




DECEMBER 31, 2021

2021 TELECONFERENCE MINUTES

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





Adult Children of Alcoholic and Dysfunctional Families
World Service Organization, Inc.
Compassion, Clarity, Courage and Commitment

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MONTHLY TELECONFERENCE MINUTES

January 9, 2021

2PM Eastern

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

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

| Zoom Meeting Details | Dial US | Dial International |
|--|---|--|
| Zoom Meeting ID: 228-809-511 Passcode: 90755 | US: +1-669-90-06833 (San Jose) US: +1-312-626-6799 (Chicago) US: 1-929-205-6099 (New York) | Full list of international Numbers https://zoom.us/j/adSv3hv19d |

A. Call to Order and Introductory Business

- A.** Roll Call of Board Members
- B. Present:** Bill D., Charlie H., David Mc B., Erin D., Fredrik H., Jim B., Rich R., Sharon F.
- C.** Quorum Established
- D.** Guest Introductions

| | | | |
|---|---|--|--|
| Aleksandra/Poland IG Translations Vice-Chair | GregR. /TX/Nominating Chair, Literature | Kathy T./CA/MSSC, Literature: Spiritual, IT: Website | Paul M./Chapel Hill N.C. IG |
| Alexandra E. | Hasse/Denmark/Danish Nat. Translations Vice-Chair | Kelle J./State or Country/Committee | Rene A./North Hampton, MA Rep |
| Anette/U.K. IG CREA | Jim R./New York WEB0120 Ballot Prep | Laura D./CO Literature | Rob F./Chapel Hill NC Contributions |
| Barbara/NorCal Nominating | John B./Chapel Hill NC IG Treasurer | Laura L./SoCal /Nominating | Shari/Greater East Bay IG Chair |
| Carol G./Monterey Bay IG Finance | John O./CA-Bay Area Global | Liz/State or Country/Committees | Sue V./ CAN IG/Chair Global Memb, Schlrshp. TF |
| Carole C./ Region 2 Rep/CA MSC Chair | John W./WEB0256 POC Rep, CREA | Lucia S./S. FL/WSO Controller Finance | Thaddeus G./FL/CREA |
| Denise R./Alaska/ Literature and Nominating | Josh W./DC NE Region Secretary | Marcia J./IA-IL QCA Country/Archives Chair | Tom A./Pittsburgh, PA Rep/ Finance |
| Dove/AZ IG MSC | Juliane V./IN, We Agnostics Rep / | Marcus H./State or Country/Committees | B. |

| | | | |
|---|--|--|----|
| | Literature: Spiritual, New Lit Reader, MSC | | |
| Gary S./Los Altos Rep, SF Bay IG/2022 ABC Host, H&I | Justine F./PA IG, NE Region Chair/Lit. Sponsorship | Monique/Australia Country/Committees | C. |
| Gino D./VA , Capitol Area IG | Karin S./IL Concepts Study, MSC | Nick C./CA /ACAWSO Operations Manager | D. |

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

F. Approval of Minutes

Motion: To approve the Minutes from December 12, 2020 (Jim B.)

Second: Bill D.

Decision: Motion passed unanimously.

G. Chair Report

An ACA meeting to share Gratitude for Miles C, is being planned for Jan 30th at 2PM Eastern. The Toronto Intergroup is planning the meeting and will share details

The board has been working the past few months on Committee questions with the OPPM committee. There are a number of motions being discussed and some will be presented today. The goal is to ensure we have consistent recommendations for transparency, reporting, goal setting, a standard election cycle and procedures, etc. We will be reaching out to the committees to have discussions as needed.

H. Treasurer's Report and Approval (See report Appendix 2)

Our Total Cash and Cash Equivalents (Account 1000) increased by \$50,499, Inventory Assets (Account 1400) increased by \$11,413, while Prepaid Expenses decreased by \$4,373. Overall, we had a net increase of Total Assets \$54,435.

WSO's Total Liabilities and Equity was \$755,159 at the end of the period. This is an increase of \$54,435 from the previous month. Accounts Payable increased \$36,2580.

Looking at the P&L we can see Total Income for the month was \$120,051 which was an increase of \$16,106, or 15.5% in income from \$103,945 the month before. This is about 7.7% over our budgeted income amount of \$111,484.

