

II. Minutes

- A. February 2022 – link to document: [TCM 2022 0212 February](#): Tamara P.
Motion: To approve Minutes of February 12th Teleconference Board Meeting

III. Administrative Reports

- A. Chair Report – Charlie H.
- B. [Treasurer’s Report | ACA WSO](#): Fredrik H.
- C. [Executive Committee | ACA WSO](#): Charlie
- D. Guest Questions/Comments (5 minutes)

IV. Committee Reports:

(All reports can be found on the business website at: [ACA WSO | Adult Children of Alcoholics World Service Organization](#))

Business Operations

- A. [WSO Office | ACA WSO](#): Bill D.
- B. [Finance Committee | ACA WSO](#): Fredrik H.
- C. [IT Committee | ACA WSO](#): Brad L.
- D. [Distribution Center Oversight | ACA WSO](#): This committee is in a temporary pause, pending organization of the Business Operations Collaboration Committee.
- E. Guest Questions/Comments (5 minutes)

Fellowship Engagement

- F. [Representation, Equity and Accessibility Ad-Hoc Committee | ACA WSO](#): Joe H.
- G. [European Committee | ACA WSO](#): Fredrik H.
- H. [Global Members Committee | ACA WSO](#): Sue V.
- I. [Member Services | ACA WSO](#): Tamara P.
- J. Public Services Committee with H&I
 - a. [Public Services | ACA WSO](#): Jim B.
 - b. [H-and-I Committee | ACA WSO](#): Rich R.
- K. [Meeting and Service Safety Ad-Hoc Committee | ACA WSO](#): Rich R, Delinda H
- L. Guest Questions/Comments (5 minutes)

Policy & Structure

- M. [ABC AWC Committee | ACA WSO](#): Liz C.
- N. [ABC Proposals & Ballot Prep | ACA WSO](#): Jim B
- O. [Archives | ACA WSO](#): Marcia J
- P. [Human Resources Committee | ACA WSO](#): Jasmina T.
- Q. [OPPM | ACA WSO](#): Kelle J.
- R. [Nominating Committee | ACA WSO](#): Denise R.
- S. [Service Network Committee | ACA WSO](#): Charlie H.
- T. Guest Questions/Comments (5 minutes)

Content Creation

- U. [Literature Committee | ACA WSO](#): Christine B.
- V. [Publishing Committee | ACA WSO](#): Sue V.
- W. Guest Questions/Comments (5 minutes)

V. Motions read into the Record

A. Motions passed at a Board Working Session on February 10, 2022

1. **Motion:** To disband the Human Resources Committee. (Charlie H.)
Background: The Human Resources Committee was formed in 2019, to provide policy and other resources to support WSO paid staff. It completed an HR manual for ACA World Service staff and oversaw the handling of several HR matters. Under a reorganization, HR management has been assigned to the General Manager, with support from an HR consultant and a board member who serves as HR liaison. The HR Committee concludes that its original purpose has been addressed.
Second: Tamara P.
Decision: Motion passed unanimously.

2. **Motion:** To establish the WSO-Volunteer Resources Committee and assign it to the Policy and Structure Collaboration Committee. The focus of the WSO-Volunteer Resources Committee will be on supporting and providing resources for WSO committee volunteers. Specifically, that will include developing onboarding materials, training workshops, and a policy section of the ACA service manual. WSO-Volunteer Resources also will work directly with committees, with a larger goal of supporting WSO volunteers and promoting emotional sobriety and healthy function in WSO committees. This committee also will serve as a resource to other committees to assist them with their volunteer needs.
 Because of the special role this committee will play in supporting WSO volunteer service, the committee will have eligibility criteria to ensure there is a critical mass of service experience and emotional sobriety. Similar to the Nominating Committee, all voting members must be ratified by the Board of Trustees, for a maximum of three one-year

terms. The committee initially will have a maximum of seven voting members, two of whom may have less than five years of ACA recovery. No more than two WSO Board members can serve as voting members of the committee. (Charlie H.)

Background: The Human Resources Committee, which has proposed that it be disbanded, recommends that a new committee be formed to provide policy and resource support to WSO's volunteer corps. In addition to its primary purpose of creating onboarding materials and a WSO volunteer section for the service manual, the committee will develop leadership training for committee chairs and vice chairs. Collaborating with committee chairs, it will provide periodic online and in-person workshops to educate, recruit, orient and support WSO volunteers.

Eligibility criteria to be a voting member include:

1. History of successfully completing work assignments in a WSO Committee or Board setting.
2. Ability to demonstrate emotional sobriety and personal respect while working with other WSO volunteers.
3. A working knowledge of the Twelve Steps, Traditions, and Concepts of Service, and an ability to translate these into effective committee participation.
4. Ability to donate substantial time to attend meetings and to fulfill the additional commitments of WSO-Volunteer Resources Committee membership.
5. Continuous attendance at ACA meetings for at least the previous five years, except that up to two members may have at least two years of regular ACA attendance.
6. One year or more of combined service for an ACA Intergroup, region, or WSO committee, with at least six months of active participation on a WSO Committee.

Note: the committee may recommend, and the Board may choose, that Criteria 5 or 6 may be waived if a candidate brings other identified strengths to the committee.

Second: Justine F.

Decision: Motion passed with 9 votes in favor; Sharon F. opposed motion.

3. **Motion:** To approve a contract with Bill D. to serve as General Manager of ACA World Service Organization Inc. for 12 months, commencing February 12, 2022 and concluding on February 11, 2023 (Charlie H.)

