We had 52 H+I requests sent out this month.
  - We are still working on our Doctors & Therapists trifold, which we renamed to "ACA Info for Health Professionals."
  - If you are interested in helping with either project, please attend our meetings on the first Wednesday monthly at 3pm eastern on zoom channel <https://us02web.zoom.us/j/83509917652>
  - Or contact Rich R. [hichair@adultchildren.org](mailto:hichair@adultchildren.org)
  - Or Miles C. [vicehichair@adultchildren.org](mailto:vicehichair@adultchildren.org)
7. Information Technology (IT) Committee: Sharon F <https://acawso.org/category/information-technology/>
- Status of IT Goals from the 2020 ABC
    - Completed - 2020 ABC/AWC APP for program schedule and documentation
      - The Committee set up YAPP, ready to use - due to COVID, no 2020 in-person convention
    - In Progress - Dynamic content, including ComLine Blog, on [adultchildren.org](http://adultchildren.org)
    - Completed - Review and maintain our Privacy Policies
    - Completed - Address time zone issues for Meeting Listings
  - Website
  - 2020 ABC/AWC page is complete with links to audio and handouts
  - In progress - Began testing and feedback process for upgrades to Meeting List

- Search by State dropdown feature
- Search by Type feature
- Meeting list display features
- Backend, administrative features
- We have better documentation for our online partnered workshops
  - <https://acawso.org/wp-content/uploads/2020/09/Planning-for-Partnered-Online-Events.pdf>
  - <https://acawso.org/wso-partnered-online-event-request-form/>
  - Try to give WSO a months' notice to schedule your event on a higher capacity zoom meeting account
- 8. Literature Committee: Charlie H <https://acawso.org/category/literature-committee/>
  - Working on a literature review procedure that supports a lot more fellowship feedback.
  - Nearing publication of RSG – doing final design work
  - Reviewing some new literature submissions
  - International Publishing and Literature translations
  - Mardi reported that comline is running short on submissions. We need fellowship input – Please remind groups and members to make comline submissions.
  - <https://adultchildren.org/comline-submission/> Make submissions here 😊
- 9. Member Services Committee: Carole C <https://acawso.org/category/member-services/>
  - At this time, Member Services Committee is working with and overseeing five subcommittees (Global, Intergroups, Members, Regions, Teens & Young Adults) and the Traveler editor(s). My astonishment continues to grow at what they accomplish each month.
  - The Member Services Committee meets virtually on Zoom on the first Wednesday of each month. We use a workspace called Slack for communication and work between meetings. We are currently discussing the future of our International ACA growth and how MSC can assist that effort around the world.
  - In our August meeting we talked about being globally inclusive with terminology about the seasons. We realized that talking about the month of the year rather than the season we are in includes people in both hemispheres. We often refer to “the other side of the world” in conversation when we mean a distant country. We need to use the hemisphere, country, or area we are referring to instead. We discussed having an MSC work group composed of its subcommittees and other WSO committees to develop workshops and events for the ACA membership. One suggestion was a workshop on how to develop and schedule workshops.

- Sarah O., Chair of the Members (outreach) Subcommittee would like to get people who have started Intergroups to participate in developing a workshop or panel on the subject.
  - Teen and Young Adults Subcommittee is still one subcommittee. They have, however, separate working groups. We have to report that the Chair of Teen & Young Adult Subcommittee resigned as of yesterday, August 9. We are sorry to see Marc leave, he has done a wonderful job developing the Teen & Young Adult Subcommittee.
  - We now have a WSO Liaison. Trustee, Fredrick from Sweden has temporarily agreed to be our liaison.
  - We still have a need for a Vice Chair, Secretary, and Treasurer. Email [mscchair@adultchildren.org](mailto:mscchair@adultchildren.org) for more information.
  - Sue Reported that Global Members has done some international Ready Set Go events for individual and fellowship recovery. Australia and South Africa – We are planting the seed to get them started and then they are running more RSG themselves
  - 2 new countries – from China and the Middle East
  - Helping with Publishing and translations and we have new sponsorship coordinators
- 10. Public Services Committee: Jim B** <https://acawso.org/category/public-information/>
- The committee is trying out a new date and time to meet. The 3rd Wednesday of the month at 12PM and again at 8PM Eastern, to support as many time zones as possible.
  - A new goal of the committee is to get participation from at least 5 Intergroups from at least 3 different Continents by the end of the year.
  - We will look at the trifolds similar to “emotional sobriety” done for AA, so we can raise awareness for the program in other 12 step programs.
  - And look at the PSAs that were created and see how we can get them distributed.
- 11. HR Ad Hoc Committee Rich R** <https://acawso.org/category/human-resources/>
- Working on the HR handbook – We are almost done 😊
- 12. WSO Office: Nick C** <https://acawso.org/category/wso-office/>
- The DC had a good month – books getting out
  - \$ 56,260 in total Sales from shopify
  - Our special worker is coming back from Surgery
  - Working with the HR handbook with Rich and Miles
  - Amazon FBA sales \$42,882, 3,044 lbs. in Amazon UK
  - 2824 Meetings, 108 Intergroups, 2 Regions
  - A number of transfer orders – books going to Amazon Canada and US
  - Looking at more international Amazon support – Australia and India next

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

- Special Inventory Review – Monthly review – using spreadsheets now, suggestion is that we look at dedicated inventory software for this.
- German yellow book was printed in the UK and going to Amazon for distribution and IGs if needed
- Doing meetings with the accountants and Finance to look at new inventory procedures
- Looking at how to use Amazon better – possible global printing and distribution
- New committee members – Sharon and David

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

- 2 Town hall reviews of the ACA Preamble progress were held in August. There are 3 slightly different drafts, each highlighting different areas and using slightly different language. The working group focused on the Preamble and will regroup in September to discuss next steps. Please join us.
- We also held 2 Town Hall meetings to review the introduction chapter to the draft ACA Service Manual. It was exciting to read the new material together and get live feedback and hear the shares from people on how they were impacted by the material.
- We have submitted an updated Appendix 2 – regions Certification to the board for approval. The update has been reviewed and changed based upon feedback from the OPPM and regions subcommittee.
- Motion passed at the Concept Study meeting on 8/16/2020: For the remaining months of 2020, the Concept Study Group will focus on writing an introduction to the Concept chapter in the new ACA Service Manual. Unanimously approved.

**15. ABC AWC Committee: Charlie** <https://acawso.org/category/abc-committee/>

No report.

**16. Delegate Training Subcommittee – Cheryl F** <https://acawso.org/category/delegate-training/> - No Report.

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

- Call for proposals went out on August 1<sup>st</sup>
- We have held 2 workshops to help educate people about the new proposal format
- Proposals are Due by October 31st

**18. OPPM Committee: Mary Jo** <https://acawso.org/category/oppm/>

- There is an updated version on the website
- We have a new Change Log in the OPPM

- A few new sections are under review
- Working on the committee section with the Board

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

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

- Working on a survey to send to all group contacts by October 1st
- We will collect feedback for 2 weeks
- And plan to have a Town Hall to hear from the fellowship what the needs are on October 31<sup>st</sup>. Check the website for details
- [Meeting-safety@adultchildren.org](mailto:Meeting-safety@adultchildren.org) is our contact email
- Next meeting is on September 19.

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

- No real activity this past month
- Some interviews are being scheduled – starting September 21st
- Trustee applications are welcome – please send them in

**J. 5 Minute Humanity Break**

**K. Poll to see if people think we should make a mid-meeting break part of the agenda. Vote was 24 to 1 in favor of the break. We will add it to the agenda going forward.**

**L. Motions passed at a Board Working Session on August 13th**

1) **Motion:** (Charlie- Seconded by Sharon) to Amend the board norms to include the following guidelines on dispute resolution, and to include both the norms and dispute resolution language in the OPPM.

**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.

Results: All In favor

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.

**M. Motions passed at a Board Working Session on September 3, 2020**

- 1) **Motion:** (Bill, Seconded by David) To rescind the prior specific concurrence motion to pay NJ back taxes of \$2,830.60 and approve a payment increase of \$4,103.25 that was due to an error in the state's spreadsheet formula.  
**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.  
**Results:** All in favor
- 2) **Motion:** (Jim, seconded by Charlie) The current chair of the ABC/AWC and Public Services Committees be removed from their position due to not meeting reporting requirements as laid out in the WSO OPPM.  
**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.  
**Results: Passed 8 For, 0 Against – Miles Abstained**
- 3) **Motion:** Motion (David, seconded by Jim): To continue to engage Lucia as a special worker as Gloria transitions back to work continuing with Lucia's current arrangement.  
**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 some existing procedures.  
**Results:** All in favor – Charlie Absent
- 4) **Motion:** (Bill, seconded by David) 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 TC, and be open for 1 week after the TC (Saturday September 19th)  
7 to 1 – Charlie Absent – Rich Minority Opinion – Concerned that we may miss someone that



is interested, and it should be posted externally.

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 0214153 was passed unanimously). 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 that the outside accountants are doing now. Some savings in the monthly external accountant cost will partially offset the cost of hiring the controller.

The posting will also be posted on one of our websites based upon the minority opinion (adultchildren.org or acawso.org)

**N. Motions passed via Specific Concurrence since the Last Board Teleconference**

- 1) **Motion:** (Bill, seconded by David) To approve payment of approximately \$2,578.41 plus interest to the State of Virginia for back sales taxes owed for sales of our books from February 2017 thru May 2020.

**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.

**Results:** All in favor

- 2) **Motion:** (Bill, Seconded by Miles) To approve payment of approximately \$2,830.60 plus interest to the State of New Jersey for back sales taxes owed for sales of our books from March 2017 thru June 2020.

**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.

**Results:** All in favor – This was Rescinded and replaced by another Motion – See above WS

- 3) **Motion:** (Bill, seconded by Miles) To approve payment of approximately \$2,642.97 plus interest to the State of Michigan for back sales taxes owed for sales of our books from February 2017 thru May 2020.

**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.

**Results:** All in favor

- 4) **Motion:** (Bill seconded by Jim) To approve payment of approximately \$705.92 plus interest to the State of Kansas for back sales taxes owed for sales of our books from March 2017 thru June 2020.

**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.

**Results:** All in favor

- 5) **Motion:** (Bill seconded by Rich) 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 Adhoc 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. **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

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Gross Income 93,287.48

**Results:** All in favor

#### O. Guest Comments

- Justine F – When will the website allow meetings to affiliate with a region. There is an update to the website being tested and will be available soon. An announcement will be made
- Paul – North Carolina meeting – A young but big group. They have questions on how to handle tradition 7. And are interested in suggestions for handling crosstalk for online meetings. It was noted to look at the suggested banking procedures in the free literature area.  
[https://adultchildren.org/wp-content/uploads/Literature/Suggested\\_Banking\\_Accounting\\_EN-US\\_LTR.pdf](https://adultchildren.org/wp-content/uploads/Literature/Suggested_Banking_Accounting_EN-US_LTR.pdf)  
And the BRB has a number of mentions of crosstalk in the index.  
<https://adultchildren.org/wp-content/uploads/2018/01/acaindex.pdf>  
Groups are autonomous regarding how to address it. Some simply re-read the crosstalk statement. And newcomers are often given some leeway and spoken with after the meeting. You can continue the discussion on slack or the meeting safety town hall.
- Alexandra E – asked about the Nominating Committee announcement. And asked if they are looking for non-white and gender nonconforming individuals. And also if we could consider using global or world vs Non US – state what people are as compared to what they are not. YES – we are very open to this and ask for your help in the wording for the announcement.

Please contact us at the nominating committee to help us represent and invite people from the Global Fellowship.

- John P – question to Mardi on the comline – confirm submissions at <https://adultchildren.org/comline-submission/> and Can the Controller position be announced at meetings. Yes and this is remote position and does not need to be in California
- Kelle J – Question on the Literature Review – Can we get a list of what is under review? This is something that we are working on to have more transparency. We lost our special worker and caused a delay. Our new policy strives to have transparency and consistency. Are things being done in order that they are submitted. Yes. We are playing a bit of catch up. Is the APB safety card in the list? This is already on the website and is out for fellowship review. It is pretty far into the process.
- Kathy T – Discussion about 7th Tradition and where the money goes. It is hard to see where the intergroup, regions, and WSO is spending money. Regarding Profit, 10% of WSOs money comes from 7th Tradition, and 90% from Literature sales. Can you tell us more about literature profitability? It is very hard to figure this out with our current resources and with how the costs are spread out across many different services. We can look to add more transparency for this as we get more resources to help. WSO does publish our detailed budgets and expenses. The same can be requested from Intergroups and Regions to see what their budgets and expenses are.
- Sue V – Is excited about the meeting safety work and wanted to see if this work can be translated since our fellowship speaks many languages
- Josh – He hears that some other fellowships have the same issue with low 7th Tradition contributions vs Literature sales. It may be a communication issue and the fellowship may not be aware of the issue. We may be able to provide some better graphical reports to help convey this to the members.

## P. ANNOUNCEMENTS

Next WSO Board Teleconference Meeting is Saturday October 10<sup>th</sup> at 2PM Eastern

## Q. Motions passed from the 2020 ABC

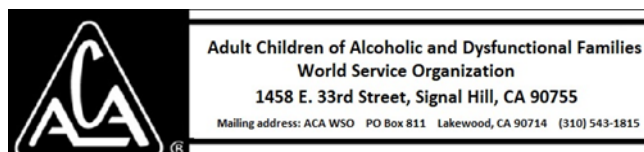
Motion	Status
<b>Proposal 3</b> - The ACA Preamble will be sent back to the Service Network with comments so they can make updates and get more fellowship feedback. The passed motion is to send the Preamble back to the Service Network Committee for wordsmithing, with our workgroup's thoughts.	Actively being worked on by the Service Network Committee – Town hall Reviews planned for August
<b>Motion from Proposal 8</b> We move that we direct the literature committee to create educational resource(s) that assist adult children with establishing healthy safe boundaries.	A Literature subcommittee is starting to form.