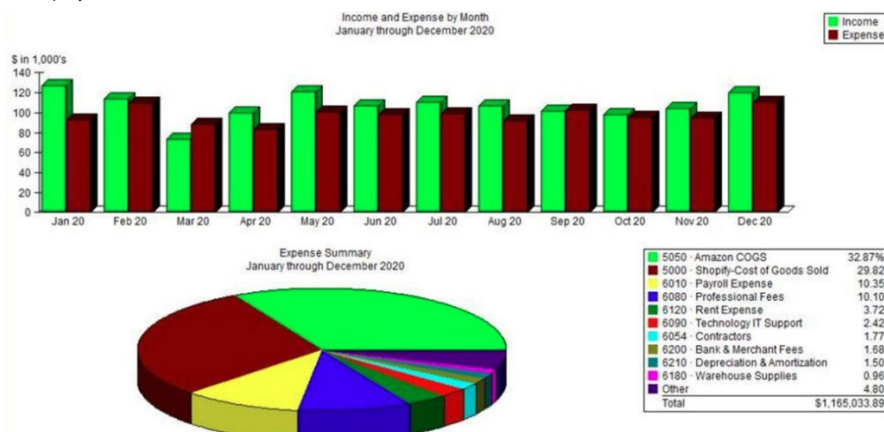
The combined Cost of Goods Sold (COGS) was \$65,413 which was more than the prior month's \$55,771 COGS due to the increase in sales. This left WSO a Gross Profit of \$54,638 before expenses.

WSO Expenses on the P&L include payroll, overhead and operating expenses. Overall WSO Total Expenses were \$44,668 this month, which were higher than the prior month by \$6,169. This resulted from a small increase as compared with the prior month in Contractor Costs, Inventory

Adjustments, and Travel Expenses (an expense from the prior year). After deducting the expenses from the Gross Profit WSO was left with a net income of \$9,970 for the month.

Income and Expense by Month that shows us how we are performing monthly compared to the approved budget. Our Total Income of \$120,051 was \$8,566 or about 7.7% more than what we budgeted. Book sales were down in Signal Hill and higher on Amazon against the budget. The 7th Tradition Contributions exceeding Budget by \$18.585. See section below regarding 7th Tradition Contribution Report.

Our expenses were 21.5% higher than budgeted, by \$7,905. Overall, for the month we under performed by \$2,225 against a Budgeted Net Income of \$12,194, resulting in an actual Net Income of \$9,970.



7th Tradition Contributions: WSO received \$30,092 in 7th Tradition Contributions for the month from members, groups, intergroups and regions, including a WEB Group contribution of \$3,000. Our ACAanniversary campaign of \$7 for the 7th brought in \$1,265. Also notable, there were 9 contributions that were \$500 or more. This resulted in an increase of \$7,133 total donations from prior month. Traditionally end of the year giving is higher than other months of the year. 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. 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.

Looking forward, we would like to let you know that the Finance and IT Committees are working

together to overhaul our website's 7th Tradition interface. More information will be forthcoming as we get closer to implementation.

If anyone has any questions after reviewing these financial statements, please contact our Treasurer, Bill D. on Slack or at treasurer@adultchildren.org

A question was asked about the 7 for the 7th Program: This report does not include those donations from January.

II. Committee Reports

A. Executive Committee David Mc B.

ABC AWC 2021 in Boca Raton

- Vice Chair working with Event Planners (Helms Briscoe) and legal advice
- Successfully converting our contractual obligation from full ABC/AWC to Board strategic retreat for Fall of 2021
- Discussed doing the ABC virtual in 2021 and have a virtual AWC a week later. Will refer to the board for decision.
- Vice-Chair working with Event Planners (Helms Briscoe) and legal advice successfully negotiated a favorable contract with Hilton SF that the board will review for approval by Jan 6th, 2021
- Update from Jim on plans for ABC ballot measure town halls

ABC AWC 2022 in San Francisco

- David McB made a motion to spend the money approved for the reviewing the BocaRaton contract on the 2022 San Francisco Contract – Seconded By Charlie, 3 Approved – Opposed by Jim
- Scheduled full board for SF contract review by the law firm; Krinzman, Huss, Lubetsky, Feldman & Hotte

OFFICER ELECTIONS PROTOCOL

Working on procedures to keep office up to date on decisions

Elections –

1. **Chair** (not contested) Charlie H.
2. **Vice Chair** (election held) Sharon F.
3. **Treasurer** (not contested) Jim B.
4. **Secretary** (Open) Conversations and brainstorming about what to do with this position.

MEMORIAL FOR MILES C: Confirm working with Toronto on Miles Memorial Meeting

SPECIAL WORKER FOR LITERATURE/PUBLISHING

Charlie gave an update on the Literature Publishing Special Worker, suggested of a month for Markus to the end of February.

