

**Adult Children of Alcoholics World Service Organization**



## **2021 Book of Motions**

**January 2021– December 2021**

**Jim B. Secretary**  
**November 2019-April 2021**

**Fredrik H. Secretary**  
**April 2021 – August 2021**

**Sharon F. Acting Secretary**  
**August 2021 – November 2021**

**Tamara P. Secretary**  
**November 2021 – December 2021**

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## January 9, 2021

### **Motion 2021\_0109\_01: Job opening for IT Special Worker**

To post a job opening in the Traveler and on the websites in order to receive applications, conduct the initial interviews, and begin the process of hiring an IT Special Worker as Webmaster/Web Developer and IT Specialist. (Sharon F.)

**Second:** David McB

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

**Decision:** 6 in favor, 1 abstention (Rich R. was absent)

### **Motion 2021\_0109\_02: Gift Cards for WSO Employees**

To purchase gift cards in the amount of \$25.00 for WSO employees. (Bill D.)

**Second:** Fredrik H.

**Background:** This has been traditionally done each year.

**Decision:** Motion passed unanimously. (Rich R. was absent)

### **Motion 2021\_0109\_03: Approval of Hotel for 2022 ABC/AWC in San Francisco**

To approve the contract for the 2022 Hotel in San Francisco that was negotiated with the support of Helms-Brescoe. (David McB)

**Second:** Jim B.

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

**Decision:** Motion passed unanimously. (Rich R. was absent)

### **Motion 2021\_0109\_04: Process for Board Approval of Committee Chairs and Vice-Chairs**

To approve the process for confirming Committee Chairs and Vice-Chairs consistent with Concepts 3, 10 and 11 and Tradition 9 as stated below: (Charlie H.)

*Committee chairs and vice chairs may serve a maximum of three one-year terms, starting at the Annual Business Conference following confirmation by the board and ratification by the delegates.*

*When a committee chair or vice chair leaves the position before completion of their term; the committee will notify the board so that a person can be appointed to complete the term. If a replacement chair or vice chair is confirmed and serves more than six months before the next ABC, they may seek a maximum of two additional one-year terms. If they serve less than six months in a replacement capacity, they may seek a maximum of three one-year terms.*

**Second:** Bill D.

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

**Decision:** Motion passed 7 for and 1 against

**Minority Opinion:** It takes one year to learn the job and then a year to do it making a one-year term impractical. This a different policy then we have for other levels of service in WSO, do not understand why we

need it here.

**Motion 2021\_0109\_05: Criteria to Hold Committee Positions**

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

1. Continuous attendance at ACA meetings for at least the previous two years.
2. One year or more of combined service to an ACA intergroup, region or WSO committee, with at least six months of active participation on the WSO Committee they would be chairing.
3. Attendance on at least three WSO monthly Board teleconference calls within the 12 months prior to becoming chair.
4. Working knowledge of ACA's Steps, Traditions and Concepts of Service.
5. WSO committee chairs and vice chairs may not hold a similar position in another 12-Step Fellowship.
6. Demonstrated skill at working in a group setting and completing projects.
7. Ability to meet all committee meeting requirements, attend monthly board teleconferences, and comply with all OPPM guidelines related to committee officer service.
8. Willingness to sign both the Commitment to Service and a WSO Conflict of Interest Statement.

**Second:** Sharon F.

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

**Decision:** Motion passed unanimously.

**Motion 2021\_0109\_06: Temporary Contract Extension for WSO Publishing**

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

**Second:** Fredrik H.

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

**Decision:** Motion passed unanimously.

**Motion 2021\_0109\_07: 2021 Virtual ABC/AWC**

To hold the 2021 ABC AWC as a virtual Event. The ABC to be held on the weekend of April 24th and 25th 2021. The AWC to be held on the weekend of May 1st and 2nd 2021 (David McB)

**Second:** Rich R.

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

**Decision:** Motion passed unanimously.

## February 13, 2021

### **Motion 2021\_0213\_01: Pay Increase for Two Warehouse Employees**

To approve a 13 % pay increase to Jose and Keara starting Jan 1st 2021. (HR Ad Hoc Committee)

**Second:** David McB

**Background:** This includes cost of living, increased duties, and working under very difficult situations, Covid, Fires, and protests. This is recommended by the OM and the HR Committee

**Decision:** Motion passed unanimously.

### **Motion 2021\_0213\_02: Printing and Sales Agreement with Danish Fellowship**

To approve a reprinting and sales agreement with the Danish fellowship to publish 1,000 BRBs. (Charlie H.)

**Second:** David McB

**Background:** the Danes are running out of Big Red Books. The new books will be printed in Estonia and shipped directly to the Danish IG. The intergroup is paying all costs up front to ACA WSO (printing, shipping value added tax, and a royalty to WSO) before publishing commences. WSO and the Danish IG each will receive \$9,329 (7,634 Euros), which represents 50 percent of net revenue after cost

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

### **Motion 2021\_0213\_03: Adoption of WSO Annual Budget**

To adopt the latest WSO Annual budget and record it in our accounting software from Jan 2021. (Bill D.)

**Second:** Sharon F.

**Background:** The 2021 budget has been reviewed a number of times and recent changes were made as requested at previous review. We have added in projected revenue for the Loving Parent Guidebook to help offset some new expenses.

**Decision:** Motion passed unanimously.

### **Motion 2021\_0213\_04: Committee Officer Rotation**

To the following language to the OPPM regarding committee officer rotation:

*To ensure continuity and the spiritual principle of rotation of trusted servants, candidates for either chair or vice chair should be eligible to serve at least a one-year term as committee chair. Consistent with the Commitment to Service and Concepts, former officers are encouraged to provide space for their successors to have the authority needed to perform their service role. (Charlie H.)*

**Second:** Bill D.

**Background:** WSO Committees need a balance of continuity and rotation, so that new trusted servants are prepared to serve as committee chairs and co-chairs as previous officers leave those positions. Ensuring that committee chairs and vice chairs both are eligible to step in for a full term as committee chair or co-chair serves this goal.

**Decision:** Motion passed unanimously

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To the following language to the OPPM regarding committee officer rotation:

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their successors to have the authority needed to perform their service role. (Bill D.)

**Second:** David Mc B.

**Background:** WSO Committees need a balance of continuity and rotation, so that new trusted servants are prepared to serve as committee chairs and co-chairs as previous officers leave those positions. Ensuring that committee chairs and vice chairs both are eligible to step in for a full term as committee chair or co-chair serves this goal.

**Decision:** Motion passed unanimously.

**Motion 2021\_0213\_05: Revision of OPPM Changes (Proposed) in Expenditure Approvals**

**To Revise the proposed changes to the OPPM Section C. Expenditure Approvals – Point 2 to say the following:**

*“The Executive Committee is authorized to approve non-recurring expenditures of up to \$2,000 that are in addition to anything already specifically budgeted for.”*

**To Revise the proposed changes to the OPPM Section C. Expenditure Approvals – Point 3 to say the following:**

*“Committees with annual budgets are authorized to spend those funds as needed within the bounds of the committee’s work. For other than routine, recurring expenses, sub-committees must get sign-off from the Primary Committee Chair, e.g., the Literature Chair signs off on Literature Translations non routine expenditures. Appropriate paperwork must be completed and submitted to the Treasurer or designate as soon as possible. “*

**To Revise the proposed changes to the OPPM Section C. Expenditure Approvals – Point 4 to say the following:**

*“The Operations Manager is authorized to approve/purchase budgeted operating expenditures for the Distribution Center of up to \$2,000. In the OMs absence, the Treasurer is authorized to approve the same.”*

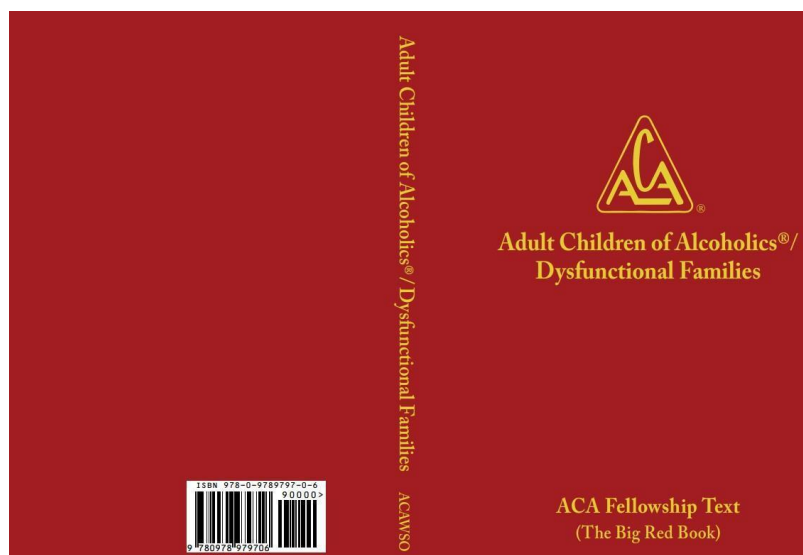
**Background:** The proposed OPPM changes were presented to the Finance committee for comment and these are their suggested changes. This feedback will be provided to the OPPM Committee.