<p><b>Motion from Proposal 10</b> - Passed</p> <p>We propose that . . . the WSO create a daily reparenting reader similar in structure to the Strengthening My Recovery (SMR) daily reader. Reparenting tips, meditations, etc. would draw from the forthcoming Loving Parent Guidebook, the Big Red Book, other ACA</p>	<p>Pending</p>
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literature, including new material, and ACA member submissions. The daily reparenting reader will complement the upcoming Loving Parent Guidebook, which helps ACAs learn and apply reparenting tools. The proposed reparenting reader will provide daily inspiration and support us to reparent ourselves with gentleness, humor, love, and respect.	
<b>Proposal 13-</b> We propose that . . . The "Alcoholic/Dysfunctional Families" part of the title on the cover of the Big Red Book be moved up to be consistent with the Title Page, Page I. "Adult Children of Alcoholics Alcoholic/Dysfunctional Families". Also that the spine be changed to read "Adult Children of Alcoholics/Dysfunctional Families". <b>Declined to Board's Motion that already addresses this for BRB and other literature</b>	Pending
<b>Floor Motion from the 2020 ABC</b> Motion 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.	Ad Hoc Committee has formed and is active

**R.** Motion To close – David, Sharon seconded

**S.** Closing Serenity Prayer – led by Aleksandra from Poland



## MONTHLY TELECONFERENCE MINUTES

October 10, 2020

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)	<a href="#">Zoom International Dial-in Numbers</a> <ul style="list-style-type: none"> <li>● <b>DEN:</b> +45 89 88 37 88</li> <li>● <b>SWE:</b> +46 8 4468 2488</li> <li>+46 8 4468 6646</li> <li>● Full list of international Numbers</li> </ul> <a href="https://zoom.us/j/228809511?pwd=90755">https://zoom.us/j/228809511?pwd=90755</a>

- A. Call to Order
- B. Roll Call of Board Members – Bill D, Charlie H, David McB (absent), Erin D, Fredrik H, Jim B, Miles C, Rich R, Sharon F
- C. Quorum established
- D. Serenity Prayer of your choice and language
- E. Tradition Ten - Adult Children of Alcoholics has no opinion on outside issues; hence the ACA name ought never be drawn into public controversy.
- F. Guest Introductions

Aleksandra – Poland – Polish IG Rep, Vice Chair of polish translation team	Alexandra from Sweden, Part of the Swedish Board, Member of Diversity, Inclusiveness & Accessibility and a number of Literature committees	Barbara from California – Delegate and member of the Nominating Committee
DeLinda (Dove) H – Group rep from Arizona and IG member, Meeting Safety Member	Carole C – Member Services Committee Chair, Region 2 Vice Chair, Central Coast IG Vice Chair	Denise from Alaska – Groups Secretary

Greg R – Texas, Chair of Nominating Committee, and Chair of the Literature Strategic Planning Sub committee	Jill H – US – Vice Chair of Diversity, Inclusiveness & Accessibility	Julianne V – Indianapolis, Indiana – Delegate of Virtual we Agnostics Meeting, and Chair of Diversity, Inclusiveness & Accessibility
Laura L – Southern California	Marcus H – Greater East Bay IG Chair, member of Spiritual inclusiveness Literature	Gino – Alexandria Virginia – Rep from National Capital IG
Lucia – South Florida – Vice chair of finance – and special worker	Mardi M – Great Falls Montana – Group Rep, and Comline Editor	Marion – South Africa – IG Chair, Vice Chair of the Global Sub committee
Marcia J – Iowa Illinois Quad Cities rep – Chair of the Archives Committee	Matt K – Wisconsin – West Great Lake IG, and Regions Sub Committee Chair	Tom – Pittsburgh PA, Finance Committee Member
Valerie S – Pueblo Colorado – group Rep	Cheryl F – Canada - Delegate Training Subcommittee Chair	Laura D – Colorado
Pam – Chair of Central Coast CA IG		

#### G. Minutes

(Jim B) Motion to approve the September 12th, 2020 Teleconference Minutes Second: Miles C

Discussion: None

Decision: All in Favor

#### H. Chair Report – Charlie H

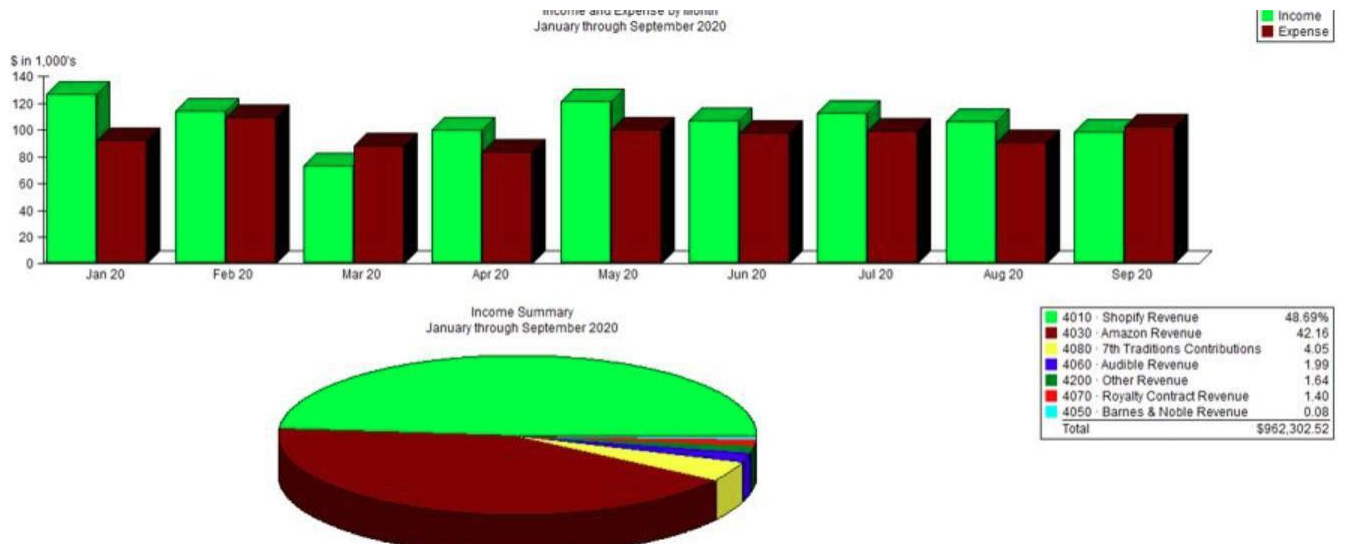
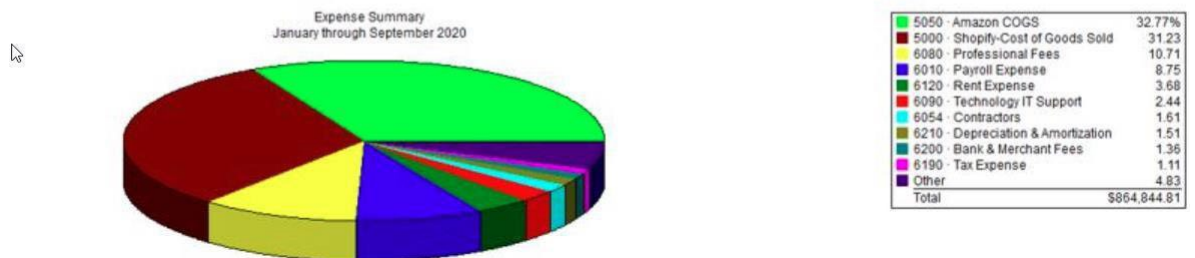
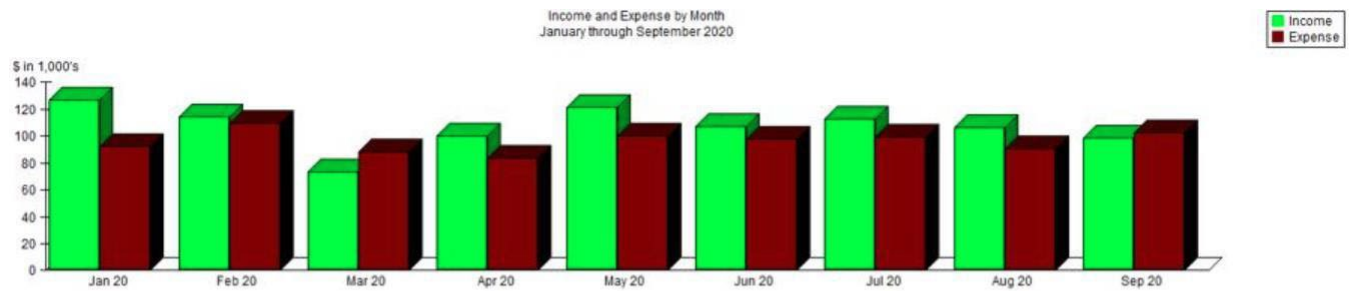
Once every 3 months the board meets for a Strategic Planning Meeting. Our next one is October 24. The last one in July we looked at the Board, WSO Corporate structure and committee structure, & Manageable workloads. If anyone has an item that they think should be considered at our next Strategic planning session please email [chair@adultchildren.org](mailto:chair@adultchildren.org) or bring it up in the comments portion of today's meeting, or contact Charlie H on Slack.

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

#### **Balance Sheet**

In reviewing the Balance Sheet, we can see ACA WSO ended the month with \$807,021 in Total Assets. This is an increase of \$77,810 from the previous month of \$729,211. Our Total Cash and Cash Equivalents (Account 1000) increased by \$18,210. Our inventory assets also increased by \$49,496. We also increased our prepaid expenses. WSO's Total Liabilities and Equity was \$807,021 at the end of the period. This leaves us with a Year-To-Date net income of \$97,458.

## Profit and Loss



## 7<sup>th</sup> Tradition

WSO received \$12,384.22 in 7th Tradition Contributions for the month from members, groups, intergroups and regions. This is down about 11% from the prior month. A huge thank you to those who contributed to help ACA continue to meet the growing need of the program



throughout the world.

WSO has created an electronic 7th Tradition basket using Venmo@acawso for contributions from inside the US and can still also easily accept contributions worldwide in our online shopping cart at shop.adultchildren.org. We can also accept Zelle transfers by sending them to [treasurer@adultchildren.org](mailto:treasurer@adultchildren.org).

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

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

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

- Sponsored a discussion on hiring a controller
- Planning and scheduling for the upcoming Strategic planning
- Discussion to resolve ABC/AWC, PSC chair position
- Looking into issues with the 2021 hotel contract and communication challenge
- Discussed Outsourcing ABC and AWC IT pieces. It will help us in the long term.
- Lucia gave an overview of her new role as the newly hired WSO Controller

2. Archive Committee: Marcia J <https://acawso.org/category/archives/>

- Oral Histories - Marcia has about 45 min. of the transcript finished. We have promised to send the corrected transcript to Claudia for her approval before publication. Otter.ai has worked very well for us. Correcting transcriptions still takes time. Interview questions have been sent to Dr. Whitfield by US Mail. He is working on them now and will let us know when he is ready to be interviewed. Robin R. has been involved with formatting ACA Literature since helping with the Big Red Book. She was hired as a special worker for the Literature Committee in 2015. Marcia and Nuria will be doing the interview. We are considering a panel of those who knew Omer G. for a recording of memories.
- Document Retention - A recommendation has been sent to the OPPM Committee as requested by them to include in the OPPM for documents to be saved and archived for committees.
- Scanning Project - We still have historical materials that need to be scanned. There are 62 boxes in the archive room. Nick C. is separating historical collections from business collections. When we know how many boxes are of a historical nature, we will decide how to go about the scanning. Marcia J. has made some initial inquiries about the cost to have an outside contractor do this job. Some decisions need to be made about paper and collectable materials, especially considering the extent and frequency of large fires in California. This includes first edition copies of our books.
- ComLine Project: We would like to put the ComLines into books by year. The earliest notes we have from our organization indicate the ComLine began as one of the first efforts of the fellowship. We believe they will be an important source of historical information. Mardi M. has been contacted and will be helping with this project. We also plan to contact Robin R. A similar effort will be made for the Traveler.
- Anyone interested in participating in this committee should contact

Marcia J. on Slack or at [archives@adultchildren.org](mailto:archives@adultchildren.org)

3. Diversity, Inclusiveness and Accessibility Ad hoc Committee: Julianne V

<https://acawso.org/category/diversity/>

- The committee met twice in the past month
- Sharon F is the new Board Liaison for the committee - Contact information for the committee has changed to: [webservant@adultchildren.org](mailto:webservant@adultchildren.org)
- The committee approved the following Statement of Purpose: To foster an environment where all adult children are represented and can feel safe and welcome
- The committee is working on creating a safe environment for its members to discuss issues that can be triggering. And looking at updating its name to be consistent with its statement of purpose.

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

- September was an exceptionally busy month for the committee.
- We have worked hard to make Europe's first ACA virtual event happen. As the 6th European Annual Event could not take place in Greece due to Covid 19, we decided that the European Committee with the fellowships in Europe would hold it virtually. In the event program we wanted to see a mix of international speakers and workshop leaders in order to bring together not only the ACA fellows and fellowships from Europe but also from around the world.
- We had about 10 meetings this month to prepare for the event. That included putting the program together, vetting speakers, finding volunteers to lead the meetings and do the readings.
- Also, we decided that the European Committee will have an extended working-session during the weekend of the event. It will take place in Malmö, Sweden, and the officers who are able to travel there would attend it. So far we have arranged 7 meetings with a total of 12 speakers and workshop leaders, plus volunteers to open and close meetings from all over Europe and the World and look forward to it on Saturday 3rd October
- About 2 months ago, the European Committee began discussing the possibility of starting a region in Europe and, therefore, we are including this topic to the program. We will invite people who have experience of starting and running the regions to join us for the panel at the event.
- We are interested to know about the benefits of being a region. Are there any disadvantages? In order to form a region in Europe, the ACA fellowships from across Europe need to have a desire to move from a committee and become a region.
- We have also been trying to find a short-term employee to assist us with printing the books and translations.

- We always look for more people willing to do service in the EC. If you are interested in joining us, please contact: [ec-chair@acawso.org](mailto:ec-chair@acawso.org).
  - We are actively looking for people with experience in graphic design, book laying out and liaising with publishers regarding new translated literature. You will find our contact information on the website: <https://acawsoec.org/contact/>
5. Finance Committee: Bill D <https://acawso.org/category/finance/>
- The committee was joined by O&S to review the financials for August. The financials were accepted by the committee and the treasurer posted them to the [acawso.org](https://acawso.org) website along with a written treasurer's report. – Completed
  - A discussion on hiring a controller and reducing outside accounting services was discussed and forwarded to the board. The board asked for a formal job description and an outline of the reduced monthly fees from the accountants if a controller were hired. A job posting was created and approved by the board. – Completed
  - The Finance Committee continues to compile financial policies in the creation of the first ever ACA WSO Accounting Manual. – In Process
  - The committee has begun working on the 2021 budget and will be sending out budget request forms to every committee and the office within the next two weeks. It is important that everyone submit their budget needs timely so the budget can be reviewed and approved for implementation by January 1, 2021 – In Process
  - The committee enrolled all states that are eligible into the Tax Jar auto file software to reduce the manual interaction with taxes, ultimately saving WSO significant funds and hours manually filing them. – Completed
  - The Finance Committee hosted a special meeting with the board to discuss the proposed revised contribution percentage recommendations. The Finance Committee has performed a preliminary analysis of WSO's fellowship expenses and revenues and feels the revisions are necessary to ensure WSO is self-supporting according to our traditions. The committee was asked by members of the fellowship for an opportunity to discuss the proposed changes and has dedicated the October 22nd @ 7pm EDT Finance Committee meeting to that topic. Anyone wishing to attend can contact [treasurer@adultchildren.org](mailto:treasurer@adultchildren.org) via email or Bill D Treasurer on Slack for the Zoom meeting info. – In Process
  - The board approved the part-time Financial Controller job position for WSO to be posted at the last TC.
  - The position was posted and it was filled at the end of the month. Lucia S., a CPA who has volunteered for about 4 years on various WSO business related committees was hired for the position. Welcome aboard Lucia! – Complete
  - The Finance Committee welcomed a new member, Tom A, from Pennsylvania. Tom brings a career of finance expertise to the committee. Glad you are here Tom!
  - Anyone with finance, bookkeeping, or an interest in learning more about the Finance Committee is welcome to contact me about joining. You do not have to be a CPA or even accounting professional to participate. Please email me at [treasurer@adultchildren.org](mailto:treasurer@adultchildren.org) or send a message on Slack.