PREPARATION FOR 2021 BUDGET REVIEW

B. ABC_AWC Committee David Mc B

- The committee met to evaluate the 2021 ABC AWC
- Recommended converting to a virtual convention ABC first weekend AWC second weekend
- Renamed the committee to ABC_AWC
- Discussed room block for SF 2022
- Looked at 2020 workshop form (supplied by Sharon F)

- On Hold for Board to approve 2021 and 2022
- Will be re-forming the Virtual Host committee for 2021
- Chair met with Host committee for 2022 on Hotel and room block. We are all excited about the pricing and location
- Still looking at using a professional platform for doing the ABC. May need to add a registration fee to support it.

Delegate Training Subcommittee Cheryl F. No report

C. Archives Committee Marcia J.

No written report. Actively working on a program to assist groups, intergroups, and regions to help with their archive efforts. Contact archives@adultchildren.org

D. Ballot Prep Committee Mary Jo L.

- An email announcing the 18 Proposals was sent to all groups on January 8th (19 were received and one was withdrawn in favor of having an AWC Workshop or Panel Discussion.)
- The Proposals are on the website for download. There was an initial error in the documents, and they were reposted late in the day on the 8th
- Translations were received in the Swedish, French and Spanish. We are very grateful for the efforts of these teams.
- The rest of the schedule is as follows:
January and February – Town Halls will be held to give Proposal Authors (Groups) the opportunity to present their Proposals and the Fellowship to ask questions. An email will be sent when dates are firmed up

February 15 – Voting Starts - An email will be sent that the Ballot is available for voting

March 31st – Deadline for Ballots

- Suggested guidelines for creating the WSO Analysis for each Proposal that we wrote for Board review is still 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

E. **CREA** (Ad Hoc Committee for Representation, Equity, and Accessibility) John W.

- The committee meets the first and third Friday of the month at 3:00 pm EST
- The committee met twice since the last monthly report: December 18, 2020 - 15 participants, January 1, 2021, -11 participants
- The committee approved five co-chairs to serve varying terms: Alaska (6 months), Jill H (1 year), John W (4 months), Kayl (6 months), Thaddeus G (3 months)
- The committee created a Membership Survey Working Group to begin working toward Goal 1 of the committee's goals for 2021: "Collect feedback from membership about diversity, representation, equity, inclusion, and accessibility to help guide future committee actions (e.g., surveys, workshops and/or town halls)."
- Noted that the committee has reached out to the authors of ABC 2021 Proposal 4 – which is related to having future printings of the BRB be more gender inclusive.
- Charlie H thanked CREA for its report and noted the board is reviewing it.

F. **DCOC** Bill D.

- The DCO Committee met on its regular 2nd and 4th Wednesdays this past month. The committee continues to monitor inventory and perform general office operations oversight. The committee also communicates regularly via its channel on Slack and via email.
- The items worked on since the last monthly Board Teleconference are:

- At the first meeting of the month the end of month inventory report was reviewed and there were no major variances between the end of the month physical counts and the inventory in the books. –Completed
 - At the second meeting of the committee later in the month, the Operations Manager went over the inventory statuses for the various SKUs at our warehouse and online marketplaces. They are all in good shape and we do not need to order anymore stock currently. – Completed
 - The committee recommended hiring an Amazon consultant to the board after reviewing several different consultants. The board approved the recommendation, and the consultant completed an assessment with next steps. The committee voted to go forward with those steps as they were within the amount approved by the board. The consultant identified specific action steps with the people responsible to complete the project These steps include:
 - Visibility Strategy (Consultant to own)
 - i. Development of total strategy and deployment
 - ii. Align on budgets for Amazon PPC
 - Setup international marketplaces (Consultant to own instructions; ACA WSO to own actual setup to ensure accounts are setup with ACA WSO emails.)
 - Share instructions on adding user permissions (Consultant to provide instruction; ACA WSO to provide availability for walk through)
 - Update listing images (Consultant to upload; ACA WSO to provide)
 - Update product keywords (Consultant to own)
 - Create enhanced content through brand registry (Consultant to own; ACA WSO to provide assets)
 - Submit counterfeit concerns through Brand Registry (Consultant to own) – In Process
- Business organizational assessment –The organizational assessment being performed by a consultant is wrapping up and he is expected to deliver his report to the board in January. The consultant has interviewed various staff and board members/committee chairs involved in business operations of the organization will be providing a detailed report on organizational structure recommendations going forward. – In Process
- Revisions to book covers before ordering - The office was asked to reach out to the Lit Committee to advise them that we plan to place an order for new BRB soft covers soon and it would be good to have the updated BRB cover artwork before placing the order. The DCOC Chair also discussed this at a recent board meeting. An update on this will be given at the first meeting of the month. – In Process
- A discussion was held for consideration of rebranding the committee's purpose and an expansion of scope that includes broader literature distribution operations. This would redefine the committee's role along with a name change. This will be discussed further on the agenda for the first meeting in January - In Process