**Decision:** Motion passed unanimously.

**Motion 2021\_0213\_06: New Cover and Spine Design for the Big Red Book**

To approve a new cover and spine design for the Big Red Book, that co-locates the name "Adult Children of Alcoholics/Dysfunctional Families" and the ACA Logo in the center of the book cover, and places the name "Adult Children of Alcoholics/Dysfunctional Families" in the spine. (Charlie H.)

**Second:** Sharon F.



**Background:** In April 2020, the WSO Board approved a motion to redesign all book covers to have a consistent display that combines the "Adult Children of Alcoholics/Dysfunctional Families" and the ACA logo. The current

cover says, "Adult Children of Alcoholics" in the center of the book and adds "Alcoholic/Dysfunctional Families at the bottom. The new BRB design (shown in the attached PDF) was endorsed by the Literature and DCOC Committees that complies with the April 2020 vote. The current design also makes no reference to the books official or informal title. The new design adds the book title at the bottom of the cover.

**Decision: Motion passed unanimously.**

**Motion 2021\_0213\_07: Faces of ACA--Speaker Julianne V. Audio Tape**

To approve the audio recording of the Nov 11, 2020 Faces of ACA Speaker Julianne V. to be posted as a free download on the adultchildren.org website. (Sharon F.)

**Second:** Bill D.

**Background:** The audio has been reviewed for audio problems and possible Traditions violations by volunteers and no violations of any Tradition were found. The audio has been edited to address the audio issues that were found. Signed speaker release forms for the panelists are on file.

**Decision:** Motion passed unanimously.

**Motion 2021\_0213\_08: Faces of ACA--Speaker Rachel P. Audio Tape**

To approve the audio recording of the Nov 11, 2020 Faces of ACA Speaker Rachel P. to be posted as a free download on the adultchildren.org website. (Sharon F.)

**Second:** Bill D.

**Background:** The audio has been reviewed for audio problems and possible Traditions violations by volunteers and no violations of any Tradition were found. The audio has been edited to address the audio issues that were found. Signed speaker release forms for the panelists are on file.

**Decision:** Motion passed unanimously.

**Motion 2021\_0213\_09: Inner Child Workshop Audio Tape**

To approve the audio recording of the Aug. 16, 2020 *Inner Child Workshop* (a partnership between National Capital Area Intergroup and WSO) to be posted as a free download on the adultchildren.org website. (Sharon F.)

**Second:** Bill D.

**Background:** The audio has been reviewed for audio problems and possible Traditions violations by volunteers and no violations of any Tradition were found. The audio has been edited to address the audio issues that were found. Signed speaker release forms for the panelists are on file.

**Decision:** Motion passed unanimously.

**Motion 2021\_0213\_10: Healthy Meetings Workshop Audio Tape**

To approve the audio recording of the July 25, 2020 *Healthy Meetings Workshop* (a partnership between the CT Intergroup and WSO) to be posted as a free download on the adultchildren.org website. (Sharon F.) **Second:** Bill D.

**Background:** The audio has been reviewed for audio problems and possible Traditions violations by volunteers and no violations of any Tradition were found. The audio has been edited to address the audio issues that were found. Signed speaker release forms for the panelists are on file.

**Decision:** Motion passed unanimously.

## March 13, 2021

**Motion 2021\_0313\_01: Information from Nominating Committee Concerning Board Candidates**

The board will contact the Nominating Committee about to get more information about the candidates. The Board agrees not to contact the candidates prior to discussing next steps with the nominating committee. (David Mc B)

**Background** – The OPPM does not detail what the board can do to find out if they have any objections to a nominee. The board has some feedback on the nomination package and would like the option of having a simple meeting with the candidates as part of the process.

**Second:** Sharon F.

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

**Motion 2021\_0313\_02: Purchase of 15,000 hardcover BRB from Bang**

To approve the purchase of 15,000 hardcover BRB from Bang Printing per the attached quote for a total estimated cost of \$73,866 including shipping and labelling. (Bill D.)

**Background:** The office has recommended the purchase of 15,000 BRB due to sales trends and the on-hand inventory stock. The DCOC concurs with this recommendation. Since WSO has never ordered 15,000 BRB at once before this motion requires full board approval. We have the operating funds on hand to make this purchase.

**Second:** Sharon F.

**Decision:** Motion passed unanimously

**Motion 2021\_0313\_03: Invitation to Meet and Greet for Nominating Committee and Candidates**

To instruct the board to draft a letter inviting the Nominating Committee and the 2021 nominated candidates to an optional Meet and Greet. (Jim B.)

**Background:** The board has had meetings with most previous candidates in the past. This has been very beneficial for both the board and the candidates. The board believes this is a valid step in the process. As the nomination process is involving and getting better each year, we suggest the Board, Nominating and OPPM Committee work together to have more explicit language about how the board can interact with nominees.

**Second:** David Mc B.

**Decision:** Motion passed with 5 In favor, 2 against and 1 abstaining

**Motion 2021\_0313\_04: Lump Sum Leave Date**

To approve the correction of sections in the HR Handbook that refer to paid leave (sick, vacation, etc.) to reflect that “lump sum leave” is given on the employee’s anniversary hire date versus at the beginning of each calendar year. (Rich R.)

**Background:** This will provide consistency throughout the handbook as well as a more equitable benefit disbursement policy.

**Second:** Sharon F.

**Decision:** Motion passed unanimously.

**Motion 2021\_0313\_05: CFRA Leave Entitlement for Eligible Employees (EE)**

That WSO use the “Look Back” method in determining the remaining leave and Eligible Employees (EE) entitled to receive leave under the CFRA and to update the HR Handbook to reflect this policy. (Rich R.)

**Background:** The CFRA was recently changed to include businesses with 5 or more Eligible Employees (EE). It gives EEs up to 12 weeks of unpaid in a 12-month period due to COVID-19 for illness, babysitting, nursing, and many other reasons. It allows them to return to work after the leave. The State of California allows employers to “Look Back” when calculating available leave under this policy.

**Second:** Sharon F.

**Decision:** Motion passed unanimously.

**Motion 2021\_0313\_06: Method for Determining Leave for Eligible Employees**

That WSO use the “Look Back” method in determining the remaining leave and Eligible Employees (EE) entitled to receive leave under the CFRA and to update the HR Handbook to reflect this policy. (Jim B.)

**Background:** The CFRA was recently changed to include businesses with 5 or more Eligible Employees (EE). It gives EEs up to 12 weeks of unpaid in a 12-month period due to COVID-19 for illness, babysitting, nursing, and many other reasons. It allows them to return to work after the leave. The State of California allows employers to “Look Back” when calculating available leave under this policy.

**Second:** Bill D.

**Decision:** Motion passed unanimously.

**April 10, 2021****Motion 2021\_0410\_01: Modified Roberts Rules for 2021 ABC**

Approve “Modified Robert’s” rules revisions for 2021 ABC (Charlie H.)