6. Hospitals and Institutions: Rich R <https://acawso.org/category/h-and-i-committee/>
- We had 78 H+I requests sent out this month.
  - We are still working on our trifold, "ACA Info for Health Professionals." If you are interested in helping with either project, please attend our meetings on the first Wednesday monthly at 3pm eastern on zoom. contact Rich R. [hichair@adultchildren.org](mailto:hichair@adultchildren.org) Or Miles C. [vicehichair@adultchildren.org](mailto:vicehichair@adultchildren.org)
7. Information Technology (IT) Committee: Sharon F <https://acawso.org/category/information-technology/>

#### Websites

- Adultchildren.org
  - o Meeting list updates
    - Search by State dropdown feature
    - Search by Type feature (new Person of Color and Secular types)
    - Meetings and Intergroups can now affiliate with the NE Region
    - Meeting list display features
    - Backend, administrative features
  - o In progress - Continued work on redesign:
    - Redesign Working Group meets on alternating Fridays at 11:30am ET
    - Defining site goals, user requirements, features, etc.
    - Will soon be reaching out to committees for content updates
    - Defining functionality requirements - working with other committees
  - o In progress - Event Recording Review volunteers
  - o In progress - Working with Finance Committee to research plugin for 7th Tradition Contributions

- Acawso.org
  - o Completed - Added planning guide and online form for WSO Partnered Online Events
    - Completed - Created ABC/AWC Category for 2021
    - Completed - Set up survey for MSSC's upcoming Meeting Safety Town Hall
    - Completed - Moved Global Members Subcommittee to Zoom 7
    - Completed - Created streamlined process for Committees to add Special Announcements to the service website
    - Completed - All Committees - Committee Chair Portal
  - o Provide IT Onboarding for new Committee Chairs

- o Provide a centralized location for WSO IT (Guides, Forms, etc.)
  - o Resources for training for GSuite for Committee Collaboration
8. Literature Committee: Charlie H <https://acawso.org/category/literature-committee/>
    - The Literature Committee introduced and obtained board approval of a new policy governing fellowship review, Conference approval, and appropriate logo use for new ACA literature.
    - A volunteer call has been scheduled for October 17 to do a group brainstorm on the future of ComLine. This includes discussion of presentation, delivery, and the benefits of a creative staff.
    - With Board approval, WSO has hired Markus S. as a temporary literature special worker for a three-month period. The board is getting ready to post a job listing for permanent literature worker.
    - Held a quarterly Literature open call on October 3. Primary topics were unveiling the new literature policy and a probing discussion on implicit bias in ACA literature.
    - Brad L is the IT-Literature Committee Liaison and will be helping update the Literature committee pages.
  9. Member Services Committee: Carole C <https://acawso.org/category/member-services/>
    - Our email is [mscchair@adultchildren.org](mailto:mscchair@adultchildren.org)
    - Board liaison is Fredrik from Sweden
    - The Intergroup subcommittee is looking for help – members, vice chair, secretary and others. Finalizing the feedback from the needs assessment sent to IG's and working on a document "How to start an Intergroup"
    - Teens and Young Adults teams are reorganizing
    - Global members – is the busiest sub committee and helps members in over 140 countries. <https://acawso.org/category/global-members/> Working with WSO to help with international literature being more affordable.
    - Question About getting more traveler Editors – Member Services does not believe they are responsible for the traveler
  10. Public Services Committee: Jim B <https://acawso.org/category/public-information/>
    - Contact us at [pscchair@acawso.org](mailto:pscchair@acawso.org)
    - The committee is trying out a new date and time to meet. The 3rd Wednesday of the month at 12PM and again at 8PM Eastern, to support as many time zones as possible. This month's meetings are on October 21.
    - A new goal of the committee is to get participation from at least 5 Intergroups from at least 3 different Continents by the end of the year. Please join us!!!!
    - Reaching out to the Spanish speaking community is being discussed. WSO has Spanish translated and printed Big Red Books and Yellow books. How can we inform the public about this resource? It would seem that the fellowship's own members can help with this type of

attraction, possibly with information shared to their therapists.

- We are aware of a new Therapists
- Trifold being developed by the H&I committee. The current website resources has the following page <https://adultchildren.org/resources/therapy-andcounselors/>
- We will look at the trifolds similar to “emotional sobriety” done for AA, so we can raise awareness for the program in other 12 step programs.
- And look at the PSAs that were created and see how we can get them distributed.

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

- HR Handbook is almost done and will help guide staff soon
- A request to do a special meeting to review

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

- No report was provided at the meeting. There is a report posted at the link above.

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

- Monthly inventory reports are reviewed with Signal Hill staff and QuickBooks and the Physical counts are in sync.
- We are looking at bringing in an Amazon consultant to help with our expansion into other markets around the globe.
- A business IT Consultant is helping do an analysis of WSO’s current state and possible plans for an improved set of systems and simpler data management and access.
- We are looking to document possible needs of an IT Special worker

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

- We took some time off and are coming back together with a focus on the service manual
- We are meeting the first and third Mondays (and following Tuesday)
- The Concepts study group is meeting regularly and compiling some information on
- The ACA Preamble project is checking to see our next steps. We may turn what we have over to the Literature committee at this point.
- Appendix 2 in the OPPM for regional certification has been approved and published

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

- Presented by Charlie
- David McB is transitioning into the Chairperson role
- With an initial meeting attended by Mary L and Erin D the committee is looking to encourage a host committee for the 2021 ABCAWC scheduled for Boca Raton FL. In late April.

- All those interested can email David at ABC@AdultChildren.org
  - The committee will be reviewing the contract and evaluating the plan for 2021. In person with virtual included or only virtual.
  - We invite volunteers, comments, suggestions and Solutions.
- 16. Delegate Training Subcommittee – Cheryl F** <https://acawso.org/category/delegate-training/>
- The DTSC did not meet in August. The September monthly meeting was held on Wednesday September 30th at 3pm ET.
  - The results from our post ABC Survey were sent out to the committees in August.
  - The weekly working sessions held on Fridays at 5pm ET were suspended during the month of September.
  - We are working on updating the DTSC webpages to ensure links are up to date and content is accurate.
  - We will resume working on the ACA Delegate Handbook in October. It is in the editing stage.
  - We invite interested members to join us on Fridays to assist with the development of the Handbook.
  - We continue to look for someone who has an interest in using the Doodly Program to add animation for the Tradition Skits.
  - The DTSC meets on the fourth Wednesday of every month at 3 pm ET. Please contact us at dtsc@acawso.org if you are interested in working with us.
- 17. Ballot Prep Committee: Mary Jo** <https://acawso.org/category/ballot-prep/>
- Proposals are due by October 31
  - <https://acawso.org/wp-content/uploads/2019/07/2021-ABC-Call-For-Proposals-Mailing-8-1-20.pdf> is the letter sent to all groups for the call for proposals
  - 4 have been received so far
  - We completed 2 workshops to help let people know about the new suggested format
  - If you have any questions about this Proposal process, please send an email to [bpc@adultchildren.org](mailto:bpc@adultchildren.org)
- 18. OPPM Committee: Mary Jo** <https://acawso.org/category/oppm/>
- No Report was provided.
- 19. Ad Hoc Committee on Meeting and Service Safety – Erin D** <https://acawso.org/category/ad-hoc-meeting-and-service-safety-committee/>
- Contact email is [meeting-safety@adultchildren.org](mailto:meeting-safety@adultchildren.org)
  - A three-question survey has been sent by email to all group contacts and posted in the



October Traveler. The survey asks the fellowship for safety concerns of online meetings, what WSO can do and any additional concerns. The survey will close on October 14th so that responses can be reviewed for lay out of discussion at the town hall.

- The first town hall is scheduled for October 31st at 12 noon EST. To be discussed are survey results, open dialogue to make sure we are capturing top concerns and issues, current resources and determining what resources the committee can create to serve the needs of the fellowship for online meetings.
- A mini-repository of safety tips is being created from documents received from email which may be evaluated for possible resources or best practice.
- Next Committee meeting is Saturday October 17th at 12:30 pm EST. The town hall will be the main focus. Upcoming topics include development and/or creation of subcommittees, strengthening meeting resources for protecting safety, guidelines for phone meetings and all levels of service safety norms. New members are welcome.

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

- Contact the Nominating Committee: [chairnomcom@acawso.org](mailto:chairnomcom@acawso.org)

We encourage all interested qualified members to apply for a position on the WSO Board of Trustees. Currently, the Board predominantly comprises white males from North America. We are especially interested in qualified applicants who will help the Board better reflect the whole fellowship.

The Nominating Committee is committed to:

1. Nominate 4 new Board members prior to the 2021 ABC: this is to restore the number of Trustees as well as add fill two new positions
2. Submit nominations that better represent the breadth of our membership

See <https://acawso.org/category/nominating-committee/> for application guidelines, forms and process information.

Applications are due by 30 November 2020

**K. 5 Minute – Gentleness Break – All board members returned except for David McB**

**L. Motions passed at a Board Working Session on September 24th, 2020**

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

**Results:** All in favor

**Background:** The proposed policy text is shown below, 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.

**Part 1 of Literature Policy Change. This would replace Section E of the existing OPPM:  
Evaluation and Approval**

Regardless of whether a proposal is submitted directly to the Literature Committee, approved as an ABC motion or ballot measure, or developed internally by ACA WSO, all Literature projects must go through the same evaluation and approval process before they may be considered Conference- approved literature. This process includes a documented, in-depth fellowship review (fellowship review mode) period, and revision process overseen by the Literature Committee.

- 1) Projects submitted to the Literature Committee will be assessed by the Literature Evaluation subcommittee, in accordance with criteria posted on the ACA WSO literature pages. Authors will be notified whether a project is considered suitable for publication. Under the Right of Petition, they may ask the Literature Committee for further consideration.
- 2) A favorable ABC vote on a new proposal, such as one submitted through a ballot measure, is an approval of the concept, not approval of the literature. Such a vote directs the Literature Committee to form a development team, to move the project to possible publication and eventual Conference approval. The development team would include the author(s) or backers of the ballot measure if they choose to participate.
- 3) If the Board of Trustees determines that a project referred by the ABC is not appropriate for publication, the Literature Committee will notify the project's proposers and report this to the next ABC. ABC Delegates may accept the Board of Trustees' decision or direct ACA WSO to continue development of the project.
- 4) Projects developed internally by ACA WSO will be assessed by the Literature Evaluation subcommittee for their suitability for publication. Revisions will be suggested or implemented as needed to advance the project.
- 5) Once a project is considered ready for fellowship review, it will be forwarded by the Literature Committee to the ACA WSO Board of Trustees with a recommendation that a publishing budget and release schedule be set.

**Fellowship Review and Revisions**

The most important evaluation of any new ACA literature being developed is performed by the fellowship at large. New literature projects will be made available to the fellowship for six months to three years of fellowship review. During fellowship review mode, ACA WSO may sell paper and digital copies of the publication, prominently identifying the project as a fellowship review mode version that is not yet Conference approved. The fellowship at large is encouraged to read and use the publication as it would any other ACA WSO literature. An accessible online feedback system, along with clear, prominent instructions will be provided to submit written feedback to ACA WSO.

The Literature Evaluation subcommittee will review all collected feedback, and at the end of the review period, it will assess whether the publication is of value to fellowship recovery. It also will make any needed revisions based on feedback.

Once the fellowship review mode is complete, the Literature Evaluation subcommittee will submit the completed manuscript, as well as a report on fellowship feedback and any significant edits made as a result, to the Board of Trustees. If the Board of Trustees decides not to forward the publication to the ABC for final Conference approval, it will notify the next ABC. ABC Delegates may accept the Board of Trustees' decision or direct ACA WSO to continue development of the project.

### **Final Conference Approval**

Each year, the Board of Trustees will determine by the January teleconference what literature it is forwarding to the ABC for final Conference approval. Electronic access to each publication will be added to the ABC web page, and to the ABC delegate binder, so that delegates may access the publication at no cost. WSO will give delegates no-cost access to each publication in advance of the ABC. The Literature Committee and Board of Trustees will submit a statement of the publication's purpose to ABC delegates, along with a report documenting fellowship at large feedback and resulting revisions.

The Literature Committee will host an information session regarding projects that will be submitted to the Conference, and will invite registered ABC delegates to attend this meeting. Delegates are strongly encouraged to familiarize themselves with new literature projects before voting on whether to grant Conference approval.

Final Conference approval, based on extensive fellowship review, affirms that a piece of literature reflects the experience of the fellowship at large and is considered helpful to ACA members and groups in furthering recovery. Because of its unique status, Conference-approved projects will feature a specified labeling and logo use, to clearly distinguish them from other ACA WSO literature projects. Even after conference approval is granted, the fellowship may continue to send comments and request additional revisions.

Further information is available in the "Logos Use for Literature Projects" section of the literature policy.

2. **Motion: (Charlie/Seconded by David):** Amend OPPM Logo policy to note that additional guidance about the use of ACA logo in literature is available in the OPPM Literature Policy.

**Results:** All in favor

**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.

### **Logo Use for Literature Projects**

Final Conference approval reflects a unique consensus of endorsement—including the fellowship at large, ABC Delegates, and the Board of Trustees. Therefore, a prominent, center-placement of the ACA WSO logo on publication covers, and on introductory pages, is reserved only for Conference- approved literature. At times ACA WSO will choose to place the logo elsewhere on the cover. The inside publication page will detail the Conference approval date. Where both have occurred, the literature will be labeled “Fellowship Reviewed and Conference Approved.”

Literature that has not undergone fellowship review, or received Conference approval, should avoid any language, logo, or other usages that in any way resemble the distinct labeling authorized for publications that have met these standards.

The following are examples of labeling approved for Conference-approved literature, and literature that has not received Conference approval.

***ACA WSO Fellowship Reviewed and Conference Approved Example***

Publication Cover



© Adult Children of Alcoholics/Dysfunctional Families World Service Organization

Publication Introductory Page



Fellowship Reviewed between Date and Date.  
Approved by the 20XX ACA WSO Annual Business Conference.  
©DATE Adult Children of Alcoholics/Dysfunctional Families World Service Organization.

***ACA WSO Conference Approved example***

Publication Cover



© *Adult Children of Alcoholics/Dysfunctional Families World Service Organization*

Publication Cover



© *Adult Children of Alcoholics/Dysfunctional Families World Service Organization*

Publication Introductory Page



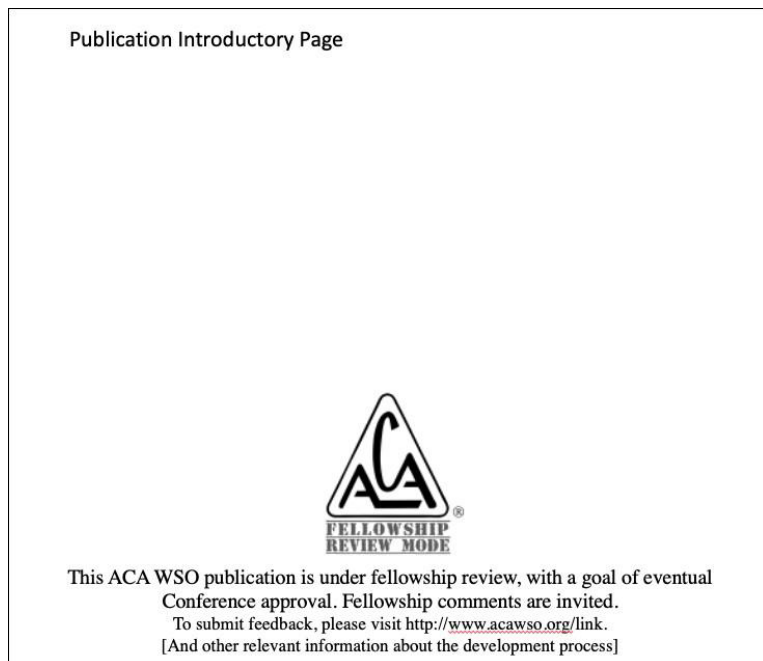
Publication Cover



This Adult Children of Alcoholics/Dysfunctional Families World Service Organization publication is under fellowship review, with a goal of eventual Conference approval. Fellowship comments are invited.