Questions – Comments

1. Is the updated BRB cover ready for an upcoming Soft Cover Printing
A: Yes – it will be ready shortly in time for all future printings
2. Question on why 7th tradition contributions were included in the sales figures.
A: This was only done from the office report, and they will no longer be reporting these numbers. The numbers are reported in the Treasurers report.

G. European Committee Fredrik H.

- The monthly meeting was well attended again. Many fellows from different countries participated and showed great interest by asking questions, mainly related to literature and translations.
- As we now have a part-time employee creating layouts for the books, enquiring about the printing quotes and undertaking other tasks, things started to move forward. It shows how important it is for the European fellowship to have a dedicated person take care of printing translated literature. That includes everything, from a trifold flyer to new publications and books.
- The European Committee are in the process to set up its priorities for the upcoming year. So far, we have agreed on one goal for 2021:
- Support the development of a European Region to carry its message to the adult child who still suffers.

H. Finance Committee Bill D.

- During the month of December, the members of the Finance Committee met 4 times and worked on the following projects and tasks:
- The Committee was joined by O&S to review the financials for November. The financials were accepted by the committee and the treasurer posted them to the acawso.org website along with a written Treasurer's Report. – Completed
- The Committee in process of working on the 2021 Budget. Lucia has compiled spreadsheets/files, and updates accordingly, to facilitate the revenue and expense projections, including Committees' requests. Several meetings with the Board have taken place. The budget will be approved during the month of January for implementation in 2021. – In Process
- The Finance Committee has been working with a volunteer on the WSO IT Committee, on a software plugin, GIVEWP to better facilitate our 7th Tradition Contributions. We have met several times with the programmer on customization as to what the donor experience will be on the new website. Final testing will take place in the next few weeks, as well as integration into our accounting systems. If all goes well, it appears that the new plug in will be available mid-January. – In Process
- We have found that WSO may have exposure to Sales/Use Tax Liability for sales of literature to Puerto Rico. There are stiff penalties for noncompliance. We have very few sales to Puerto Rico, and we are therefore in process of researching the options available in order to comply in the most cost-effective manner. – In Process
- 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. In reviewing documents, it was determined that it inadvertently would expose WSO to IRS and OFAC Regulations and that subsidizing a legal entity would be against the Traditions. Therefore, we came to the consensus that this action would not be advisable. – Completed
- The Committee reviewed the Officers and Directors Liability Insurance Policy, the terms and limits, and who was covered. All appeared to be in order, and recommended Board to sign and renew the policy - Completed
- 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 and will be part of the Finance presentation at the ABC. – In Process.

- After discussing the Ballot Proposals to establish an International Literature Fund to support countries that cannot afford literature, the Finance Committee recommends adding this as a category in the new 7th Tradition website modifications, and the creation of a general ledger account to keep track of these contributions. – In Process
- The Finance Committee continues to compile financial policies in the creation of the first ever ACA WSO Accounting Manual. – In Process
- 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 an accounting professional to participate. Please email me at treasurer@adultchildren.org or send a message on Slack.

I. Hospitals and Institutions Committee Rich R.

- We had 77 H+I request sent out this month.
- We have finished our trifold, "ACA Info for Health Professionals." It has gone to the literature committee. 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.
- Our H+I Meeting is on the first Wednesday monthly at 3pm eastern on zoom

J. Information Technology Committee Sharon F.

- Site redesign - in progress ▪ Redesign Working Group meets on alternating Fridays at 11:30am ET
- Site to include more dynamic content, News to the fellowship and Recovery Events, Comline Blog, Expanded Literature offerings, be more accessible – text to voice, etc.
- WSO sent out a notice for a new special IT worker – if interested contact webservant@adultchildren.org, Information Technology Special Worker | ACA WSO

K. Literature Committee Charlie H.

- We held our quarterly Literature open Call on January 2, 2021
- Loving parent Guidebook – Manuscript has been drafted and submitted to 2 readership teams – about 20 readers – on track for publication this year
- Ready Set Go – A bit behind schedule. Making more progress on combining the different formats. Expect this to go into review by March or April
- A new project about a new delivery format for the ComLine is underway.
- Contact literature@adultchildren.org
- Jim asked about the literature committee page notice about not accepting new submissions at this time. This is still the case, and the committee is looking at when they can accept new literature items.