**Background:** In 2020, the Board enacted a modified use of Robert’s Rules of Order for the ABC, allowing for group discussion of items before a motion was introduced and breakout room discussions for motions that needed some revisions to win approval. The new version preserves that system but makes technical revisions based on 2020 lessons learned.

**Second:** Sharon F.

**Decision:** Motion passed unanimously. (Justine was absent)

**Motion 2021\_0410\_02: Corresponding Page Numbers for Print and Amazon Kindle Editions of Literature**

To revise or develop Amazon Kindle editions of ACA literatureso that they correspond to the same page in hard copy publications. (Charlie H.)

**Background:** This would enact ABC Ballot Measure #2, which calls for this paging system in the BRB, and apply it to Amazon Kindle editions of all ACA literature. This paging system will make it easier for meeting attendees to find the same place in literature regardless of which format they are using. WSO is working with professional help to accomplish this within the challenges of the software.

**Second:** Sharon F.

**Decision:** Motion passed unanimously.

**Motion 2021\_0410\_03: Establishment of International Literature Scholarship Fund**

To establish an International Literature Scholarship Fund, to which members may make dedicated contributions. (Charlie H.)

**Background:** The availability of affordable ACA literature is essential to helping new fellowships get launched. But as ACA continues to grow globally, many countries struggle to purchase affordable literature, especially when they are first getting established and local delivery channels and/or printing solutions have not been developed. The International Literature Scholarship Fund would enable ACA members to directly support new international fellowships, by donating money to support literature purchases.

**Second:** Sharon F.

**Decision:** Motion passed unanimously.

**Motion 2021\_0410\_04: Amend Ballot Process at ABC**

To amend the ABC ballot process so that a measure’s sponsoring group is given up to 3 minutes to introduce a ballot measure before delegates begin group conscience discussion. (Charlie H.)

**Background:** At present, the only explanation of ballot measures is the written forms that sponsors fill out for

the fellowship ballot voting process. Starting ballot discussions with a brief introduction by sponsors could give delegates greater context about a measure's intended purpose, and the problem it seeks to address, before group discussion begins.

**Second:** Sharon F.

**Decision:** Motion passed unanimously.

**Motion 2021\_0410\_05: Virtual AWC Programming for Future In-Person Annual World Conventions**

To amend the OPPM to clarify that virtual Annual World Convention programming will be made available in conjunction with any live, in-person AWCs. This would include opening and closing ceremonies, major in-person talks, and a mix of in-person programming and offsite workshops to reflect the fellowship's international fellowship and character. (Charlie H.)

**Background:** As a result of Covid-19, the 2020 and 2021 AWCs have been entirely virtual. The benefits have been significant: More ACA members can participate if travel costs are not required; AWC participation appears to be jump-starting international fellowships; and both international and North American members reported an increased sense of global fellowship after the 2020 AWC. This also puts the AWC on a par with the Annual Business Conference, by making virtual participation available. For logistical reasons, in-person and virtual program may differ in specific respects but will address the same overall recovery themes.

**Second:** Sharon F.

**Decision:** Motion passed unanimously.

**Motion 2021\_0410\_06: Approval of ABC Chair, Vice Chair and Parliamentarian**

Karin S is recommended as the 2021 ABC Chair with David McB as co-chair. Annie will be asked to return as the Parliamentarian again. (Jim B.)

**Background:** Karin was nominated and seen as a good candidate for the ABC Chair. Even though she has not attended an ABC, she has the support of a lot of people now to mentor her and the support of David and Annie.

**Second:** Sharon F.

**Decision:** Motion passed unanimously.

**Motion 2021\_0410\_07: Administrative Access to GoDaddy and Slack Technology Channel**

Approve administrative access to GoDaddy and Slack Technology Channel (using the IT Recommendation practice) for Brad L., the IT Committee Chair. (David Mc B.)

**Background:** Brad needs access to support the website and some ABC projects.

**Second:** Sharon F.

**Decision:** Motion passed unanimously. (Fredrik H. was absent)

**Motion 2021\_0410\_08: Approval of Information for Health Professionals**

To approve the Information for Health Professionals trifold for Fellowship Review. (David Mc B.)

**Background:** This new trifold has been in preparation by the Hospitals and Institutions committee for some time. It has been reviewed by the literature committee and is approved by them for release in Fellowship Review mode. This will be added to the Free Literature downloads page at <https://adultchildren.org/free-literature-english-translated>. There is a link to provide feedback, <https://litreview.adultchildren.org/>

**Second:** Rich R.

**Decision:** Motion passed unanimously.

**Motion 2021\_0410\_09: Extension of Contract for Markus S.**

Extend Markus S.'s current contract as acting publications manager through Friday, May 28, to permit completion of a search, vetting, hiring and onboarding of a permanent candidate. This remains a 20-hour a week position at 35 Euros an hour. (Charlie H.)

**Background:** Markus's contract ends March 31, and WSO is continuing to accept candidate submissions for the permanent position until March 29. The three-member vetting committee agrees that an extension is appropriate to keep operations running while candidates for the permanent position are reviewed and interviewed, and eventually onboarded. WSO is in the late stages of several major projects, and it is considered unwise to vacate this position for a month-plus. Based on further discussion with board members, an extension of eight weeks is proposed.

**Second:** (David Mc B.)

**Decision: Motion passed unanimously.**

**Motion 2021\_0410\_10: Loving Parent Guidebook Print Run**

To Print 10,000 Loving Parent Guidebooks (LPG) at a cost of \$30,889. (David Mc B.)

**Background:** The LPG is a breakthrough book for ACA. Never in our history has a publication experienced this level of research, in-depth evaluation, and input from qualified readers. The team incorporated additional input from the Literature Committee, which gave the LPG unanimous endorsement. Over 4,000 members attended the Spring 2020 check-in workshops with little advanced notice giving us a good gauge of interest in new literature and the increased number of beginners due to the pandemic.

**Second:** Bill D.

**Decision: Motion passed unanimously.**

**Motion 2021\_0410\_11: Contract with Renaissance Hotel in Boca Raton, FL**

Approve the WSO contract with the Renaissance Hotel in Boca Raton FL for Board retreat and regional event November 1 thru November 7th. (David Mc B.)

**Background:** The contract uses our non-refundable deposit left from the 2020 and 2021 ABC AWC contract with the hotel. Funds not used for the board retreat can be recovered in the regional event with dinners etc. In the event that we are forced to cancel we can use the funds for a board retreat in 2022. The contract will be signed by the Board Chair.

**Second:** Jim B.

**Decision: Motion passed unanimously.**

**Motion 2021\_0410\_12: Renewable Printing License with South Africa IG659**

To approve an annual renewable license with the South Africa Intergroup, IG659, for local printing of ACA literature with the standard terms of 50% royalty to WSO net of the costs as per the attached IG Proposal, Appendix B. (Bill D.)

**Background:** The emerging fellowship in South Africa cannot afford the shipping costs for books from the US or Europe and has obtained quotes for print on demand books in South Africa. They have worked out the costs including printing, shipping, and taxes. They wish to subtract those costs from the sale price of the literature and split the net 50/50 with WSO. WSO on its own will enter into an agreement, including a NDA (Non-Disclosure Agreement) with the preferred printer, Jetline in Blackheath, Johannesburg, South Africa, providing them with the files to print. The proposed license with the IG, the BRB royalty calculation addendum, and the WSO /printer agreement are attached as part of the background for this motion.

**Second:** Jim B.

**Decision: Motion passed unanimously.**

## April 24-25, 2021: ABC Motions Passed

**ABC\_2021\_01: Deletion of Personal Share under Tradition Three**



We propose that in future printings of Chapter 19 in the BRB the second personal share under TRADITION THREE (p. 503) be deleted entirely.

**ABC\_2021\_02: Planning Process for Revised Edition of the Big Red Book**

We move that a new literature subcommittee begin planning a revised edition of the Big Red Book with new testimonials and updated content, to be more inclusive of all experience of gender, sexual orientation, ethnicity, religion/spirituality, and a broader range of socio-economic and cultural backgrounds.