### ***ACA WSO manuscript in Fellowship Review Mode example***

ACA WSO manuscripts that have not received Conference approval display an ACA WSO Fellowship Review Mode logo on the cover and at the bottom of an introductory page, accompanied by a written explanation of the project's history, authorship, and approval status. An ACA WSO "Fellowship Review Mode" logo appears near the logo to signify that a project is undergoing ACA WSO fellowship review. The introductory page includes information on how readers may submit feedback.



### ***Service Entity Publications***

Use of the ACA logo on publication covers and the front of trifolds is reserved for ACA WSO publications only. ACA service entities (such as an ACA Region, Intergroup, or individual Meeting Group) that are registered in the ACA WSO database may identify local literature projects with the ACA WSO logo at the bottom of an inside page, and on the back of trifolds but not on covers. It must be accompanied by a written explanation of the project and which service entity has produced it. To avoid confusion, these projects should carry a disclaimer on the cover, "This was created by xxxxx, a registered ACA Intergroup (or meeting, or region). This publication is not Conference-approved, nor is it affiliated with Adult Children of Alcoholics/Dysfunctional Families World Service Organization."



To respect the Traditions, the ACA WSO logo may never be used in for-profit literature. Service entities charging any money for locally produced literature, even if only to cover printing and shipping costs, must direct all profits to a registered ACA service entity or entities; they must affirm this fact and to whom the profits are directed in print on the bottom of the introductory page. For example, “100% of the profits made in the distribution of this publication will be directed to the \_\_\_\_\_ ACA Intergroup.”

Publication Cover


This was created by xxxxx, a registered ACA Intergroup (or meeting, or region). This publication is not Conference approved, nor is it affiliated with Adult Children of Alcoholics/Dysfunctional Families World Service Organization.

Publication Introductory Page



Name of group, intergroup or region  
Contact info

This was created by xxxxx, a registered ACA Intergroup (or meeting, or region). This publication is not Conference approved, nor is it affiliated with Adult Children of Alcoholics/Dysfunctional Families World Service Organization.  
100% of the profits made in the distribution of this publication will be directed to the \_\_\_\_\_ (ACA Intergroup, group or region).

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Additional detail on logo use and disclaimer language is available at the Literature Committee section of the ACA WSO service website.

## M. Motions passed at the September 24, Board Working Session

- Motion: (Bill, seconded by Sharon)** To hire Lucia S as the part-time Financial Controller for the ACA WSO.

**Results:** All in favor

**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.

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 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.

- 2. Motion: (Charlie, Seconded by Sharon)** The Literature Committee to hire Markus S, of Sweden, to perform a three-month, half-time contract to complete numerous important deadline projects (see below) while WSO posts and interviews for a permanent literature special worker position.

**Results:** All in favor

**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 FrilansFinans, 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. FrilansFinans will function in this transaction as a WSO contractor. FrilansFinans 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.

**Imminent projects List for Special Worker**

- Danish BRB reprint
  - Changes to imprint page and several updates to translation
- Finnish BRB reprint
  - Changes to imprint page
- Post literature on free downloadable page
  - ACA Bill of Rights (fellowship evaluation)
  - Hebrew documents
- Lithuanian Yellow WorkBook
  - Work with European printers to find a best price
  - Assist WSO volunteers in completing sales agreement with Lithuanian IG
  - Upon completion of agreement, design Lithuanian YWB
- Finalize Design of Ready Set Go and prep for publication
- Japanese Big Red Book
  - Research possible publishing channels, including local publishing options and Amazon Japan
  - Upon completion of agreement, design Japanese Big Red Book
- Polish Yellow WorkBook
  - Work with European printers to find a best price
  - Assist WSO volunteers in completing sales agreement with Polish IG
  - Upon completion of agreement, design Polish YWB

- 3. Motion: (Bill, Seconded by David):** 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.

**Results:** All in favor

**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.

4. **Motion:** (David, Seconded by Bill) To give the Washington State intergroup the go ahead to start developing plans for a 24-hour hotline for WSO.

**Results:** All in Favor 8 to 0 (Fredrik Absent)

**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.

#### **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 comes in to the WSO ACA Helpline ([310-534-1815](tel: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 Dates via Zoom: 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.

5. Motions passed via Specific Concurrence since the Last Board Teleconference

1. **Motion:** (Jim, seconded by Bill) To adopt the updated OPPM Appendix 2 for Region Certification

**Results:** All in favor

**Background:** The updates to the OPPM around Region Certification are based around 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. We also made sure the language is open about starting regions. We believe these changes will help support and encourage Region Development. These changes were developed with the Regions and OPPM Committees.

## **APPENDIX II – REGION CERTIFICATION PROCESS**

### **A. Requirements to Establish and Certify an ACA Region**

As written in the **Big Red Book**, “A Regional Service Committee serves as a coordinating point for several Intergroups in a geographical area<sup>1</sup>”. NOTE: The OPPM uses the preferred term “Region(s)” in place of “Regional Service Committee.”

Regions are part of the service network between the world service organization and the fellowship. They provide information and support, connecting ACA members, meetings and Intergroups to help encourage participation as trusted servants and to grow meetings full of experience, strength and hope throughout the world.

The **Big Red Book** section titled *How to Start an ACA Intergroup or Regional Service Committee* (pg. 603) lays out the first steps to take to form a Region (or Intergroup<sup>2</sup>).

The additional steps below are provided to help a Region become formally recognized by ACA WSO.

1. Notify the Regions Subcommittee ([regions@acawso.org](mailto:regions@acawso.org)) and the Service Network Committee ([svc@acawso.org](mailto:svc@acawso.org)) of your intent to become certified as a region.
2. Document the following to the Regions Subcommittee for certification:
  - a) The trusted servants giving service to the Region (Officers, etc.)
  - b) The current level of participation of Meetings and Intergroups throughout the proposed Region.
  - c) A service plan that meaningfully improves recovery throughout the Region.
  - d) Describe the geographic area, or common feature such as language that the new Region serves and how this supports intergroups.
  - e) Minutes and/or other documentation that reflects organizational information.
3. Consider sending a representative to the Regions Subcommittee of MSC (Member Services Committee).

Upon completion of these steps, the Regions Subcommittee will review everything and provide feedback, if necessary. When all information is in order, they will recommend the Region to the Board for certification.

Once certified, a Region may submit a candidate to the Nominating Committee if they would like representation on the Board. Regional Trustees must meet the same eligibility requirements as all other Board Trustees (see OPPM Section III. WSO BOARD OF TRUSTEES).

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<sup>1</sup> Regions may also be formed by other common features, not just geographic areas, i.e. – Virtual, language, etc.

<sup>2</sup> Intergroups currently do not have a certification process – they can be registered directly on [adultchildren.org](http://adultchildren.org)

## **B. ACA Regions in the United States and Canada**

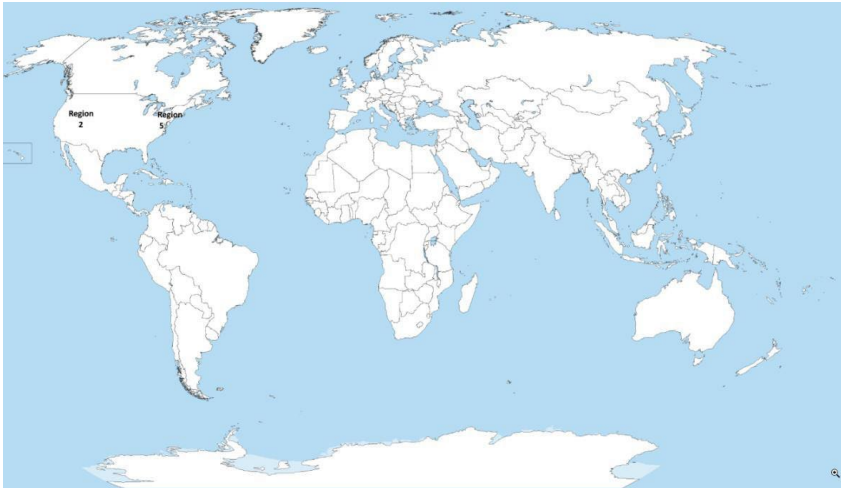
The following is the current suggested regional map for the US and Canada. Local needs will best determine how intergroups come together to organically form regions. They may change over time.

Regions may merge or split as well, based upon the local needs of the fellowship. These changes will be driven by the growth of ACA and the need to support more local groups, membership services (Meeting Lists, Literature, Events) and outreach (Public Services and Hospitals & Institutions) needs. This map will be adjusted as Regions form organically.



### C. ACA Regions around the World

The Service Network Committee will modify this global Regions map as new regions form. We encourage regions to begin forming around the world based upon their local needs to serve the ACA fellowship.



- 1) **Motion:** (Bill, seconded by Jim) To approve payment to O&S CPAs for additional sales tax work performed from May 1st to currently doing manual filing of returns and paying taxes in the amount of \$4,622.

**Results:** All in favor

**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.

#### O. Guest Comments

- Tom A – Question about ACA's experience with singleness of purpose, do we have it? It is not evident on some Facebook pages. Please note that WSO does not have a Facebook page at present. Experience with looking to adopt an ACA preamble shows how many members have different opinions on who we are and what we do. Our Primary purpose should be clear – carry the message to other adult children.
- Jill H – 1) Noted that the Diversity, Inclusiveness, and Accessibility Ad hoc committee is working on a request from the Literature committee about how we can use more inclusive language on our website and in our literature. 2) DIA also wrote a comline article and are waiting for comline to be published again 3) Note that DIA is likely to ask for an extension beyond the end of the year to deliver a report. 4) Thank you to the nominating committee for asking for wider representation
- Barbara from California – Reminder about the Nominating committee asking for getting more potential board members. Please make the announcement at your groups, intergroups, regions, and workshops.
- Julianne V – 1) Is there a virtual Intergroup? Carole C noted that we had some meetings with one a while back, but nothing is active. We could start a new one. 2) Noted that on singleness of purpose – that the BRB on page xvi, in the chapter on a message to nonmembers, it says "The Primary Purpose of ACA is to create a safe setting in which adults who grew up in dysfunctional homes can feel safe and find a way to share their



stories with others in a meaningful manner.”

- Matt K – 1) Does the region committee need to reschedule its meeting to a different zoom. It does not, it can stay on Zoom 2. 2) Gentle reminder about the upcoming Greater West Lakes Intergroup conference and a number of people on the board and WSO who will be speaking.

P. ANNOUNCEMENTS

Next WSO Board Teleconference Meeting is Saturday November 14, at 2PM Eastern

Q. Motions passed from the 2020 ABC

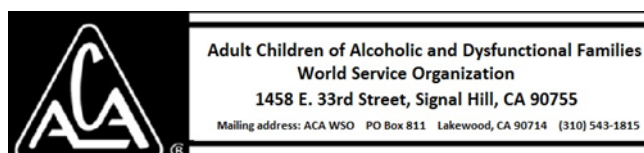
Motion	Status
<b>Proposal 3</b> - The ACA Preamble will be sent back to the Service Network with comments so they can make updates and get more fellowship feedback. The passed motion is to send the Preamble back to the Service Network Committee for wordsmithing, with our workgroup's thoughts.	The Service Network Committee held Town Hall meetings in August to review 3 updated drafts. Next steps TBD.
<b>Motion from Proposal 8</b> We move that we direct the literature committee to create educational resource(s) that assist adult children with establishing healthy safe boundaries.	A Literature subcommittee is starting to form.
<b>Motion from Proposal 10</b> - Passed We propose that . . . the WSO create a daily reparenting reader similar in structure to the Strengthening My Recovery (SMR) daily reader. Reparenting tips, meditations, etc. would draw from the forthcoming Loving Parent Guidebook, the Big Red Book, other ACA literature, including new material, and ACA member submissions. The daily reparenting reader will complement the upcoming Loving Parent Guidebook, which helps ACAs learn and apply reparenting tools. The proposed reparenting reader will provide daily inspiration and support us to reparent ourselves with gentleness, humor, love, and respect.	Pending
<b>Proposal 13</b> - We propose that . . . The "Alcoholic/Dysfunctional Families" part of the title on the cover of the Big Red Book be moved up to be consistent with the Title Page, Page I. "Adult Children of Alcoholics Alcoholic/Dysfunctional Families". Also that the spine be changed to read "Adult Children of Alcoholics/Dysfunctional Families". <b>Declined to Board's Motion that already addresses this for BRB and other literature</b>	Pending



<p><b>Floor Motion from the 2020 ABC</b></p> <p>Motion 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.</p>	<p>Ad Hoc Committee has formed and is active</p>
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R. Motion To close – Bill, Sharon

S. Closing Serenity Prayer led by Marion



## MONTHLY TELECONFERENCE Minutes

November 14, 2020

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

US: +1-669-90-06833 (San Jose)

[Zoom International Dial-in](#)

Passcode: 90755

US: 1-929-205-6099 (New York)

• **DEN: +45 89 88 37 88**

• **SWE: +46 8 4468 2488**

**+46 8 4468 6646**

• **Full list of international Numbers**

<https://zoom.us/j/228809511?pwd=90755>

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

**B.** Roll Call of Board Members – Bill D, Charlie H, David McB, Erin D, Fredrik H, Jim B, Miles C, Rich R, Sharon F

**C.** Quorum established – All 9 Board members present

**D.** Guest Introductions

Aleksandra – Poland, County Rep, Vice Chair of Translation Committee	Barbara – California Group Rep, Member of Nominating Committee	Carole C – Member Services Chair, past board member	Carol G – Monterey Bay IG
Cheryl F – Toronto, Chair of Delegate Training subcommittee	Denise R – AL021, Member of Nominating Committee, Alaska 021 Rep	Gino D – National Capital Area Intergroup	Greg R – Austin TX, Chair of nominating committee, Literature Strategic planning committee

Jill H – Vice Chair of Diversity, Inclusion, and Accessibility Ad Hoc Committee	Jim R NY – WEB120, Ballot Prep Committee Member	Julianne V Indiana – Chair of Diversity, Inclusion, and Accessibility Ad Hoc Committee, Spirituality In Literature subcommittee, Team Lead for Literature review	Justine - PA – Chair of NE Region
Karin S – Illinois – Meeting and Service Safety Member, Concepts Study group	Kathy T – Southern California, Spiritual Inclusion subcommittee, Meeting and service Safety and IT, and delegate	Kelle J – Miami – Concepts Study Group, Addressing predatory behavior, and OPPM Review	Laura D – Colorado, IG reg, Literature committee and Comline reboot
Lucia – South Florida – WSO Controller and Vice Chair of Finance	Marcia J – Iowa and Illinois Meetings, Archives Chair	Mardi M – Montana 026 Comline Editor	Mary Jo – Chair of Ballot Prep & OPPM, member of IT, Delegate Training and ABC-AWC
Nancy G – California IG rep Central Coast	Nick C – Operations Manager, Signal Hill	Paul M – Co Chair of Chapel Hill	Sue V – Toronto - Chair of Global Members, Sponsorship committee
Tom A – Pittsburg – IG Rep 599 – Finance Committee Member	Josh W, Washington DC – OPPM, APB and Member and service safety	John – MA - Interested Member	?? - Whitehouse station NJ - Liberty Corner ACA Group – Listening in
Christopher – NE Region Treasurer	Matt – Wisconsin – West Great Lakes IG, Midwest Region, WSO Regions Chair, RSG Fan	Francis J – Finland – First time on the call, Member since 1992	

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

E. Minutes:

1. Jim noted that the service website has the book of minutes posted with a compilation of previous years minutes. Thank you to Marcia J for her support in putting these together.  
<https://acawso.org/aca-wso-book-of-minutes/>
2. (Jim B) Motion to approve the October 10th, 2020 Teleconference Minutes Second:  
Miles  
Discussion: Question: Are reports included in the minutes if they are not presented in the TC. No, they are not included. They need to be read in by someone to be included.