L. Member Services Committee Carole C.

- Carole has been off for 2 months due to an injury
- Meet on the first Wednesday of each month at 10 am Pacific

- We need a vice chair
- Member Services currently includes Global Members, Intergroups, Members, Regions, and Young Adults/Teens. We are also responsible for the Traveler Newsletter.
- Hoping to host quarterly virtual meetings on various topics
- Next meeting is Feb 3rd.

M. OPPM Committee Mary Jo L. Presented by Kelle J.

- No written report
- Looking at the committee section of the OPPM and sent some recommendations to the Board.
- Looking at the Right of Petition for committees and virtual meetings
- Initial discussion about having a section about Intergroups in the OPPM.

N. Nominating Committee Greg R.

- December was busy, we will be accepting nominations until January 15, 2021
- We have done interviews of 4 candidates that we have: one for the NE Region and 3 At-Large. We have now done 22 interviews for references
- The limitation for the length of traveler articles is causing a gap in communication between WSO and the fellowship.

Questions

Has Region 2 has been contacted about submitting a replacement trustee?

A: The Nominating Committee discussed this and does not see it as their role. It is up to Region 2.

Another question about the number of positions that we intend to fill.

A: Earliest we will submit the results of the nominations is end of January or February. They will likely submit all results at the same time. The committee may consider putting forth the region 5 ~~as~~ sooner but are leaning to all at once to support the team building phase.

O. Public Services Committee Jim B.

- The committee is seeing some renewed interest
- The Public Services Committee would be an excellent opportunity to help inform the public of the ACA program.
- This is a great opportunity to carry the message.
- We plan at looking at
- Updating the Public Information Flyer
- Doing outreach to Intergroups
- Getting the existing Public Service Announcements some airtime
- Creating new outreach members to different communities that may not know about ACA
- Spanish Speakers
- Members of Alanon and other 12 step fellowships
- Sharon asked if Jim was the still chair – Jim had stepped down as chair and is staying in the role until as acting chair until a new chair is elected.

P. Service Network Committee Jim B.

- 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. There is also a new weekly ACA meeting on steps, traditions, and concept of the month.
- We will be pulling together all of the latest material to issue the latest draft service manual at the 2021 Virtual ABC.

Q. Ad Hoc Human Resources Committee Rich R.

The HR Manual (Handbook) was approved by the Board on 12/3/20. And was presented to the employees at one of our HR Lunch Meetings. This was a major goal of the committee, and we need to see if the ad hoc committee will continue.

R. Ad Hoc Committee on Meeting and Service Safety Erin D

The MSSC met to discuss distributing agenda items to the three subcommittees.

The Addressing Predatory Behavior Subcommittee low attendance forfeited the December meeting. January elected new officers. The next meeting is February 7 at 1:30 pm Eastern. Self-check inventory Greg M and Neil H will serve as newly elected co-chairs.

S. **Service Norms Subcommittee** Will hold their first meeting Sunday, January 17th at 1:30 pm Eastern. The Board Norms document presented at the December MSSC will begin revision for WSO Service Norms of all levels including optional use for Intergroups and Regions.

Virtual/Online and Phone Subcommittee No report this month. A Phone Safety policy is to be reviewed and possible presentations on phone and virtual meeting safety topics. See webpage for January meeting time. Please consider joining our committee or any of our subcommittees.

We can be reached at meetingsafety@adultchildren.org or on our open Slack channel for meeting times. #meeting_and_service_safety_adhoc or direct message on Slack @Erin D

T. **WSO Office** Report Nick C.

The office is moving away from financial reporting and looking more at the bookvolumes and inventory.