**May 8, 2021**

**Motion 2021\_0508\_01: Prices for Loving Parent Guidebook**

To set prices for *The Loving Parent Guidebook* as follows: Amazon hard copy, \$18; Signal Hill hard copy, \$14; Kindle, \$11.99. **(David Mc B)**

**Second:** Jim B.

**Background:** Pre-ordering of *The Loving Parent Guidebook* will be announced at the ABC/AWC, and prices need to be established before that event. Actual release of the book is expected by mid- June.

**Decision: Motion passed unanimously.**

**Motion 2021\_0508\_02: Creation of the WSO Publishing Committee**

To create a WSO Publishing Committee that will centralize and direct all publishing activities, and ensure efficient, affordable delivery of literature to the entire world fellowship, with consistent business practices and oversight. Sue V. will be the initial chair of this committee. **(Sue V.)**

**Second:** Sharon F.

**Background** – WSO is expanding internationally at an exponential rate. The existing publishing and distribution structure, which involves multiple committees and individuals, is not positioned to meet the needs of the global fellowship in a timely and effective manner. A Publishing Committee will enable WSO to unify all key stakeholders so that we can strategically plan, coordinate and administer global releases of literature and products. Specifically, the Publishing Committee will organize the international release of the Loving Parent Guidebook. It also will recommend to the board by September 2021 a statement of purpose, structure, roles, responsibilities, goals, and work plan and priorities for managing publishing and merchandising projects.

**Decision: Motion passed unanimously.**

**Motion 2021\_0508\_03: Election and confirmation of WSO Treasurer.**

To confirm the election of Justine F. as WSO Treasurer, term to begin at the 2021 ABC. **(David Mc B)**

**Second:** Liz C.

**Background:** We are late in filling this position and are grateful for Justine's willingness to step up. Our current Treasurer Bill D will start a transition now. There will be documents needed to transition accounts with the Bank. We will need to have an additional motion which clearly states the accounts to transfer and can be done as a SC.

**Decision: Motion passed unanimously.**

**Motion 2021\_0508\_04: Extension of Term for Nominating Committee Chair**

To extend Greg's term as Nominating Committee Chair by 6 months beyond the 3 years he has served already **(Erin D.)**

**Second:** Jim B.

**Background** – Even though Greg is at the 3-year term limit as chair, he is being asked to continue few months until Denise (current vice chair) is able to assume the role as Chair. We will support Denise in the transition and see if she is able to become chair within 6 months.

**Decision: Motion passed unanimously.**

**Motion 2021\_0508\_05: Ad Hoc Global Members Committee becomes a Standing Committee**

To make Global Members a standing committee immediately and over the next year look at how the Members Committee and its subcommittees, the European Committee and Regions can be organized to support members globally **(Jim B.)**

**Second:** Sharon F.

**Background:** The board has been looking at the WSO committee structure and will continue to do that with all of the committees. We encourage the various committees to continue to work together and present options to reform. We are aware this may be an issue for some overlap and confusion by the committees and this will be an opportunity for getting all of the service volunteers to have a voice and work together. The Global Members Subcommittee has been using a number of practices that has proved very successful to reach many different places of the globe. This along with the successful practices of the Members Committee and its sub committees, and the European Committee will serve as a good foundation for a new WSO committee structure going forward to support our growth.

**Decision:** 9 in Favor, 1 Against, 1 Abstain

**Minority Opinion:** It is not clear how the new committee will work together with the existing committees and will cause confusion.

**Motion 2021\_0508\_06: Election and Confirmation of ABC AWC Committee Chair**

To Elect Liz C as Chair of the ABC AWC Committee starting after the 2021 ABC **(David Mc B)**

**Second:** Jim B.

**Background** –this nomination was already done by the ABC-AWC Committee

**Decision: Motion passed unanimously.**

**Motion 2021\_0508\_07: Selection and Confirmation of Chair for ABC AWC.**

Karin S. to be appointed to co-chair ABC AWC. **(Liz C.)**

**Second:** David Mc B

**Background:** The motion is supported by the ABC AWC Committee

**Decision: Motion passed unanimously.**

**Motion 2021\_0508\_08: Delist Specified Meetings**

To Immediately delist the following meetings: TEL0463, TEL0464, TEL0465, TEL0466, TEL0467, TEL0468, and TEL0469. Also, to send the following letter to the organizer/contact of the delisted meetings:

*It has come to our attention that the "Hetero" meeting groups are still dropping or blocking non-heteros in the meetings. You agreed to end this practice. We are de-listing these "Hetero" meetings as a result.*

We are planning a town hall on Sunday May 23rd, 12 pm EDT to have a dialogue on "only" meetings in ACA. The zoom meeting info will be posted in the Traveler and ACAWSO websites **(Charlie H.)**

**Second:** David Mc B.

**Background:** The delisted meetings have labeled themselves as "heterosexual," and despite objections from WSO, the meetings are screening callers and dropping or blocking non-heterosexual participants. These practices have raised concerns about potential Traditions and legal violations. WSO is seeking fellowship input for a long-term policy on meetings that seek to limit who may attend.

**Decision: 10 in Favor, 1 Abstention**

**Motion 2021\_0508\_09: Committee Chair Recommendations for Ratification at the ABC**

To put forth the following committee chair recommendations (please see the background) to be ratified at the 2021 ABC (Sharon F.)

- **Archives Committee - Marcia J**



- **DCOC** - Sharon F
- **European Committee** - Chair Fredrik H. / Vice Chair Hasse O
- **Finance Committee** - Chair Justine F. / Vice Chair Lucia S.
- **Literature Committee** - David McB
- **Meeting and Service Safety (ad-hoc)** - Co-chairs: Erin D. and Rich R.
- **Public Services** - Jim B.
- **Hospitals & Institutions** - Rich R.
- **Representation, Equity and Accessibility** - Co-chairs: Jill H. and Alaska Y.

**Second:** Fredrik H.

**Decision:** Motion passed unanimously.

**Motion 2021\_0508\_10: Ad Hoc Human Resources Committee to become a Standing Committee**

That the Human Resources Ad-Hoc Committee be made a standing WSO Committee and that Rich R. be ratified as its Chair. (Sharon F.)

**Second:** Jim B.

**Background:** The HR Committee has been instrumental in developing an HR Handbook in which WSO policies with regards to employees can be available to employees and applied on a consistent basis. As a standing committee, HR will continue to lend support to all employees and recommend adjustments to WSO policies as needed.

**Decision:** Motion passed unanimously.

**Motion 2021\_0508\_11: Authorization to Set Up Amazon Seller Accounts**

That the WSO Board authorize the Operations Manager to work with the Finance Committee to set up Amazon Seller accounts in Japan and Australia. Also, to empower the Operations Manager, Distribution Center Oversight Committee and Finance Committee to identify, prioritize and set up future Amazon Seller accounts in other countries as needed. (Sharon F.)

**Second:** Bill D.

**Background:** As the ACA Fellowship has grown dramatically, so has the demand for affordable, timely access to ACA WSO published Literature. WSO currently has Amazon Seller accounts set up for North America and Europe. The Board is being asked to authorize expansion into all the Amazon marketplaces at once. By empowering the Operations Manager, DCOC and Finance to work together, WSO would be able to leverage the shipping capabilities of Amazon into other countries and address some of the needs more quickly. Regular reports will be made by the Operations Manager and the committees to keep the Board informed on their priorities and progress into new marketplaces.

**Decision:** Motion passed unanimously.

**Motion 2021\_0508\_12: Letter of support from WSO to Swedish Intergroup Concerning Embezzlement**

To send the attached letter to the Swedish Intergroup in response to the report their treasury account was allegedly embezzled by a former trusted servant. (Bill D.)

**Second:** Sue V.

**Background:** The Swedish Intergroup made WSO aware they had been the victim of gross embezzlement. WSO sent a letter offering them support as they are dealing with it through legal channels

**Decision:** Motion passed unanimously.

## June 12, 2021

**Motion 2021\_0612\_01: Payment to Regional Express**

To approve payment of £480 GBP (approximately \$682 USD) to Regional Express for shipping books from

Signal Hill to Amazon UK. (Sharon F.)