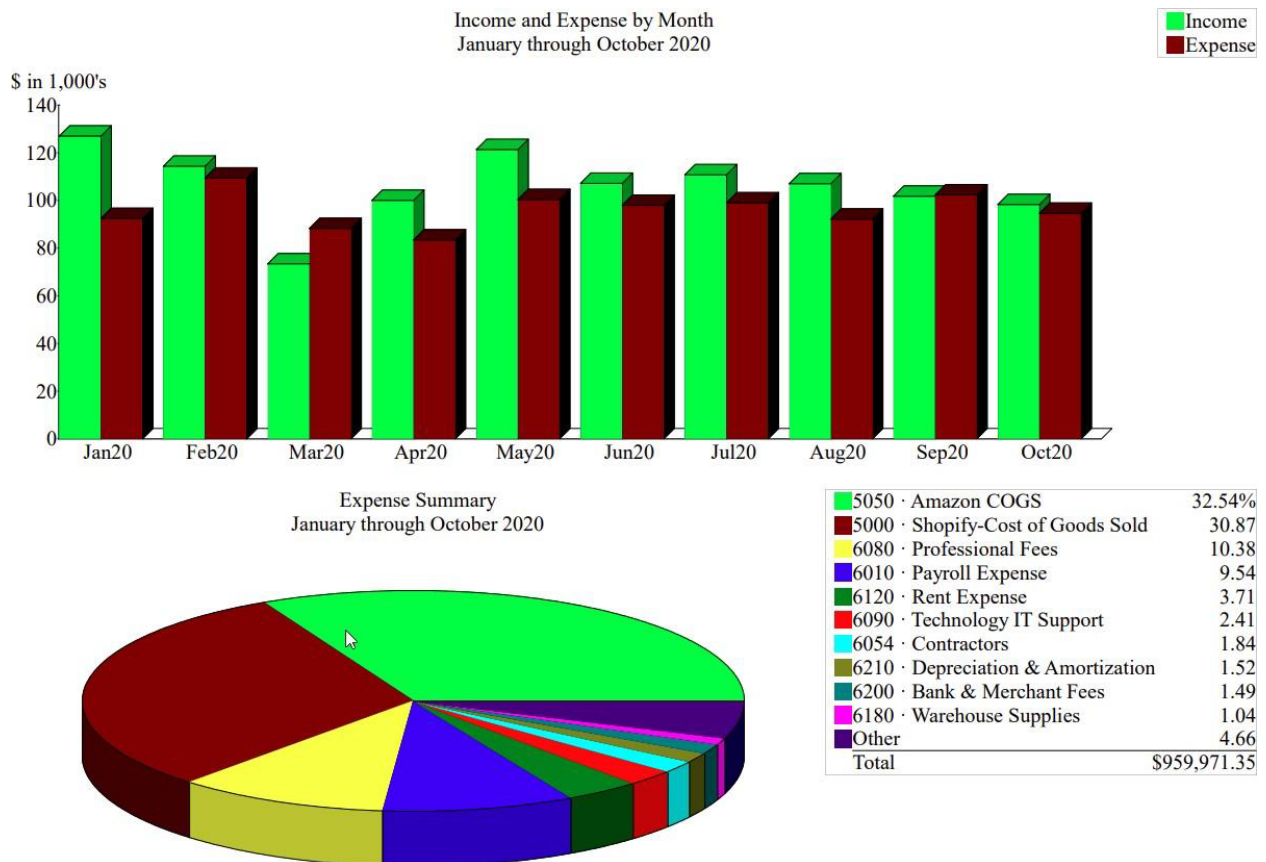
Decision: All in Favor.

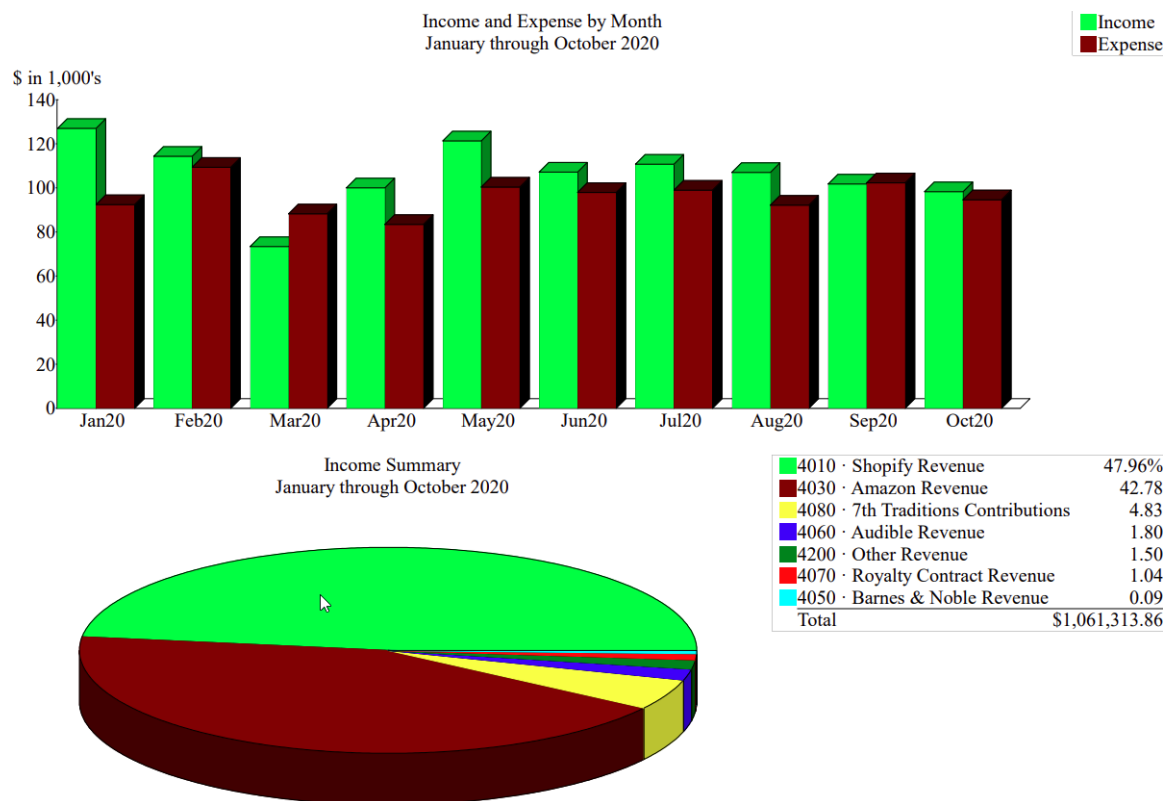
F. Chair Report – Charlie H

It is great to see all the people on the call today. Please consider yourself as a potential board member. The nominating committee is asking for applications this month. As the program continues to grow around the globe, we encourage all members to consider applying to be on the board of trustees, we want to represent all members to the best of our ability.

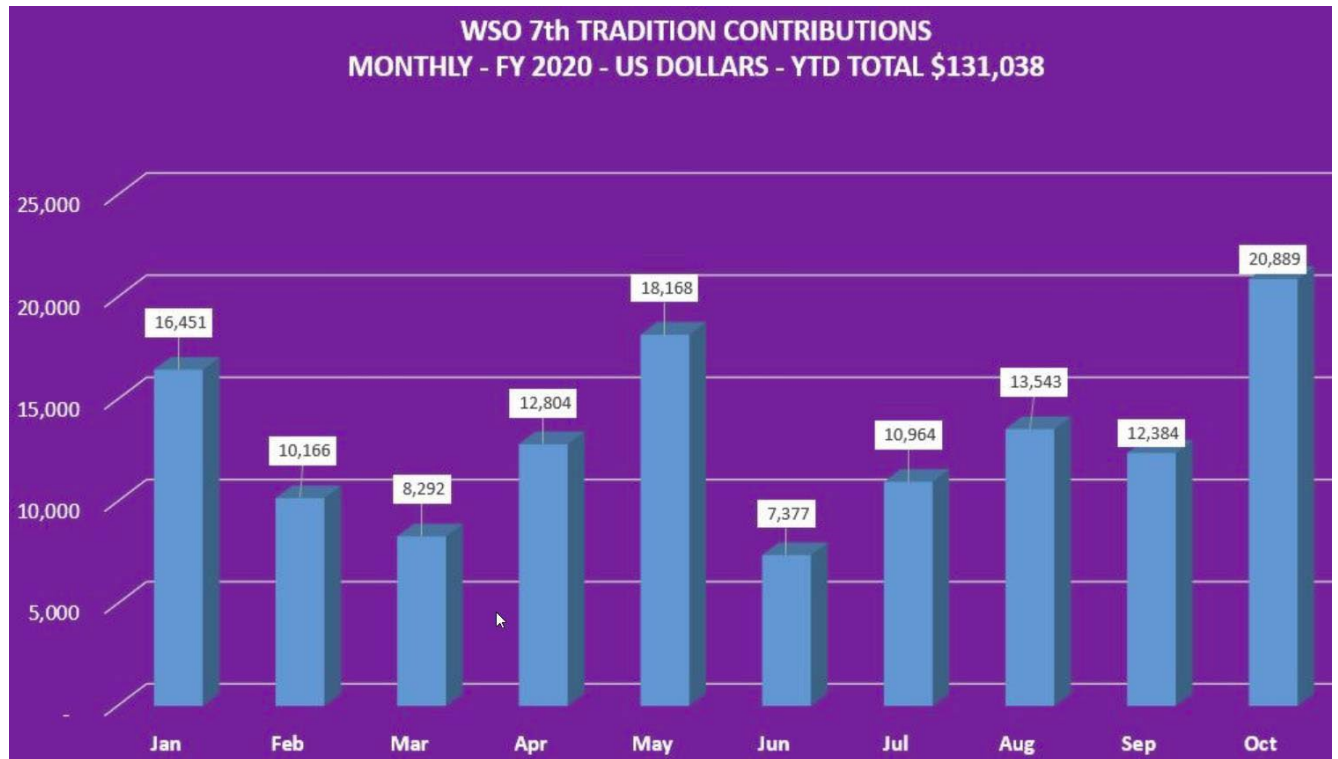
G. Treasurer's Report – Bill D <https://acawso.org/category/treasurer-reports/>

- In reviewing the Balance Sheet, we can see ACA WSO ended the month with \$716,586 in Total Assets. This is a decrease of \$90,697 from the previous month of \$807,283.
- Our Total Cash and Cash Equivalents (Account 1000) decreased by \$91,370. This is because of a \$66,000 payment for book purchases and \$25,000 in payments for other expenses that were liabilities from the prior month
- WSO's Total Liabilities and Equity was \$716,586 at the end of the period. Accounts Payable decreased \$65,485 and Other Liabilities decreased by \$28,000 since the prior month. The Year-To-Date net income is \$101,297.





- Looking at the P&L we can see Total Income for the month was \$98,241 which was a decrease of \$3,540 (or 3%) in income from \$101,780 the month before. This is about 11.9% under our budgeted income amount of \$111,484.
- After deducting the expenses from the Gross Profit WSO was left with a net income of \$3,652 for the month.
- This report shows us how we are performing monthly compared to the approved budget. We did not meet our budget for the month in total income. This was partially offset by better than budgeted sales in Amazon and 7th Tradition Contributions.
- WSO received \$20,888.83 in 7th Tradition Contributions for the month from members, groups, intergroups and regions. This also includes a Bequest of \$7,500, resulting in an increase of \$8,504 total donations from the prior month. A huge thank you to those who contributed to help ACA continue to meet the growing need of the program throughout the world.
- WSO has created an electronic 7th Tradition basket using Venmo@acawso for contributions from inside the US and can still also easily accept contributions worldwide in our online shopping cart at [shop.adultchildren.org](http://shop.adultchildren.org). We can also accept Zelle transfers by sending them to [treasurer@adultchildren.org](mailto:treasurer@adultchildren.org). Please let your fellow travelers know ACA depends on contributions



to fund the rapidly expanding fellowship service needs.

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

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

- The committee spent much of the month preparing for the WSO Board of Trustees Strategic Planning Meeting.
- The committee focused on time-sensitive proposals related to committees, especially for a uniform officer selection calendar that was presented to the full Board of Trustees.
- The committee approved a shipment of 25 each YWB and BRB to a newly forming intergroup in India. at a cost of about \$500 including shipping.

**2. Archive Committee: Marcia J** <https://acawso.org/category/archives/>

- Oral Histories: Nuria G. and Marcia J. interviewed Robin R., special worker for the Literature Committee, last week. Research and question development were done by Nuria. Again, the transcription was done using Otter.ai.
- ComLine Project: Issues of the ComLine going back to 2010 are on the adultchildren.org website. Kadri L has found copies going back to 2004 in an online storage space that does not allow access. The committee has the contact information for Scott R. who was doing IT at the beginning of our web presence. We will be making efforts to contact him in the near future. At the moment, back copies will remain in their current position on the website.
- Intergroup Archives: We have welcomed Sally P. from the Connecticut Intergroup to our committee. She is the archivist for the intergroup, and has questions we can answer or pursue together. Our committee encourages other Intergroups and Regions to join us.

We would like to put together some helpful getting started information for those local archives.

- Budget: A budget for 2021 was submitted.
- Donations: We have been offered archival copies of Bear Facts, a newsletter that was distributed in California. Larry T. will bring them to Signal Hill when we can arrange a time.
- Anyone interested in participating in this committee should contact Marcia J. on Slack or at [archives@adultchildren.org](mailto:archives@adultchildren.org)

3. Diversity, Inclusiveness and Accessibility Ad hoc Committee: Julianne V

<https://acawso.org/category/diversity/>

- The committee approved a new meeting time. The committee will continue to meet the first and third Friday with a new time of 3:00 pm ET.
- The committee approved that any committee vote(s) will require a 2/3 majority for approval (substantial unanimity).
- The committee approved a meeting agenda prioritization process
- The committee sponsored the November 8th Faces of ACA virtual speaker event. The event slated three speakers. Only two speakers were able to speak due to zoom bombing
- Committee approved a motion to request permanent status at the December WSO board meeting. The committee is waiting to make a decision on who will write the report to the board, and what it will say.
- Report from WSO board liaison -- board suggestions (see attached): Discussed in committee and no action taken.
- Changing Committee Name: Discussed in committee and no action taken.
- Establishing Committee Email Address: Discussed in committee and no action taken.
- Liaising with other committees: Discussed in committee and no action taken.
- Drafting a message of introduction (of committee) to groups and intergroups: Still deferred.
- Document of acronyms and definitions to share with other committees: Still deferred
- Sharon gave some additional details on the zoom bombing
- Charlie noted a recent Motion that asks committees to set 3 major goals for the coming year.
- Jim suggested that the committee ask for an extension for their report to the board and take the time to address these important issues and deliver their report at the 2021 ABC.