Background: Bill D. began serving as interim General Manager in October 2021, working under two short-term agreements. The board has concluded that a major strategic overhaul of business operations is needed before conducting a search for a long-term general manager. Bill's experience in ACA World Service business operations, including oversight of the Distribution Center and establishing international channels for publishing and distribution of books, makes him better suited than an outside candidate at this time. The board anticipates hiring a long-term GM at the end of this contract.

Second: Fredrik H.

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

B. Motions passed at a Board Working Session on Feb. 24, 2022

Motion: To rescind a Jan. 13, 2022, motion to authorize negotiation of a six-month interim GM contract with Bill D., with options to extend an additional six months, to serve as General Manager of ACA World Service Organization Inc. (Charlie H.)

Background: After presenting this proposal to Bill D., he and the board agreed that the needs for a strategic overhaul in the coming 12 months required more stability than provided for in the Jan. 13 motion. Instead, a 12-month GM contract has been negotiated and submitted to the board for approval.

Second: Jasmina T.

Decision: Motion passed with 7 votes. Sharon abstained; Jim B. and Sue V. were absent.

C. Motions passed at a Board Working Session on March 10, 2022

1. **Motion:** To approve the use of the google shared drive system for translation work and the literature committee. (Sue V.)

Background: This will be a new system (suggested by Brad L, IT) for translations and literature groups revising current literature to check the current editions with a view access and translations publication development files to work on publishing activities. This will increase copyright protection and support the fellowship groups with English and Translated literature development work.

Second: Fredrik H.

Decision: Motion passed unanimously.

2. **Motion:** To approve the translations license dated Sept 8, 2021 - see: [2021 09 08 ACA TranslationsAgreement Rev 1.pdf](#) (Sue V.)

Background: The translations license has been worked on for over a year, we need to approve it for September 8, 2021, and be open to further amendments. Christine recommended we start ensuring all documents have a date. The committee agreed.

Second: Charlie H.

Decision: Motion passed unanimously.

3. **Motion:** To approve that the WSO chair delegate the signing of publishing contracts related to the business (InDesign vendors, Translators and printing) to the General Manager. (Sue V.)

Background: Currently the WSO chair signs all publishing contracts. The OPPM states the chair can delegate this responsibility. This would streamline publishing and provide a quicker turnaround time to complete publishing projects.

Second: Charlie H.

Decision: Motion passed unanimously. Sharon F. was absent.

4. **Motion:** To approve that the WSO chair delegate the signing of publishing contracts related to the fellowship part of publishing such as translations license and any NDAs associated with the volunteers as part of the publishing projects to a designated Board Liaison to the Publishing Committee. (Sue V.)

Background: Currently the WSO chair signs all publishing contracts. The OPPM states the

chair can delegate this responsibility. This would streamline publishing and provide a quicker turnaround time to complete publishing projects. (edited)

Second: Charlie H.

Decision: Motion passed unanimously. Sharon F. was absent.

5. **Motion:** To purchase a subscription to Preservica Starter Plus for \$2,388 per annum for 250GB of retrievable storage. (Charlie H.)

Background: There is a need to preserve ACA history as well as make the materials that document that history available to the fellowship. Committee members and trustees use the material for their work. A complete scan of existing materials in our possession was approved by WSO in 2021. The next step is to provide a way to keep track of what we have and make it available to those who want the information. The Archives Committee has studied various cataloging platforms over the past year. We decided against open-source products because of the skills that would be required to use them over time (technological in nature.) Our criteria were developed to assure a product that would be intuitive for use by changing volunteer archivists, easily available to the fellowship, and allowed for word searches through our document rather than requiring an established search vocabulary. We also wanted the product to be affordable. Preservica is the product that best fits the criteria at this time.

Second: Jasmina T.

Decision: Motion passed unanimously. Sharon F. was absent.

6. **Motion:** To approve the printing of 3,500 Loving Parent Guidebook at a cost of approximately \$12,280 in the UK. (Fredrik H.)

Background: The stock of LPGs from the October European launch is down to under 500 books. The UK IG Bookstore continues to sell them to anyone who places an order in Europe and WSO also sends them to Amazon UK to replenish stock there. They have been selling on Amazon UK the past two months.

Second: Sue V.

Decision: Motion passed unanimously. Sharon F. was absent.

7. **Motion:** To approve the 2022 budget as submitted by the Finance Committee with the understanding that it may be adjusted pending on the approval of a price increase for books (Jim B.)

Second: Jasmina T.

Decision: Motion passed unanimously. Sharon F. was absent.

D. Motions passed via Specific Concurrence (SC)

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

Motion: Approve an increase in the limit for one-time bequests made to WSO by the estates of ACA members from \$7,500 to \$50,000 USD. (Fredrik H.)

Background: After being required to return checks from estate executors over the years because they exceeded our contribution limit, an evaluation of the various bequest limits used by major fellowships was performed by the Finance Committee. It was learned that some fellowships had no limit on the amount of money or value of an asset that could be given in a will. It was also learned that ACA WSO had a lower limit on bequests than some of those that had limits. After discussions on future financial needs of WSO and the lack of effect a deceased person's contribution would have over the organization per the Traditions, it was unanimously recommended by the committee to increase the current limit.

Second: Sue V.

Decision: Motion passed with 9 votes. Jim B. opposed motion (10/6/2021)

VI. Guest Comments

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VII. Closing Activities

A. Announcements

- Next WSO Board Teleconference Meeting is on Saturday, April 9, at 2:00pm EST

B. Motion to Adjourn Meeting

C. Closing Serenity Prayer

APPENDIX