**Second:** Charlie H.

**Background:** This will stock Amazon UK with 40 HC BRB, 112 SC BRB, 198 Yellow Workbooks, 52 SC Meditation, and 198 HC Meditation books.

**Decision:** Motion passed unanimously.

**Motion 2021\_0612\_02: Vote to Remove David Mc B. From the WSO Board of Trustees**

Consistent with Section 3, N of the OPPM, the Board of Trustees votes to remove David McB. from the WSO Board of Trustees and from any WSO service role, effective immediately. All email accounts, service logins and any other WSO property associated with his WSO service will be transferred immediately back to WSO. (Charlie H.)

**Second:** Sharon F.

**Background:** In an extended executive session on May 20, the Board of Trustees concluded that David McB. violated board Norms and Traditions, to a degree that immediate removal from the board is the most appropriate resolution.

**Roll call vote:** Bill—yes; Charlie—yes; Erin—yes; Fredrik—yes; Jasmina—yes; Jim—yes; Justine—yes; Liz—yes; Sharon—yes; Sue—abstain; Tamara—yes

**Decision:** Motion passed with one abstention.

**Motion 2021\_0612\_03: Pre-order Terms for Loving Parent Guidebook to Estonian Intergroups**

Set the following conditions for sales of Loving Parent Guidebook to intergroups that pre-order books printed in Estonia.

- Intergroups must order full case shipments and pay the equivalent of \$9.80 per book (slightly more than 8 Euros), plus shipping from Estonia to the IG address. Smaller lots of books would be sold at \$14 per copy.
- IGs unable to pay this price may seek assistance through WSO or the new WSO publishing committee. IGs as per usual procedure may also seek credit from WSO, with a maximum of four quarterly payments, under a schedule to be set and administered by the controller. (Fredrik H.)

**Second:** Sharon F.

**Background:** The proposal would create a payment and delivery structure that largely matches what is available for U.S. intergroups. A vote is needed on this by the May 20, 2021, Board Working Session, so that we can contact intergroups and solicit orders for LPG. That time urgency also will require that the board direct the Controller, Treasurer, Publishing Committee, and any other interested stakeholders to develop an implementation plan for those IGs unable to pay this price and may seek assistance through WSO or the new WSO publishing committee.

**Decision:** Motion passed unanimously.

**Motion 2021\_0612\_04: Change in Schedule for Board of Trustee Working Sessions**

Move Board Working Sessions from the 1st & 3rd to the 2nd & 4th Thursday of each month, with a starting time of 12:15pm ET. (Sharon F.)

**Second:** Sue V.

**Background:** This schedule allows for a better workflow in connection to the monthly Teleconference.

**Motion 2021\_0612\_05: Extension of Literature Staff Worker**

To extend the lit staff worker position for 30 hours of work (workload is heavy) until July 30th or, if chosen as the publications worker, the date hired. If not hired there will need to be an overlap if another candidate is chosen. (Sue V.)

**Second:** Bill D.

**Background:** This is the second extension. The amount of time required for the ABC and AWC caused delays to

interviewing.

**Decision: Motion passed unanimously.**

**Motion 2021\_0612\_06: Payment to BookNook.biz**

To approve the payment of \$912.46 to [BookNook.biz](#) for the e-book conversion of the Loving Parent Guidebook. (Sharon F.)

**Second:** Bill D.

**Decision: Motion passed unanimously.**

## July 10, 2021

**Motion 2021\_0710\_01: Payment of Images for the Loving Parent Guidebook**

To approve payment of \$37.11 to Tracy McGrath for high-resolution copies of images for the Loving Parent Guidebook. (

**Second:**

**Background:** Publishing Committee was formed in 2021 and does not yet have its own line-item budget. The Publishing Committee will include specific details on these expenditures in its report.

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

**Motion 2021\_0710\_02: Approval of 2 Special Workers for Publishing**

To approve the hiring of 2 paid workers for publishing for 1 year, with a 60 day notice . **(Sue V.)**

**Second:** Bill D.

**Background:**

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

**Motion 2021\_0710\_03: Pay Raise for Gloria**

To give Gloria a 13% pay raise, effective immediately. **(Jasmina)**

**Second:** Sharon F.

**Background:** Gloria's last pay raise was in August of 2018. The money for this raise is included in the budget for this year.

**Decision: Motion passed unanimously. Erin D. and Tamara P. were absent.**

**Motion 2021\_0710\_04: Pay Raise for Eleni**

To give Eleni a 5% pay raise. **(Jasmina)**

**Second:** Bill D.

**Background:** Eleni's last pay raise was in June of 2018.

**Decision: Motion passed unanimously. Erin D. and Tamara P. were absent.**

**Motion 2021\_0710\_05: Ratification of Literature Committee Chair**

To ratify Christine B. as Chair of the Literature Committee. **(Charlie H.)**

**Second:** Jim B.

**Background:** The Literature Committee met on Friday, June 4, and nominated Christine B., who is volunteer coordinator for Literature and also has spearheaded a ComLine reboot project.

**Decision: Motion passed unanimously.**

**Motion 2021\_0710\_06: Ratification of Literature Committee Liaison**

To ratify Justine F. as the Literature Committee Liaison from the Board. **(Charlie H.)**

**Second:** Jim B.

**Background:** The Literature Committee has also nominated Justine F. as the committee's Board Liaison, while recognizing that potential changes in the committee structure might eliminate this position.

**Decision: Motion passed unanimously.**

**Motion 2021\_0710\_07: Changes to Board of Trustees' Meeting Practices and Procedures**

To make the following changes to the Board of Trustees' meeting practices and procedures Beginning June 1, 2021:

- a. The board will schedule regular working sessions on the second and fourth Thursdays of the month.
- b. The executive committee will meet on the first and third Thursday of the month and will finalize agendas for the next working session, based on submissions from trustees and WSO committees.
- c. The monthly teleconference will report on WSO activity that occurred or was completed by the close of the previous calendar month. This includes board motions and the receipt of finance information on which the monthly treasurer's report is based. **(Charlie H.)**

**Second:** Sharon F.

**Background:** The board's current schedule creates a number of avoidable "haste makes waste" situations, which can make it hard for the board and fellowship to digest and reflect on WSO actions. The motion creates more space for the board to consider motions, by completing agendas a week before a board working session, and providing at least eight days between passage of board motions and when they are reported at the next teleconference. This will create a more orderly process for assembling the monthly TC agenda. The current schedule often requires action on motions, or reporting on actions and information, received just one to two days before a board working session or teleconference.

**Decision: Motion passed unanimously.**

**Motion 2021\_0710\_08: Treasurer's Report Schedule for the Monthly Teleconference**

That the Treasurer's Report at the Monthly TC be a "month behind" other board reports. (Sharon F.)

**Second:** Jasmina T.

**Background:** Monthly financial reports include information for the whole month. Often, financial information is still coming in the night before the TC. Verifying these numbers in a timely manner for reporting to the Board on the 2nd Saturday of the month is difficult and has also resulted in reports being amended during the next month. An example of this motion is that the June 2021 financial report will be given at the August monthly TC.

**Decision: Motion passed unanimously.**

**Motion 2021\_0710\_09: Update for the OPPM—Publication of Salaries for Special Workers.**

To update the OPPM as follows:

*"While the total monthly amount for all salaries paid for Special Workers is included in the Profit and Loss Statement each month, ACA WSO does not require that individual salaries of Special Workers be published. Therefore, after the Board approves motions for new hires or salary raises, no monetary figure will be included in the book of motions or teleconferences. However, in the case of motions to approve raises, the percentage of increase must be included in the motion."* (Jasmina T.)

**Second:** Bill D.

**Background:**

**Decision: Motion passed unanimously.**

**Motion 2021\_0710\_10: Hiring of Part-time Publishing Manager**

That ACA WSO hire John Zitzmann as a part-time employee for the job of Publishing Manager. This will be for a maximum of 30 hours per week. Start date will be determined at the Board's discretion. (Jasmina T.)