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

- The European Committee had their annual event and over 500 attended. We used a Webinar which is a safer platform to prevent zoom bombing.
- Recordings from the session will be available soon.

- One of the sessions was about developing a European Region.
  - The new thing this year is that non-English speaking countries can now receive the proposals for ABC if they wish to translate them into their own languages. When WSO analysis is ready they can translate them too. This process allows all countries 2 months to translate before sending them to the groups at the same time as WSO sends out the proposals.
  - 2 board members of the EC have stepped down. Please consider being of service.
  - Email: [ec-chair@acawso.org](mailto:ec-chair@acawso.org)
  - You will find our contact information on the website: <https://acawsoec.org/contact/>
5. Finance Committee: Bill D <https://acawso.org/category/finance/>
- During the month of October, the members of the Finance Committee met regularly with an additional meeting for a total of 5 times and worked on the following projects and tasks
  - The committee has begun working on the 2021 budget and has sent out budget request forms to every committee and the office. The deadline has been extended to November 15. It is important that everyone submit their budget needs timely so the budget can be reviewed and approved for implementation by January 1, 2021
  - The Finance Committee hosted a special meeting with representatives of Regions regarding the proposed revised contribution percentage recommendations. The Finance Committee presented a preliminary analysis of WSO's fellowship expenses and revenues and feels the revisions are necessary to ensure WSO is self-supporting according to our traditions. The committee continues to research contribution percentages recommended by other fellowships
  - Discussion regarding the potential liability that WSO would have if the 2021 ABC/AWC would not be able to be held, assuming that the attendance would be severely limited, due to the ongoing concerns about Covid19. The Committee made a Motion to hire an attorney to examine the contract with the hotel in Boca Raton, FL, to re-negotiate terms, and look into limiting or avoiding a huge payout.
  - Currently the OPPM states that the maximum annual contribution that ACA can accept is \$7,500, per member, group, or bequest. The Finance Committee is members are doing research to see if other fellowships had contribution limits and what they are
  - Committee members discussed whether the Prudent Reserve for WSO was adequate. Would start by looking into other fellowships prudent reserve policies, if published
  - Committee looking into other financial institutions for a higher yield for Savings Accounts
  - Committee discussed establishing an International Literature Fund to support countries that cannot afford literature
  - The Finance Committee continues to compile financial policies in the creation of the first ever ACA WSO Accounting Manual



- Anyone with finance, bookkeeping, or an interest in learning more about the Finance Committee is welcome to contact me about joining. You do not have to be a CPA or even accounting professional to participate
6. Hospitals and Institutions: Rich R <https://acawso.org/category/h-and-i-committee/>
- We have finished our trifold, "ACA Info for Health Professionals." It will now go to the literature committee and if approved, it will be released for a year for fellowship review. If OK'd by the fellowship it will be adopted at the next ABC
7. Information Technology (IT) Committee: Sharon F <https://acawso.org/category/information-technology/>
- Full report is in the repository
  - We continue to get requests for partnering online events.
  - 7th Tradition Contribution plugin - in progress
  - New Meeting List and Admin Features in progress. Providing admin access to Intergroups and Regions.
  - Sent recommendation to Board for meetings with no contact information Motion from IT Committee to the Board for meetings that have no contact information due to contacts requesting removal
  - Adultchildren.org redesign is in progress – will be reaching out to committees soon
  - Need more event recording review volunteers
  - Provided support to the Member and Service Safety
  - Helping define the requirements for an IT Special Worker
8. Literature Committee: Charlie H <https://acawso.org/category/literature-committee/>
- Translations Subcommittee is being reconstituted
  - A Comline Reboot meeting was held to examine new models for producing and distributing the ComLine and other fellowship experience, strength and hope.
  - The quarterly Literature open took place on October 3. Primary topics were unveiling the new literature evaluation and policy and a probing discussion on implicit bias in ACA literature.
  - Brad L. accepted an assignment as tech liaison to the IT Committee. He is researching possible improvements in the Literature Committee section of the ACA websites.
  - Ready, Set, GO!! (RSG). Ready, Set, Go!! is a workshop guide authorized by the 2018 ABC. The book was originally created by members of the West Great Lakes ACA Intergroup, as a four-part introductory meeting to ACA's 12 Steps. Ready, Set, GO!! is in final editorial and design review, for a book that will accommodate one-day workshops as well as multi-meeting presentations.
  - Jim asked about the note on the Literature Committee home page saying that new material is not being accepted at this time. Charlie noted this is old information and the

new Literature Policy is approved and in place. The website will be updated.

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

- The committee has 5 sub committees. Global Members, Intergroups, Members, Regions, Young Adults/Teens.
- MSC meets monthly at 10 AM Pacific on the first Wednesday of the month
- We can use a secretary, vice chair and someone to help track our expenditures.
- You can contact us at [mscchair@adultchildren.org](mailto:mscchair@adultchildren.org)
- Young Adults/Teens needs a chair, Toni is the vice chair, we need leaders for their working groups
- Fredrik is our board liaison
- Jim asked about the Traveler status – this still needs to be resolved. Charlie will coordinate a meeting to discuss this issue.

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

- The Public Services Committee meets on the 3rd Wednesday of the month at 12PM and again at 8PM Eastern, to support as many time zones as possible. This month's meetings are on November 18
- The committee plans to put the same budget in for 2021 as they did for 2020, hoping that we will be able to travel safely soon and put on a number of Public Information tables at Events.
- We are also looking at other ways to reach the public that may not know about us.
- The committee is actively looking at getting more information to the Spanish speaking community. The sales of the Spanish Big Red Book are very low and this is a large population in the world.
- We plan on doing more outreach to the ACA Regions and Intergroups to partner with their Public Information Committees.

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

- The HR handbook has been completed by the committee and it will be sent to the board for approval soon via a motion.
- There was a meeting to review the manual and some corrections and updates were made.
- Once it is approved by the board it will be provided to all employees

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

- Steady as she goes in the Signal Hill DC 928 orders shipped to all corners of the world.

Country	Abbrev.	Items Sold	Total Sales
Australia	AU	64	\$787.75
Canada	CA	49	\$991.17
Greece	GR	1	\$83.18
Ireland (Eire)	IE	2	\$92.67
Israel	IL	3	\$112.24
Italy	IT	4	\$127.16
New Zealand	NZ	2	\$116.22
Switzerland	CH	3	\$115.05
United States	US	2764	\$31179.10

- Retooling some areas with the IT department. Looking at how to handle Meeting Updates more timely. A checklist – Meeting Update Guidelines procedure guide has been created. Thanks to Sharon
- Sales in Amazon US are down a slight bit to 37,099

<b>4</b> Amazon FBA US Sales	View: By Month			
	Download v Pivot			
	<input type="checkbox"/>	Date	Ordered Product Sales	Units Ordered
	<input type="checkbox"/>	07/01/2020	\$41,064.25	2,352
	<input type="checkbox"/>	08/01/2020	\$42,866.50	2,467
	<input type="checkbox"/>	09/01/2020	\$40,858.25	2,325
	<input type="checkbox"/>	10/01/2020	\$37,099.50	2,137
				Total Order Items
				2,220
				2,335
				2,219
				2,020

- 2871 Active Meetings, 108 Intergroups, 2 Regions
  - Some changes to Amazon Mexico are impacting some of the book distributions.
  - Looking at any issues that Brexit may bring.
13. DCOC: Bill D <https://acawso.org/category/dist-ctr-oversight/>
- We meet Bi-weekly on 2nd and 4th Wednesdays of each month at 4pm Eastern
  - The end of month inventory report was reviewed and there were no major variances between the end of the month physical counts and what was in stock in the online stores.
  - The committee reviewed several Amazon consultants and chose one of them to perform the assessment. The consultant also assisted in setting up the German marketplace to receive and list the German language Yellow Workbook. The Amazon US assessment is underway and should be completed in mid-November
  - Business organizational assessment – the board approved a proposal for an organizational assessment from a consultant and a kickoff Zoom conference on Nov 2 was planned. The consultant will interview various persons involved with WSO to provide feedback on possibly revising the corporate structure to improve productivity and

efficiency in carrying out its mission.

- Additional countries - Literature Printing & Amazon expansion a draft policy for expansions was submitted for future discussion. It defined commonly used terms in literature development and publishing documents and highlighted the various steps for a country to get a book translated and printed in their own language. It also defined which entities were responsible for the various aspects of this work
- Discussed IT Special Worker Needs.
- The committee discussed a request for subsidized literature for an emerging intergroup in India made through the Global Subcommittee. The committee approved a motion to send the requested books to the intergroup and sent the motion to the board's Exec Committee
- A discussion was scheduled for considering an expansion of committee scope that evolved from discussions held in the board's recent strategic planning meeting. It would redefine the committee's role along with a name change. After some discussion it seemed all felt that a committee name change and expansion of its oversight role beyond the Distribution Center would be logical

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

- We meet at 8PM ET, and Tuesday at 2PM ET to accommodate European and other schedules, first and 3rd Mondays of each month and the Tuesday following those dates.
- We are planning our next Town Hall (Everyone is invited) to review a section of the draft service manual, either the Meetings Section or the ABC/WSO section.
- The concepts study group is meeting regularly and drafting some new material for the service manual.
- We have heard other committees working on handbooks, such as Delegate Training and Members – How to start an Intergroup? The Service Network Committee is interested in the best way to present these handbooks to the fellowship. One suggestion is to have standalone handbooks created by other committees that are chapters or appendixes in the service manual. This way someone can get the one document that they need, and we will also have a complete Service Manual with all aspects of Service in ACA for members.
- There has been no activity on the ACA preamble. We will discuss our next steps for this important project soon.

**15. Gentleness Break – 5 Minutes**

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

- The ABC committee is working on recommendations for holding the 2021 ABC-AWC as a virtual or hybrid convention. We have had input from a major law firm as to the contract ACA has with the facility for the 2021 event in Boca Raton FL
- The committee has recommended that 2021 be a virtual event.

- The hotel options presented by the 2022 host committee are excellent and we are working on the basic points for a contract we can move forward with.
  - Committee also votes to change the name to ABC-AWC Committee
- 17. Delegate Training Subcommittee – Cheryl F** <https://acawso.org/category/delegate-training/>
- Working on a delegate handbook – November 27 is target date
  - Website has been updated
  - Working on a new traditions workshop
  - Looking for someone to put animation in some of our work
- 18. Ballot Prep Committee: Mary Jo** <https://acawso.org/category/ballot-prep/>
- 19 Proposals have been received that will be on the Ballot to be sent to all groups in January for their votes.
  - We worked on a set of suggested guidelines for the Board to review for potential use in creating the WSO Analysis for each Proposal. After Board review and changes made, we hope there will be a motion to adopt and this information added to the OPPM.
  - We created a suggested analysis and/or asked questions to be considered for each Proposal before sending them to the Board.
  - All Proposals were given to the European Committee so that translations can be started.
  - If you are interested in being part of this Committee, please email us at [BPC@adultchildren.org](mailto:BPC@adultchildren.org)
- 19. OPPM Committee: Mary Jo** <https://acawso.org/category/oppm/>
- The OPPM committee has been working on updating the committee's section. The board has also passed a number of motions related to committees
  - A revised version of the OPPM has been posted, [wso-oppm-current.pdf \(acawso.org\)](#)
  - The IT User Access Policy still needs to be incorporated into the OPPM. This will be posted shortly. An update to the Right to Petition section is in progress
  - The section on the ABC Motion Procedure, and the Modified Robert's Rules of order are also in progress
- 20. Ad Hoc Committee on Meeting and Service Safety – Erin D** <https://acawso.org/category/ad-hoc-meeting-and-service-safety-committee/>
- We welcome members to join us and one of our 3 sub committees – Online and Virtual Meeting Safety, Addressing Predatory Behavior and Service Norms.
  - A Town Hall on online and virtual meetings was held on October 31. The purpose of this first Town Hall was to present the results of the survey and hear additional concerns from the fellowship. A majority of the survey responses demonstrated the need for guidance on Tradition 4 and group autonomy, coupled with how and when to take a group conscience.

Discussion on group autonomy and two group conscience skits were included in the Town Hall. A PowerPoint and recording of the Town Hall are available on the committee webpage.

- WSO Committee Zoom safety protocols have been edited for meeting use and expected to be available in the coming week at our webpage and possibly the Best Practices webpage. Workshops, a Q and A Townhall and suggestions for preambles are also being discussed in response to the survey.
- A new subcommittee of Service Norms will be presented at the next MSSC meeting on November 22nd. The Board in reviewing and updating the OPPM Board Norms found it relevant to bring such a document to Committee work in the WSO, as it is developed groups may also find its usefulness in business meetings. Exciting resources to bring a sense of community, cooperation and service coming from love are on the way. New members are welcome and encouraged to attend.
- Addressing Predatory Behavior now a subcommittee of MSSC will continue to work on and present resources to the fellowship. They will meet again on Sunday November 21st from 2 to 3:30 ET.
- Please consider joining our committee or any of our subcommittees. We can be reached at [meeting-safety@adultchildren.org](mailto:meeting-safety@adultchildren.org) , on our open Slack channel #meeting\_and\_service\_safety\_adhoc or direct message on Slack @Erin D

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

- We are looking to present 4 new nominations for the Board before the 2021 ABC
- Applications are due by Nov 30 2020
- Welcome Denise to the committee!
- Our goal is to increase the diversity of the board to better represent the fellowship
- We are updating the application form to be consistent with the OPPM.
- The criteria stated is strongly desired, but we will also be flexible.

**I. Motions passed at a Board Working Session on October 15th, 2020**

**Motion:** (Rich, seconded by David) That Nick receive a 20% raise that is retroactive to July 1<sup>st</sup>, 2020

**Results:** All in favor – Erin Absent

**Background:** Nick is our Operations Manager and has not had a raise in over 2 years and the 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.

**J. Motions passed at the November 5, Board Working Session**

1. **Motion:** (Charlie, Seconded by Sharon) Amend Section X, Clause C of the OPPM (Page 24) regarding chair and vice chair elections and terms.  
Consistent with Concepts 3, 10 and 11 and Tradition 9, the Board of Trustees appoints committee chairs and vice chairs, using the following process:

1. Committee chairs and vice chairs serve a maximum of one two-year term, starting at the Annual Business Conference following appointment by the board and ratification by the delegates.
2. Committee members are asked to nominate or affirm, by mid-December, chairs and vice chairs who meet eligibility requirements in the OPPM. The Board will review all nominees and decide whether to approve them or select other candidates by the end of January. Chairs and vice chairs will be announced at the February teleconference.
3. ABC delegates will be asked to ratify committee chairs and vice chairs at the conclusion of each committee's report.
4. When a committee chair or vice chair leaves the position before completion of their term, the committee will notify the board so that a person can be appointed to complete the term. If a replacement chair is appointed, they may seek a full two-year term beginning at the next ABC.
5. The selection of subcommittee chairs and vice chairs is delegated to the committees.

**Results:** All in favor – Bill was absent

**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.

**Comments:** There was a discussion about the 2 year term. It was agreed that this will be revisited and consider making an adjustment to balance out length of terms of service and spirit of rotation. "eligibility requirements" are not clearly defined and this needs to be done to give guidance to members to ensure potential chairs have relevant experience and recovery.

2. **Motion:** (Charlie, Seconded by Sharon) 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.

**Results:** All in favor – Bill was absent

**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.

3. **Motion:** (Charlie, Seconded by Sharon) Amend Section X, Clause F of the OPPM (Page 25) as follows: 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 timeframe 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.

**Results:** All in favor – Bill was absent

**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.

4. **Motion:** (Charlie, seconded by Sharon) Add the following to the OPPM committee section.  
**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.

**Results:** All in favor – Bill was absent

**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.

5. **Motion** (Sharon, seconded by Fredrik) 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.

**Results:** All in favor (Bill Absent)

**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 MailChimp. Right now, there are about 25 meetings that fit in this category, however that number is growing.

K. Motions passed at the October 24, Strategic Planning Meeting

1. **Motion:** (Bill, seconded by Charlie) To engage the COE consulting company for a fee of



\$500 to do an organizational assessment of the ACA World Service Organization.

**Results:** 7 to 0 – Jim and David Absent

**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.

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

1. **Motion:** (Rich, seconded by Sharon): To pay Nick Calandrino (OM) \$2308 for 80 hrs. of accrued vacation time (April 2019-April 2020).

**Results:** 8 in favor, Jim Abstained

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

#### M. Guest Comments

- Tom A – 1) Who can we contact to expire a meeting or update the meeting contact. Send an email to [meetings@acawso.com](mailto:meetings@acawso.com). 2) Is there a best practices for handling zoom bombers? Yes the meetings and Service safety is working on this for meetings and there is a best practices for zoom hosts available. Check <https://acawso.org/category/ad-hoc-meeting-and-service-safety-committee/> and <https://acawso.org/category/information-technology/>
- Kelle J – 1) Question on Finance – How are budgets handled for 2020 items not spent due to Covid. Answer is budgets are adjusted to be zero based – items are removed.  
1) Does the Diversity committee have a mission statement? They have a purpose statement, but it's not on the website 3) Question about traditions – where should they go? Erin and Cheryl are working on tradition workshops. Possibly monthly where we can have discussions. Suggestion is to look at traditions to ensure they are relevant for us today. Sharon noted that a new effort is looking at doing an inventory (self, group, or Committee/Service Body) using the traditions. If there are specific questions about the traditions – please let us know so we can look at. A question on Tradition 4 was recently received.
- Josh W – 1) clarification about the 7th tradition reporting today and co-mingling of shopify data – It will be split out better in the future. The income statement today shows this information in 2 different accounts 2) WSO organizational comments – a number of efforts appear to be looking at the same thing and asks if we can take a strategic view of WSO and the Concepts and relationships between the committees and the organization. Yes, this is a work in progress, and we continue to strive for transparency and responsiveness to the fellowship needs. OPPM and other committees will continue to work on this.
- Sue V – 1) Thanks to the board for helping get Literature out to South Africa and India.  
2) Have we considered doing a Zoom Fire Drill training to help Zoom Tech Hosts be prepared to handle Zoom Bombings? The IT Committee shares Zoom Best Practices on the service website and a dedicated Slack Channel where this idea can be discussed 3) Can the Member Safety committee schedule a meeting time that is available for all parts of the globe? We may need two meeting times to reach all parts of the globe. 4) Do the 2871 meetings include

face to face and online – YES – it’s all meetings – including telephone

- Francis 1) H&I – Finland has a Public Information flier to put in offices and people can get the website and phone number easily 2) Has a lot of Archive materials and audio files 3) Gender, Race, Identity etc. politics creeping into ACA meetings – Has concerns – why is this happening today? This affects meeting safety. Bringing in outside issues can cloud our primary purpose in ACA. Everyone should be welcome. Charlie noted that tradition 3 states “The only requirement for membership in ACA is a desire to recover from the effects of growing up in an alcoholic or otherwise dysfunctional family.” Julianne noted that the Diversity Ad hoc Committee has focused a lot on Race and Gender, but there are other issues that need to be considered. Please join us to help expand our focus on Diversity issues. Sharon noted a number of items that the Diversity Ad hoc Committee can look at to ensure we are not putting roadblocks that make it difficult for potential members to join ACA.
- Carole commented on WSO as an Organization – Tradition 9 states - ACA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve. Noting that WSO is a service board, it is not ACA and it is okay for WSO to be organized and does need to be responsible to its members.
- John asked about changing meeting contacts. The email is [meetings@acawso.com](mailto:meetings@acawso.com)

#### N. ANNOUNCEMENTS

Next WSO Board Teleconference Meeting is Saturday December 12, at 2PM Eastern

O. Motion To close Sharon, Erin Seconded

P. Closing Serenity Prayer



MONTHLY TELECONFERENCE Minutes  
December 12, 2020  
**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**

Webinar:	Dial US	Dial International
<a href="https://zoom.us/j/228809511">https://zoom.us/j/228809511</a>	<b>US: +1-669-90-06833 (San Jose)</b> <b>PIN: 228809511#</b>  <b>US: 1-929-205-6099 (New York)</b> <b>PIN: 228809511#</b>	<a href="#">Zoom International Dial-in Numbers</a> <ul style="list-style-type: none"> <li>● <b>DEN: +45 89 88 37 88</b></li> <li>● <b>SWE: +46 8 4468 2488</b> <b>+46 8 4468 6646</b></li> <li>● <b>Full list of international Numbers</b> <a href="https://zoom.us/u/adSv3hv19d">https://zoom.us/u/adSv3hv19d</a></li> </ul>

- A.** Call to Order – Open with the ACA Serenity Prayer
- B.** Roll Call of Board Members – Bill D, Charlie H, David McB, Erin D, Fredrik H, Jim B, Rich R, Sharon F, Miles C (not present)  
Board member Miles C has recently passed. An ACA meeting will be dedicated to Miles' memory. Details will be shared when they are available.
- C.** Quorum established
- D.** Guest Introductions

Aleksandra, Poland, IG, Vice Chair of translations	Alexandra, Sweden Spiritual Inclusion subcommittee and Representation, Accessibility, and	Annette, UK IG, Representation, Accessibility, and Equity (REA) Ad hoc	Barbara, CA, Nominating Committee	Carol G, Monterey Bay CA, Finance Committee
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	Equity (REA) Ad Hoc			
Cheryl, Toronto CA, Chair of Delegate Training Subcommittee	Denise R, Alaska, Nominating Committee	Dove, Arizona, Meeting and Service Safety	Gino, Virginia, National Capital IG	Greg, Texas, Literature Committee and Chair of Nominating Committee
Jim R, NY, Ballot Prep Committee	John P, Telephone	Justine, PA IG, and NE Region	Kathy T, CA, Meeting and Service Safety, IT, Literature	Liz C, CT IG, NE Region, Global subcommittee, Literature Committee
Marcus, East Bay SF IG, Spiritual Inclusion	Mary Jo, Illinois, Chair of Ballot Prep, OPPM, IT	Nick, Operations Manager	Matt K, Wisconsin, Greater West Lakes IG, RSG, Regions	Paul M, Chapel Hill
Shirley, CA	Sue V, Toronto CA, Sponsorship committee, and Global Members	Tom A, Pittsburgh PA, Finance Committee	Marcia J, Davenport Iowa, – Archives Chair	Lucia – South Florida, WSO Controller, Finance Committee
Kelle J, Miami, OPPM, Service Network, APB, Concepts Study Group				

**E.** Tradition Twelve - Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

**F.** Minutes:

- ABC 2020 Official Minutes and Recordings will be posted by year end. Summary information was available a week after the conference.
- (Jim B) Motion to approve the November 14th, 2020 Teleconference Minutes  
Second: Sharon  
Discussion: None Decision: All in Favor

**G. Chair Report – Charlie H**

- Committees are a critical part of WSO
- The board and OPPM committee are working on the OPPM section for Committees to have clear consistent language for reporting, goals, Committee purpose, etc.
- Ensure we have a clear process to onboard new members
- Review the make up and relationship of our growing number of committees
- Please take a look at the current OPPM and join in the conversation

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

- In reviewing the Balance Sheet, we can see ACA WSO ended the month with \$730,990 in Total Assets. This is an increase of \$14,396 from the previous month of \$716,593.
- Our Total Cash and Cash Equivalents (Account 1000) increased by \$30,623, while Inventory Assets (Account 1400) decreased by \$14,520. Overall, we had a net increase of Total Assets \$14,396 once we factor in the Fixed Assets.
- WSO's Total Liabilities and Equity was \$730,990 at the end of the period. This is an increase of \$14,396 from the previous month. Accounts Payable decreased \$3,868 and Other Liabilities decreased by \$535 since the prior month. Year-To-Date net income is \$111,636.
- Looking at the P&L we can see Total Income for the month was \$98,241 which was a decrease of \$3,540 (or 3%) in income from \$101,780 the month before. This is about 11.9% under our budgeted income amount of \$111,484.
- The combined Cost of Goods Sold (COGS) was \$53,914 which was less than the prior month's \$62,450 COGS due to a decrease in sales. This left WSO a Gross Profit of \$44,326 before expenses.
- Overall WSO combined Expenses were \$40,674 this month. These expenses include payroll, overhead, and operating expenses. These expenses were slightly higher than the prior month. There was an increase in Payroll costs with an offsetting decrease in accounting expenses from the prior month. After deducting the expenses from the Gross Profit WSO was left with a net income of \$3,652 for the month.
- This report shows us how we are performing monthly compared to the approved budget. Our Total Income of \$104,014 was \$7,470 or about 7% less than what we budgeted. Book sales were down in Signal Hill and slightly higher on Amazon against the budget. The 7th Tradition Contributions exceeded the Budget by approximately \$11.5K partly due to one member's donation of \$5,000 and the request for more contributions from members and groups. Traditionally end of the year giving is higher than other months of the year.
- Our expenses were 3.4% higher than budgeted, by \$1,240. Overall, for the month we under performed by \$1,459 against a Budgeted Net Income of \$12,194, resulting in an actual Net Income of \$10,735.
- If after reviewing these financial statements you have any questions, please feel free to contact me at [treasurer@adultchildren.org](mailto:treasurer@adultchildren.org) or on Slack at Bill\_D\_Treasurer.

- WSO received \$22,959 in 7th Tradition Contributions for the month from members, groups, intergroups and regions, including an individual member contribution of \$5,000. There was an increase of \$2,070 total donations from prior month. A huge thank you to those who responded to the \$7 for the 7th program which was a request for each member to give an individual contribution of \$7 as a way to help celebrate ACA's 43rd Birthday coming up in January. As always thanks to those members, groups, Intergroups, and regions who contributed to help ACA continue to meet the growing need of the program throughout the world.
- WSO has created an electronic 7th Tradition basket using Venmo@acawso for contributions from inside the US and can still also easily accept contributions worldwide in our online shopping cart at shop.adultchildren.org. We can also accept Zelle transfers by sending them to treasurer@adultchildren.org. Please let your fellow travelers know ACA depends on contributions to fund the rapidly expanding fellowship services' needs.
- To see the 7th Tradition Contributions for the month, click the link below or go to the 7th Traditions tab in the right-side menu of the acawso.org website.

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

1. Executive Committee: David McB <https://acawso.org/category/executive-committee/>
  - Review agendas for working session
  - Review action for meetings in our database without contacts
  - Possible best practice issues
  - ABC 2021 and 2022 updates
  - Review Committee Proposals
  - Reviewed and Updated Motion on Committee Elections for Board review
  - Action to encourage non-board member chairs
  - Suggestions on Committee Reporting requirements
  - Motion on Annual review of Committees and subcommittees for Board review
  - Discussion on Spirit of Rotation
  - Suggested Service Experience and ACA experience for Committee Chairs
  - Erin asked for support for the new Safety Committee
  - Discussion of fiduciary responsibility for committees
  - Review wording to ensure this is clear and addresses nominating structure also.
  - Terms of Service discussion – 2-year terms vs 1 year terms and being able to be chair for multiple terms.
  - Some concern over the quality of the recent tax filing. It had some blatant errors.
  - There are some things that WSO can do to improve the process also.
  - Traveler ownership – discussion

2. ABC AWC updates and discussion dedicated Board review 12.10.20  
Archive Committee: Marcia J <https://acawso.org/category/archives/>
  - A number of active projects mentioned in our report
  - Working more with Intergroups to help them setup Archives Committees, Sally P from CT IG is getting involved
  - Meeting with IG Sub committee to do some outreach
  - We have otter ai to help us transcribe audio recordings – auto transcription
  - Note to Regions – Keep material for archives
3. Diversity, Inclusiveness and Accessibility Ad hoc Committee: Julianne V  
<https://acawso.org/category/diversity/>
  - Committee voted to change its name - Representation, Equity and Accessibility Committee
  - Submitted a report to the board recommending the committee be made permanent
  - Adopted a 2/3 majority of votes cast procedure
  - Created a purpose statement
  - A Strategy and initiative working document
  - Sponsored the faces of ACA speaker meeting
  - New email address is [represent@acawso.org](mailto:represent@acawso.org)
  - Bill asked for clarification on the term accessibility – Sharon noted things like the website usability, Meeting space setup, terms like men and women, etc.
4. European Committee: Fredrik <https://acawso.org/category/european-connection/>
  - Supporting Country Translation and Publishing
  - Support for the monthly meeting is growing and more countries represented
  - Published recordings from the European Annual Event
  - Met to discuss a possible European Region
  - Elected chair and vice chair of the European Committee
  - Still looking to track a WSO contribution from the Swedish IG. There is an issue with rotation of the IG treasurer.
5. Finance Committee: Bill D <https://acawso.org/category/finance/>
  - The committee was joined by O&S to review the financials for October. The financials were accepted by the committee and the treasurer posted them to the acawso.org website along with a written Treasurer's Report
  - Committee members continue to do research into what other fellowships' recommendations are regarding distribution percentages to IGs, Regions, and World Service. In addition, the Committee researching the maximum amounts other fellowships had contribution limits. Results are being compiled on a table as it becomes available.

- The committee is in the process of working on the 2021 budget and has sent out budget request forms to every committee and the office, with a deadline of November 15th. A couple of the Committee Budgets have not yet been received, and we will reach out to the Committee chairs. In addition, the controller is compiling a spreadsheet/file to facilitate the projections of the revenue and expense projections, as well as add in the Committees. Projections will be discussed at the Finance Committee Meeting on Dec 3rd, before presenting to the Board. Budget needs to be reviewed and approved for implementation by January 1, 2021.
- There are 2 Ballot Proposals for the 2021 ABC for which the Ballot Prop Committee has asked for the Finance Committee to add a statement about targeted contributions to an International Literature Scholarship Fund. The committee's response was sent to the Ballot Prep Committee.
- Committee is in favor of establishing an International Literature Fund to be accounted for separately but in the same bank account to support countries that cannot afford literature.
- The Finance Committee raised a need for WSO to have a repository for the Office and Accounting. Currently we are using Dropbox, and there needs to be a more organized efficient "Vault" for documents. The committee passed a Motion to recommend to the Board, Sharefile. (This motion was put on hold after the costs were obtained).
- The Committee is working with a volunteer on the WSO IT Committee, on a software plugin to better facilitate our 7th Tradition Contribution interface on the website and allow for better accounting reporting, GIVEWP
- The Russian Fellowship would like to set up their own legal non-profit entity. Since doing so is very costly in Russia, the Russian fellowship is requesting a period for which they would not have to pay Royalties to WSO. The Finance Committee is in process of reviewing documents to see what the financial impact would be. Also evaluating whether subsidizing an outside legal entity would be against the Traditions.
- The Finance Committee continues to compile financial policies in the creation of the first ever ACA WSO Accounting Manual
- Anyone with finance, bookkeeping, or an interest in learning more about the Finance Committee is welcome to contact me about joining. You do not have to be a CPA or even accounting professional to participate. Please email me at [treasurer@adultchildren.org](mailto:treasurer@adultchildren.org) or send a message on Slack.