**Second:** Bill D.

**Background:** After a weeks long interview process the hiring committee unanimously recommended John Zitzmann as the Publishing manager. This position is needed for ongoing publishing needs and to clear the publishing backlog.

**Decision: Motion passed unanimously.**

**Motion 2021\_0710\_11: Approval of the Updated Mission Statement for the OPPM Committee**

That the Board approve the updated mission statement of the OPPM Committee:

**Second:** Bill D.

**Background:**

**Decision: Motion passed unanimously.**

**Motion 2021\_0710\_12: Amendment to Travel Reimbursement Policy in the OPPM**

To approve of amendments made to the Travel Reimbursement Policy and update Appendix IX of the OPPM. (Sharon F.)

**Second:** Bill D.

**Background:** The amendments made to the policy clarify differing travel situations and expectations of ACAWSO for proper stewardship of fellowship funds. The new recommendations are based on US General Services (GSA) guidelines.

**Decision: Motion passed unanimously.**

## August 10, 2021

**Motion 2021\_0814\_01: Annual Board Self-Inventory**

To conduct an annual board self-inventory and instruct the Executive Committee to propose a detailed plan for an inventory to be held in 2021. (Charlie H.)

**Second:** Jasmina T.

**Background:** A structured, annually scheduled self-assessment is seen as helpful in making sure the board is communicating and solving problems effectively, and in accordance with the Traditions, Norms, Concepts, OPPM/bylaws, and Commitment to Service.

**Decision: Motion passed unanimously.**

**Motion 2021\_0814\_02: Charitable Allies Engaged for Legal Recommendations**

That WSO engages the services of Charitable Allies at a cost not to exceed \$1500 for the purpose of gaining legal recommendations and assistance as it relates to the meeting list. (Sharon F.)

**Second:** Tamara P.

**Decision: Motion passed unanimously.**

**Motion 2021\_0814\_03: Markus Sjöborg Hired for Publishing**

To hire Markus Sjöborg for publishing as an independent contractor invoiced and paid through Frilans Finans in Sweden for 6 months. The hours will be 30 hours per week. (Sue V.)

**Second:** Fredrik H.

**Background:** Markus has been working as a special worker for literature since October 2020 on 3-month contracts that have been renewed several times due to the work required. The publishing committee would like to clear the backlog of requests for publishing and manage a better turnaround time for our fellowships around the world.

**Decision: Motion passed with 9 votes. Justine F. and Tamara P. were absent.**

**Motion 2021\_0814\_04: Acceptance of Midyear Budget Summary**

To approve and accept, as submitted, the midyear budget summary. (Charlie H) **Second:** Liz

**Decision: Motion passed unanimously.**

**Motion 2021\_0814\_05: Extension of WSO Office Lease**

To accept the proposal from PS Business Parks dated April 21, 2021 with an expiration date of July 15, 2021 to extend the WSO office lease one year from August 1, 2022 to July 30, 2023 at 1458-1460 E 33rd Street in Signal Hill, CA 90755. The rent will be approximately \$4,312 per month for that period. (Bill D.)

**Second:** Sharon F.

**Background:** The current lease expires on July 30, 2022 and WSO is seeking a one year extension of the lease to allow for ample time to evaluate the suitability of the site in the future. The rent will increase from \$3,915 per month by about 10 percent or approximately \$400 to \$4,312 per month for the one year extension. The acceptance of the proposal is needed for a lease to be prepared and sent for board approval and signature.

**Decision: Motion passed unanimously.**

**Motion 2021\_0814\_06: Additional Literature for South African Contract**

To approve adding the LPG and booklets to South Africa Intergroup's contract with WSO (Sue V.)

**Second:** Tamara P.

**Background:** The current contract includes 50% royalty split as per contract. South Africa is currently ordering the BRB for local print, they are out of stock.

**Decision: Motion passed unanimously**

**Motion 2021\_0814\_07: Design Approval for Translated Materials**

To approve the purchase of design work for translated materials publishing for a discounted package deal of up to \$2500 USD (2230 Euros) for 4 books (2 BRB, 2YWB). (Sue V.)

**Second:** Sharon F.

**Background:** We currently have planned 4 new translated publications requiring design work in the next few months. The designer we are working with can design in several languages. They completed the Russian publishing and we received good feedback. There is a savings of approximately 2,000-or more Euros in this package. As an example, for the 2 Italian translated books a designer quoted 2230 Euros (\$2500 USD for 2 books).

The publishing committee is new and will be developing a budget for these types of purchases as we move forward. We will be receiving royalties from these publications from the local fellowship, Kindle and Amazon. This will offset the costs. The fellowships waiting for this work to start currently are Italian Fellowship (BRB and YWB), in the next couple of months we have French (BRB) from Canada and Lithuanian BRB.

**Decision: Motion passed unanimously**

**Motion 2021\_0814\_08: Ratification of Joe H. as CREA Ad Hoc Committee Chair**

To ratify Joe H. as the Representation, Equity and Accessibility Ad-hoc Committee Chair. (Sharon F.)

**Second:** Bill D.

**Background:** The REA Committee met on June 18, 2021 and nominated and voted for Joe H to be Committee Chair. That vote was reaffirmed at the July 2nd REA Committee meeting.

**Decision: Motion passed unanimously**

**Motion 2021\_0814\_09: Reimbursement of Travel Expenses for Tamara P.**

To approve the reimbursement of \$31.85 to Tamara P. for travel expenses incurred to visit to the Distribution Center in Signal Hill on June 16, 2021. (Sharon F.)

**Second:** Bill D.

**Background:** Tamara has volunteered to assist with streamlining office technology and processes. As a new Board member, this was her first visit to Signal Hill. The DCOC budget includes travel expenses.

**Decision: Motion passed with Tamara P. abstaining**

#### **Motion 2021\_0814\_10: Amend Price for LPG eBook on Kindle**

To amend a previous board motion to sell the LPG eBook on Kindle for \$11.99 US to sell it for \$9.99 US. (Sue V.)

**Second:** Tamara P.

**Background:** The sale price for the LPG eBook for Kindle was set at a board meeting in April at \$11.99 US. Upon further investigation it was found that Kindle pays a 35% royalty on eBooks priced above \$9.99, but pays a 70% royalty on eBooks priced at or below \$9.99. By reducing our sale price from \$11.99 to \$9.99 we will increase our royalty by \$2.10 per eBook and provide a cheaper price for our members.

**Decision: Motion passed unanimously**

#### **Motion 2021\_0814\_11: Update and Addition of SMR to Greek Contract**

To approve adding the SMR (Strengthening my Recovery) and updating the Greek contract. The SMR will have a 20% royalty for the first year, the other books will have royalty set at 50%. The design services cost is \$484.45 USD (€375 + 6% VAT = €397.50). The financial information is listed in the table attached. (Sue V.)

**Second:** Tamara P.

**Background:** This design cost is in addition to the previous motion for 4 other publications to be designed. This one is an additional request with combined design and print services; the volumes of books are low with print on demand. The royalty payments and future kindle/amazon sales will offset any initial publishing costs.

**Decision: Motion passed unanimously**

#### **Motion 2021\_0814\_12: Upgrade for WSO Hosting Platform**

To upgrade the WSO Web hosting platform to support our current growth and incorporate caching and a content distribution network to provide better response time globally. (Jim B.)

**Second:** Jasmina T.

**Background:** The WSO websites have suffered a number of outages recently and we feel strongly it is time to move to a better hosting platform. With increased demand from global workshops, and the upcoming launch of the Loving Parent Guidebook, we need to be prepared for even more growth. A content distribution network will utilize a global network and provide better response time for members around the globe. The IT Committee has researched a number of hosting options and can stay within the current hosting cost while improving our websites. Any additional services or costs will be presented as a separate budget request. Our current hosting plan + SSL exceeds the current budget (\$1014) and costs \$1443/year. The quoted cost of the improved hosting with the addition of the content delivery network is \$1320 per year. There will be up to \$500 additional cost this year to allow for a transition period while we need both web hosts active. We will try to get a portion of the old host costs refunded if possible.

**Decision: Motion passed unanimously**

## **September 11, 2021**

#### **Motion 2021\_0911\_01: Publisher Rocket Software**

To approve the one-time purchase of Publisher Rocket software in the amount of \$97.

**Second:** Fredrik H.



**Background:** This software will assist WSO's e-publishing efforts by identifying keywords, categories and suggest marketing opportunities for the eBooks.

**Decision:** Motion passed unanimously.

**Motion 2021\_0911\_02: Free Commemorative Copies of Loving Parent Guidebook**

Approve a free, commemorative copy of the Loving Parent Guidebook be sent to 18 volunteers who played a significant role in writing, editing and/or designing the book, at an estimated cost of \$192, which includes cost and shipping.

**Second:** Fredrik H.

**Background:** Approval required by Exec Committee per OPPM **Decision:** Motion passed unanimously.

**Motion 2021\_0911\_03: Reprint Hard Cover Strengthening My Recovery**

Approve the reprint of 7,500 hard cover Strengthening My Recovery daily meditation books from Sheridan printers.

**Second:** Fredrik H.

**Background:** Approval required by Exec Committee per OPPM

**Decision:** Motion passed unanimously.

**Motion 2021\_0911\_04: Resignation of Treasurer**

Accept Justine's resignation as Treasurer. (Charlie H.)

**Second:** Sharon F

**Decision:** Motion passed with one abstention. (Justine Abstained)

**Motion 2021\_0911\_05: Resignation of Secretary**

Accept Fredrik H's resignation as Secretary. (Charlie H.)

**Second:** Sharon F

**Decision:** Motion passed with one abstention (Fredrik Abstained)

**Motion 2021\_0911\_06: Election of Treasurer**

Elect Fredrik H. as Treasurer. (Charlie H.)

**Second:** Sharon F

**Decision:** Motion passed with one abstention (Fredrik Abstained)

**Motion 2021\_0911\_07: Election of Acting Secretary**

Elect Sharon as acting Secretary until November 2021. (Charlie H.)

**Second:** Bill D.

**Result:** Motion passed with one abstention (Sharon Abstained)

**Motion 2021\_0911\_08: ARC as Archival Scanning Company**

Approve up to \$3,000 for scanning of archival documents in Signal Hill by ARC Document Solutions. (Charlie H.)

**Second:** Bill D.

**Background:** Archives Committee gathered quotes from 3 different companies. The services offered by ARC best met the needs of archives for ACA.

**Decision:** Motion passed unanimously (Absent: Jasmina T, Jim B, and Tamara P)

**Motion 2021\_0911\_09: Timing of Future Pay Raises**

All future pay raises will take effect at the start of the next pay period, unless specified otherwise by the board. (Jasmina T)

**Second:** Bill D.

**Background:** In the past, some special worker's pay raises were approved as "effective immediately". When this



occurred in the middle of a pay period, it created problems from an accounting and/or logistical point of view. This motion hopes to remedy such future issues.

**Decision:** Motion passed unanimously.

**Motion 2021\_0911\_10: Free Access to Recordings of 2021 AWC**

To accept the recommendation from the ABC/AWC Committee that the recordings of the 2021 AWC be made available to the Fellowship, at no cost, on WSO websites. (Sharon F)

**Second:** Jim B

**Background:** Participation in the 2021 Virtual AWC was free; therefore, no additional cost was incurred for producing the audio recordings. A link to the WSO 7th Tradition page will be provided with recordings for fellow travelers to make voluntary contributions.

**Decision:** Motion passed unanimously.

**Motion 2021\_0911\_11: Changes Approved for OPPM Pertaining to Ballot Proposal Process**

Change the ABC ballot proposal due date and process, in OPPM section XX as follows: (Liz C.)

1. **Timing:** ACA groups must submit proposed ballot measures to WSO by September 30. No new ballot proposals will be accepted after this deadline.
2. **Process:**
  - a. During the month of October groups will have an opportunity to work with BPC and relevant WSO committees to modify proposal language. Groups with similar proposals can be given the opportunity to work together if they wish.
  - b. Groups must submit their final proposal by October 31.

**Second:** Jim B.

**Background:** WSO is reviewing the annual calendar for ballot measure proposals to ensure that there is adequate time to organize an orderly ABC process. This proposal also adds a procedural step introducing a collaboration of the submitting groups, with BPC and WSO committees. It is the hope that this collaboration will help to bring clear concise ballots to the fellowship and avoid proposals reflecting projects already underway. The collaboration between groups and WSO committees will increase the fellowships participation and help the committees grow. Note: this change decreases the time for groups to develop their proposals in this ABC calendar year. In the future this can be remedied by calling for proposals earlier. **Decision:** Motion passed unanimously.

**Motion 2021\_0911\_12: English Language LPG for Sales and Distribution by Martins in the UK**

To print 3,500 English language LPG at Martin's in the UK for sales distribution to fellowships throughout Europe at a cost of 8,141 GBP (approx. \$11,325 USD). WSO will hire a carrier to act as the broker of record to clear and pay customs duties. WSO will be responsible for any fees incurred with the broker, excluding shipping. (Sharon F)

**Second:** Jasmina T

**Background:** The Publishing Committee solicited bids from 3 printers (2 in Estonia and 1 in the UK) for the initial print run of the LPG. Discussions included ramifications of Brexit, VAT registration and reporting, shipping, customs duties, and clearance of parcels at the borders.

It has been determined that VAT will apply at each border crossing from either print location. That the customs clearing and duties can be handled by the delivery carrier acting as our broker. Shipping will be about the same for many of the countries due to the proximity of the two printers to the various countries.

WSO will benefit by consolidating printing with one printer that will yield a lower per unit cost and less complicated tax filings. This will allow WSO to absorb any additional costs due to duties.

**Decision:** Motion passed unanimously.

**Motion 2021\_0911\_13: Payment Schedule for Polish Intergroup of Loving Parent Guidebooks**

That WSO authorize an agreement to sell 25 Loving Parent Guidebooks to the Polish Intergroup (IG #602) for 245 US dollars plus shipping with the following payment schedule:

- i. Before shipment: 122.50 US dollars
- ii. 90 days after books sent: 122.50 US dollars plus shipping cost (Fredrik H)

**Second:** Sharon F.

**Background:** The Polish Intergroup has asked to get a divided payment schedule for their order of Loving Parent Guidebook to be able to order any books. **Decision:** Motion passed unanimously.

**Motion 2021\_0911\_14: License for Print and Distribution of Identity Papers Translated into Swedish**

To approve a One-Time License to Print and Distribute 1,000 of Swedish Translated Identity Papers to the Swedish IG569(SIG). (Sue V., on behalf of Publishing Committee)

**Second:** Fredrik H.

**Background:** The Swedish IG569(SIG) will pay WSO royalties of Euros 1090 (\$1329 USD, dependent on conversion rates) and will be responsible for all printer costs. They have previously used this printer for other publications.

**Decision:** Motion passed unanimously.

**Motion 2021\_0911\_15: Payment Schedule for Swedish Intergroup of Loving Parent Guidebooks**

That WSO authorize an agreement to sell 1,000 Loving Parent Guidebook to the Swedish national intergroup for 9,800 US dollars plus shipping with the following payment schedule:

- i. Before shipment: 2450 US dollars
- ii. 90 days after books sent: 2,450 US dollars plus shipping cost
- iii. 180 days after books sent: 2,450 US dollars
- iv. 270 days after books sent: 2,450 US dollars (Fredrik H.)

**Second:** Sharon F.

**Background:** The Swedish national intergroup have asked to get divided payment for their order of Loving Parent Guidebook because ACA Sweden has a strained economy and would like to apply for credit in divided payments to complete their purchase.

**Decision:** Motion passed unanimously.

## October 9, 2021

**Motion 2021\_1009\_01: Postponement of Strategic Board Retreat**

Postpone an in-person strategic Board retreat until the fall of 2022. (Liz C.)