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

- We had 52 H+I requests sent out this month.
- We have finished our trifold, "ACA Info for Health Professionals." And Submitted it to the Literature committee.
- Our H+I meeting is on the first Wednesday monthly at 3pm eastern on zoom channel

7. Information Technology (IT) Committee: Sharon F

<https://acawso.org/category/information-technology/>



Hosted an initial training session for Brad and Jose, which included identifying process and software improvement

- Updating the software to support administrative access to Intergroups and Regions to assist their affiliated meetings with updating their meeting information Testing software updates for display and administrative functions
- 7th Tradition Contribution plugin - in progress
- Redesign Working Group meets on alternating Fridays at 11:30am ET. Continuing to define site goals, content, structure, user requirements, features, etc. Will be forwarding content update suggestions to committees in December
- IT Special worker plan submitted to the board

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

- The Translation subcommittee, formerly chaired by Majbrit M. of Denmark, is being reconstituted. Dalia B. of Israel has accepted the position of chair, and Hasse O. of Denmark has accepted the position of vice chair. Continuing meetings are being held to determine and address needs of translation committees, with Sue. V., chair of the Member Services subcommittee on Global Services, and Fredrik H., chair of the European Committee participating.
- The Loving Parent Guidebook is being transmitted to the Literature Evaluation Subcommittee for a first reading by volunteers. This is an important step toward publication.
- ComLine is undergoing a reboot process. During a November meeting, Brad L. demonstrated possible new electronic delivery models that are more agile and interactive, and require less professional design, than the current PDF model. New themes for fellowship submissions also 2 were discussed. Further information on participating in this effort can be obtained by contacting Christine on Slack, or by emailing her at [literature@acawso.org](mailto:literature@acawso.org).

9. Member Services Committee: Sue V, Matt

<https://acawso.org/category/member-services/>

- Updated Global Members Purpose Statement and 2021 Goals
- India Literature distribution is moving forward 50 Books Shipped
- South Africa is submitting a proposal for local printing
- Starting a number of Step Studies and Laundry List studies around the world
- Assisting Translations
- An English-speaking meeting in Vietnam started
- Regions Subcommittee has good support and all are welcome.

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

- Public Services is a great opportunity to carry the message
- The committee is not getting a lot of support

- Jim is rotating out of chair and the position is open – Please consider getting involved  
HR Ad Hoc Committee Rich R <https://acawso.org/category/human-resources/>
  - The board approved the HR ad hoc Committee in March 2020. This ad hoc committee ends in April 2021. The goal is to create an HR handbook for ACAWSO that any future board can use to help support/manage our paid employees.
  - Paychex is the HR company we are using to establish our ACA HR handbook. We meet weekly with our contact person at Paychex. These meetings started March 26th of 2020.
  - The ACAWSO HR Handbook was adopted unanimously at the last board meeting on 12/3/20.
11. WSO Office: Nick C <https://acawso.org/category/wso-office/>
- Signal Hill continues to exercise caution regarding COVID. California has seen a very significant spike in cases so we will remain open and cautious.
  - One of our office staff to test positive
  - Shopify Sales of \$49,581 across a number of countries
  - Amazon US Sales Dipped a bit to about 38K, UK Sales 2,762 Pounds, CA Sales 2,039
  - 2908 Meetings (+37), 10 Meetings, 2 Regions
  - Doing a number of Amazon FBA stock movements
  - 46 Inquiries responded to from the meetings@acawso.org mailbox during the month of November, 39 Telephone inquiries answered for the Signal Hill message box.
  - MPS Stats - NOVEMBER 2020, EMAILS 612, CALLS 236, EVENT, POSTINGS 9
13. DCOC: Bill D <https://acawso.org/category/dist-ctr-oversight/>
- The end of month inventory report was presented by Nick and Keara. Keara reviewed the latest physical inventory, and it shows a few small discrepancies. This is the 2nd month of very good inventory numbers. Keara is working with O&S on some discrepancies that may be caused by Amazon initiated product movement.
  - Keara noted that we have about 7 months of soft cover BRBs in Signal Hill and Amazon stock. We do not have any soft covers at Bang. There is also a change to the BRB Spine so that the name Adult Children of Alcoholics and Dysfunctional Families is displayed consistently. The office will reach out to the Lit Committee via Charlie and David to advise them that we plan to place an order for new BRB soft covers by the end of the year and it would be good to have the updated BRB. We need to know if the new Literature special worker can get this done
  - Business organizational assessment – Staff are participating in meetings with Matt soon. It is not clear if Jeff will be attending. Most of the people the consultant planned to interview have been interviewed. A handful remain to be interviewed
  - Amazon consultant and the assessment – things are moving forward with the consultant. He presented the assessment to the committee at the Nov 25th DCOC meeting. It was a very comprehensive assessment that will guide WSO's development on the Amazon US platform over the next couple of years. It is attached to this report. In addition, the consultant and members of the committee had a separate meeting to fill out the information required by Amazon to apply for Brand Registration for our literature Additional countries – The India

intergroup shipment was sent out and has been received. Kudos to all involved in making this happen for the emerging ACA fellowship in India

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

- We are planning our next Town Hall (Everyone is invited) to review a section of the draft service manual, most likely the Meetings Section.
- The meeting's working group is starting to meet weekly on Wednesdays to update this section on the service manual.
- The Concepts study group has drafted new material on the ACA Concepts. This is being reviewed and edited and will be included in the service manual
- The Concept Study Group will resume its study of one Concept every month, beginning with Concept 1 in January 2021. This is being announced in the Traveler and will be announced on Slack
- A number of members are working on ACA Inventory questions. These are similar to other fellowships that have inventory checklists to see how well a group or member is carrying the message. For ACA we see this as a valuable tool for individuals, groups, WSO Service Committees, Intergroups, and Regions.

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

- The committee has recommended that the 2021 ABC\_AWC be virtual due to Covid 19
- The committee worked with the Host committee on locations for 2022 and recommended to the Board the Hilton Financial District Hotel
- Chair working with Helms Briscoe are working on terms with the Hilton
- Chair working on Host Committee with Helms Briscoe as to their onsite evaluations
- Presentation to special meeting of Board 12.9

16. Delegate Training Subcommittee – Cheryl F

<https://acawso.org/category/delegate-training/>

- The DTSC was able to meet four times this month for our weekly working sessions, however we were unable to meet for our November monthly meeting.
- We are making great progress with completing the ACA Delegate Handbook. Our projected deadline of November 27, 2020, was not met. We are confident we will be able to wrap up our work and submit it to the ABC Committee for feedback by our next working session on December 18, 2020.
- DTSC Members have met once in November to collaborate with Erin to work on creating a Traditions workshop. It is in the planning stages. We have a projected date of the end of January 2021 to host our first Traditions Workshop for the fellowship to attend.
- We are working on getting articles in the Traveler and ComLine

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

- There will be 18 Proposals on the Ballot that will be sent to all groups on January 8<sup>th</sup>. 19 were received and one was withdrawn in favor of having an AWC Workshop or Panel Discussion.
- We collaborated with the Board on the WSO Analysis for the Proposals.
- Translations started during November and are due at the end of December.

The rest of the schedule after publication of the Ballot is as follows:

- January and February – Town Halls will be schedule for the Fellowship to review Ballot Proposals;
- Proposal Authors (Groups) will be invited to introduce their Proposals and answer questions
- February 15 – Ballot Voting Opens
- March 31st – All Ballots due

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

If you are interested in being part of this Committee, please email us at [BPC@adultchildren.org](mailto:BPC@adultchildren.org).

18. OPPM Committee: Mary Jo <https://acawso.org/category/oppm/>

- A revised version of the OPPM was uploaded to the service website in November that included a reformatting of the new Logo information in SECTION XII. ACA WSO LITERATURE as well as changes to SECTION X. COMMITTEES.
- We are finishing up suggested changes to APPENDIX I. RIGHT TO PETITION.
- We continue to work on revisions for the remainder of SECTION X. COMMITTEES.
- Changes to Appendix X. ABC MOTION PROCEDURE, INCLUDING MODIFIED ROBERT'S RULES OF ORDER are still being reviewed.

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

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

- The committee had elections and Chair: Erin D, Vice Chair: Rich R, Secretary: Kathy T.
- Rich R and Erin D presented a Service Norms document, previously drafted as Board Norms of Conduct. It has suggested edits for revisions as Service Norms for WSO Committees, their Subcommittees and Special Project Teams. Currently five committee members will begin this work, others are welcome. Contact the MSSC at [meeting-safety@adultchildren.org](mailto:meeting-safety@adultchildren.org)  
The Virtual/Online and Phone Subcommittee has posted a variation of IT's Zoom Guide for WSO Committees. This Zoom Guide Suggestions for Meetings is posted on our webpage under Resources for Groups. Meetings will learn protocols and suggested practices for safety. A workshop of these Zoom protocols will be explored.
- A phone meeting safety policy will be discussed and reviewed at the December meeting, as well as a possible phone meeting Town Hall.
- Two types of Service Recovery Meetings were presented, one would be a registered meeting with rotating topics of The Steps, Traditions, Concepts and Commitment to Service with a short

Q and A afterwards for meeting members to learn how to maintain safe, healthy meetings and business meetings. An online/virtual, monthly or bi-monthly Service Recovery Meeting for WSO Committee members, with a focus on the Traditions, Concepts and Commitment to Service is another resource. January starts are anticipated

- The Addressing Predatory Behavior Subcommittee will continue to work on and present resources to the fellowship.

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

- Extended the due date to Jan 15<sup>th</sup> for Board Member Nominations
- We have 3 at large applications, and 1 Region 5 application – 4 Total
- We have held the 4 initial interviews and now have a number of reference interviews
- Submitted updates to our webpage
- Requested a special edition of the Traveler
- We are still looking for a committee member outside of North America

**J.** Motions passed at a Board Working Session on December 3rd, 2020

1. **Motion:** (Rich, Sharon Seconded) To approve the latest Draft of the HR Manual submitted by the HR Ad hoc Committee

**Results:** All in favor

**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.

2. **Motion:** (Bill, Seconded by Miles) That the ABC Chair contact the Boca Raton Hotel about using our Deposit for an October Strategic Planning Meeting

**Results:** All in favor

**Background:** WSO has a deposit being held by the Marriott 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.

3. **Note for the Record** – The WSO Board held elections for its 2021-2023 executive committee officers. The results are as follows:

- To Accept Charlie H as WSO Chair starting after the 2021 ABC for 2 years
- To Accept Jim B as WSO Treasurer starting after the 2021 ABC for 2 years
- To Accept Sharon F as WSO Vice Chair starting after the 2021 ABC for 2 years
- The Secretary position is still open at this time.

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

**Motion:** (Bill, seconded by Sharon): To file form IRS 990 through O&S – our accountants

**Results:** All in favor

**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.

#### L. Guest Comments

- Kathy T – Venmo is being used more and more – does WSO support this. Yes, Venmo@acawso. Can this be made clearer on the websites?
- Kelle J – is the H&I trifold available as a trifold? Not yet, it needs to go through the Literature review and approval process
- Sue V – Is there going to be a virtual component for the 2022 ABC and AWC? Yes
- Jill H – Great to have ABC and AWC virtual to allow more to attend. How does the board ensure there is a distinct Diversity perspective on the WSO analysis for Ballot Proposals? The approach this year was to have as little opinion as possible, the board analysis is as minimal as possible hopefully minimizing any bias. We are open to how we can ensure this is done in the future.
- Marcus – Do we have Intergroups for online meetings? There was a virtual meeting intergroup in the past and is not meeting now. This was before Covid. Intergroups can designate themselves as online on adultchildren.org. IG 711 is an online IG. No reason why any IG cannot support an online meeting. Intergroups are independent of WSO and any group of online meetings can form an IG for online meetings.
- Julianne V – OIAA has a great model to look at an online IG that works. When are the town hall meetings for the Ballot Proposals? They will be in January and February. Dates are not scheduled yet.
- Anette – Question on Anonymity, the 7<sup>th</sup> Tradition and Zoom meetings. Doing online contributions, and paying for zoom. The 7<sup>th</sup> Tradition is way down in the UK groups. WSO gets a number of checks and online contributions today. We do not share that information. Anette noted that anonymity is the biggest issue. This will require some additional
- Marcia J – the same issue came up in their group. The group has updated their script to allow members a number of ways to practice the 7<sup>th</sup> tradition. It is a personal decision to contribute or not to respect your anonymity. Cashapp was mentioned as a possible way
- Sue V – Toronto offers a way to make an anonymous contribution to the bank, and a special email from interact
- Sue V – noted the issue with the time of the MSC meeting for Global Members and asked to ensure that all time zones can make it. A special request from Australia.

#### M. ANNOUNCEMENTS

Next WSO Board Teleconference Meeting is Saturday January 9<sup>th</sup> at 2PM Eastern.  
There is a 7\$ for the 7<sup>th</sup> Tradition being announced in the Traveler for ACA's Birthday.

#### N. Motions passed from the 2020 ABC

Motion	Status
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<p><b>Proposal 3</b> - The ACA Preamble will be sent back to the Service Network with comments so they can make updates and get more fellowship feedback. The passed motion is to send the Preamble back to the Service Network Committee for wordsmithing, with our workgroup's thoughts.</p>	<p>The Service Network Committee has created 3 new drafts for the preamble that have been provided to the Literature committee.</p>
<p><b>Motion from Proposal 8</b> We move that we direct the literature committee to create educational resource(s) that assist adult children with establishing healthy safe boundaries.</p>	<p>A Literature subcommittee has been formed.</p>
<p><b>Motion from Proposal 10</b> - Passed We propose that . . . the WSO create a daily reparenting reader similar in structure to the Strengthening My Recovery (SMR) daily reader. Reparenting tips, meditations, etc. would draw from the forthcoming Loving Parent Guidebook, the Big Red Book, other ACA literature, including new material, and ACA member submissions. The daily reparenting reader will complement the upcoming Loving Parent Guidebook, which helps ACAs learn and apply reparenting tools. The proposed reparenting reader will provide daily inspiration and support us to reparent ourselves with gentleness, humor, love, and respect.</p>	<p>Pending</p>
<p><b>Proposal 13-</b> We propose that . . . The "Alcoholic/Dysfunctional Families" part of the title on the cover of the Big Red Book be moved up to be consistent with the Title Page, Page I. "Adult Children of Alcoholics Alcoholic/Dysfunctional Families". Also, that the spine be changed to read "Adult Children of Alcoholics/Dysfunctional Families". <b>Declined to Board's Motion that already addresses this for BRB and other literature</b></p>	<p>A special Literature worker has been hired and this is on their list</p>
<p><b>Floor Motion from the 2020 ABC</b> Motion 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.</p>	<p>Ad Hoc Committee has formed and is active</p>

**O.** Motion To close

**P.** Closing Serenity Prayer from Anette

*[End of 2020 Minutes]*