**Second:** Jasmina T.

**Background:** The OPPM calls for an annual strategic board retreat in the fall, but continuing COVID-19 issues make in-person travel this year problematic. Under the contract with a hotel in Boca Raton, FL, a deposit can be rolled over to 2022 at no cost to ACA World Service.

**Decision:** Motion passed unanimously.

**Motion 2021\_1009\_02: Ratification of MSSC Co-Chair**

Ratify Delinda H. as co-chair for Meeting and Service Safety Committee. (Erin D., on behalf of MSSC)

**Second:** Sharon F.

**Background:** MSSC elected Delinda to serve as co-chair after Erin D. stepped down. Delinda has been active on the committee since its inception.

**Decision:** Motion passed with 10 in favor and 1 abstention.

**Motion 2021\_1009\_03: Ratification of Chair of DCOC and Service on OCMO Committee**

To ratify Bill D. to serve as chair of the Distribution Center Oversight Committee AND to serve on the Operations Manager Oversight Committee. (Sharon F)

**Second:** Erin D.

**Background:** Due to recent Board transitions, Sharon F requested to step down as DCOC chair. Bill D. has agreed to serve in the position and join OMOC. Bill D has the extensive inventory, printing, facilities management, and finance background needed to support the needs and provide oversight of both the Distribution Center and the Operations Manager.

**Decision: Motion passed unanimously.**

**Motion 2021\_1009\_04: Approval of HR Committee Report**

To approve a report submitted to the Board on Sept. 10, 2021, by the HR Committee, and direct the HR Committee chair and board liaison to communicate the committee's findings to appropriate WSO staff. (Jasmina T.)

**Second:** Bill D

**Decision: Motion passed unanimously.**

**Motion 2021\_1009\_05: Initial Printing of Five Titles for the South African Intergroup**

That the WSO fund the initial printing for the South African Intergroup (SAIG) of 60 copies of 5 titles: BRB, YWB, LLW, SMR, and LPG in the amount of \$3716. (Sue V., on behalf of Publishing Committee)

1. **The SAIG needs to maintain reports to show that distribution of the literature does not benefit any individual or organization, and that transactions were made to further our purpose as an exempt organization.**
2. **The Publishing Committee will follow up and coordinate the report.**

**Second:** Bill D.

**Background:** The SAIG has recently been awarded the rights to print English literature locally. They are currently out of stock of the *ACA Fellowship* text (BRB) and *Strengthening My Recovery* text (SMR) and exceptionally low on stock of the *12 Steps Workbook* (YWB) and *Laundry List Traits* (LLWB). They currently do not have the funds to print the new publication, *The Loving Parent Guidebook* (LPG). Their Literature Subcommittee is well positioned to manage the printing, stocking and sales of all publications with the support from all 4 member groups i.e. Cape Town, PE, Joburg and the SA Online group. The Publishing and Finance Committees have approved this motion before taking it to the Board. The Finance Committee agreed that the payment of the printer as a "grant" is in keeping with the purpose of furthering our exempt purposes.

**Decision: Motion passed unanimously.**

**November 9, 2021****Motion 2021\_1113\_01: Full-time Customer Service Receptionist/Archives Clerk**

To approve the hiring of a Customer Service Receptionist / Archives Clerk as a full-time special worker to perform the duties in the attached job description. (Sharon F.)

**Second** Frederik H.

**Background:** The tasks this employee will perform are critical to the overall success of the service office. The tasks will address long standing gaps in the ability to respond to communications to and from the fellowship and will allow other employees to focus on their core duties. Finance has reviewed the proposed increase in the budget and the revenue can support the position without negatively affecting the P&L health. This will address one of the primary complaints the fellowship and the board have expressed about the office.

**Decision: Motion passed unanimously.**

**Motion 2021\_1113\_02: Part-time Board Administrative Assistant**

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

**Second:** Erin D.

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

**Decision: Motion passed unanimously.**

**Motion 2021\_1113\_03: Election of Board Secretary**

To elect Tamara P. as Board Secretary. (Charlie)

**Second:** Sharon F.

**Decision: Motion passed with 10 votes. Tamara abstained.**

**Motion 2021\_1113\_04: Changes to OPPM X. Committees, Section C.**

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

**Second:** Bill D.

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

**Decision: Motion passed unanimously.**

**Motion 2021\_1113\_05: Expansion of Ethics Section in the HR Manual**

To expand the Ethics section that is currently in our HR manual. (Jasmina T.)

**Second:** Bill D.

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

**Decision: Motion passed unanimously.**

**Motion 2021\_1113\_06: Hiring of Temporary Manager for Signal Hill**

To hire Bill D. as a temporary executive to manage WSO business operations, in accordance with a hiring agreement signed Oct. 8, 2021. The agreement will last 30 days, beginning Oct. 11, 2021, with an option to negotiate an extension if needed. This motion and the hiring agreement will not take effect until Bill D. submits a written resignation as a member of the ACA WSO Inc. Board of Trustees. His resignation is judged necessary to prevent the potential for, or appearance of, conflict of interest in his performance of a paid-staff role. (Charlie H.)

**Second: Jasmina T.**

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

**Decision: Motion passed unanimously.**

## December 11, 2021

**Motion 2021\_1211\_01: Purchase of Soft Cover SMR Meditation Books**

To approve the purchase of 1,500 Soft Cover SMR Meditation Books at a cost of about \$7,750 plus shipping from Blue Ridge Printing per the attached quote. **(Charlie H.)**

**Second:** Sharon F.

**Background:** We will run out of this title in both Signal Hill and Amazon before the end of November. We are not expecting to receive a shipment from our normal supplier until Christmas or later. This will fill a gap in our supply chain for this title. The other titles are too close to call and we feel comfortable monitoring Sheridan's production schedule and acting if it slides very far beyond the expected delivery date.

**Decision: Motion passed unanimously.**

#### **Motion 2021\_1211\_02: Changes to the Right of Petition Section of the OPPM**

To approve changes in the OPPM to Right of Petition section.

**Background:** The right of petition already exists in the OPPM, however it is not very clear and has some gaps which make it confusing. It also lacks protection for both petitioners and the board. The new version outlines clearly the procedure and different resolution options. (Jasmina T.)

**Second:** Tamara P.

**Decision: Motion passed unanimously.**

#### **Motion 2021\_1211\_03: Update to HR Manual**

To make updates to current HR manual as outlined. (Jasmina T.)

**Second:** Bill D.

**Background:** The HR committee would like to add this document in our HR manual - to expand and flesh out this section. We feel it would be beneficial overall to a healthy HR environment for WSO employees and volunteers.

**Decision: Motion passed unanimously.**

#### **Motion 2021\_1211\_04: Chair for Nominating Committee**

To approve Denise R as Chair of the Nominating Committee. **(Erin D.)**

**Second:** Jasmina T.

**Background:** Denise has been mentored into the position over the last 6 months and has been a member of the committee since November 2020.

**Decision: Motion passed unanimously.**

#### **Motion 2021\_1211\_05: Purchase of LLWB Books from Sheridan Printing**

To approve the order of 10,000 LLWB books for \$43,861 per attached quote # 60142 / 17 from Sheridan Printing. (Bill D.)

**Second:** Jim B.

**Background:** The LLWB is down to just under 4 months of stock left. It has moved into 3rd place as our best-selling book over the last 6 months. There was a large price increase of \$1.32 per book on this quote over previous orders and it is recommended we go ahead and order more than previous orders now and lock in a lower per unit price.

**Decision: Motion passed unanimously.**

## **December 14, 2021**

#### **Motion 2021\_1214\_01: Reduction of Room Commitment for 2022 ABC AWC**

To release 20 percent of ACA WSO's room commitment for the 2022 ABC AWC back to the San Francisco Hilton. (Charlie H.)

**Second:** Liz C.

**Background:** ACA WSO initially reserved 603 room nights at a special rate to reduce costs for event participants. Under terms of the contract, WSO can reduce its room obligation by 20 percent. Given the uncertainties of

planning an event during the continuing COVID situation, this will reduce potential cost burdens to WSO for any unoccupied rooms.

**Decision: Motion passed with 9 votes. Jim B. abstained.**