4
Amazon
FBA US
Sales

Sales snapshot taken at January 4, 2021 9:07:21 AM PST

| | | | | |
|-------------------|---------------|-----------------------|-----------------------|-----------------------|
| Total order items | Units ordered | Ordered product sales | Avg. units/order item | Avg. sales/order item |
| 2,349 | 2,517 | \$43,987.50 | 1.07 | \$18.73 |

5
Amazon
FBA UK
Sales

Date

Sales breakdown

Fulfillment channel

Custom

Marketplace total

Bulk (Amazon and seller)

GO

Sales snapshot taken at 4 January 2021 17:41:53 GMT

| | | | | |
|-------------------|---------------|-----------------------|-----------------------|-----------------------|
| Total order items | Units ordered | Ordered product sales | Avg. units/order item | Avg. sales/order item |
| 134 | 137 | £2,174.00 | 1.02 | £16.22 |

Motions Passed and Read into the Minutes

Board Work Meeting of December 17, 2020

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

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.

Second: Sharon F.

Decision: Motion passed 6 to 1. (Rich R. absent)

Motion: That \$25.00 gift cards be bought for the WSO employees. (Bill D.)

Second: Fredrik

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

Executive Committee Meeting of January 5, 2021

Motion: To approve the contract for the 2022 Hotel in San Francisco that was done with the support of HelmsBriscoe. (David Mc B.)

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

Second: Jim B.

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

Board Work Meeting of January 7, 2021

Motion: To amend the OPPM regarding committee chair and vice chair elections and terms as follows: (Charlie H.)

Consistent with Concepts 3, 10 and 11 and Tradition 9, the Board of Trustees confirms committee chairs and vice chairs using the following process:

- a. 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.
- b. 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 see 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.

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.

Second: Bill D.

Decision: Motion passed 7 yea and 1 nay.

Minority Opinion: It takes one year to learn the job and then a year to do it. So, I am not in favor of a one-year term. Also, this is a different policy than those we have for other levels of service in WSO. I do not understand why we need it here.

Vote on Minority Opinion: No change.

Motion: To include the following in the OPPM: (Charlie H.)

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 an exception occurs, they should explain to the board why the committee believes the specific criteria in question should be waived.

- i. Continuous attendance at ACA meetings for at least the previous two years.
- ii. 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.
- iii. Attendance on at least three WSO monthly Board Teleconference calls within the 12 months prior to becoming chair.
- iv. Working knowledge of the ACA Steps, Traditions and Concepts of Service.
- v. WSO committee chairs and vice chairs may not hold a similar position in another 12-Step fellowship.
- vi. Demonstrated skill at working in a group setting and completing projects.
- vii. Ability to meet all committee meeting requirements, attend monthly board teleconferences, and comply with all OPPM guidelines related to committee officer service.
- viii. Willingness to sign both the Commitment to Service and a WSO Conflict of Interest Statement.

Second: Sharon F.

Decision: Motion passed unanimously.

Motions passed via Specific Concurrence (SC) since the last Teleconference. An SC is considered time sensitive and is done electronically.

Motion: To hold the 2021 ABC AWC as a virtual event. The ABC to be held on the weekend of April 24-25, 2021. The AWC to be held on the weekend of May 1-2, 2021. (David Mc B)

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

Second: Rich R.

Decision: Motion passed unanimously.

Guest Comments

- **Barbara from Northern California:** Looking at the proposals – 8 out of 18 have to do with Literature. It is hard to make a decision on a proposal without more information – such as cost, timeframe, need for a special worker. Is there a list of active Literature projects? Suggesting a change to the process so that literature requests go to the literature committee for review.
 - Charlie noted that WSO was asked to not provide information that may sway the

- fellowship voting on proposals.
 - Sharon noted the desire to incorporate more knowledge-based decision making into the ballot proposal process.
 - A quick yes/no poll was done to see if the people on the call support Barbara's idea. Charlie and Barbara to discuss offline.
- **Karin S:** Follow-up on the Concepts Study Group – Meeting on Sunday January 17th at 3PM Eastern to discuss Concept 1. Rich R will do a lead share and then a discussion. Info is on the Events Calendar. Ignore the typo that says 10:30. A call to service for experienced Service Members to share your personal experience on the concepts. Please reach out on Slack.
- **Kelle J:** Was double checking if the Ballot proposals were posted and she found them, and they were only recently posted and emailed out.
- **Rob F:** New to ACA and attending ACA Chapel Hill for 7 months. The group is not practicing the 7th Tradition. How can we do this? People want to and do not know how.
 - Bill noted that WSO does support electronic and postal mail 7th Tradition contributions where members, groups, Intergrups, and regions can make contributions, <https://adultchildren.org/contribute/7th-tradition-contribution/>
 - And we also support Venmo @ACAWSO, and Zelle – treasurer@adultchildren.org. And PayPal - treasurer@adultchildren.org
- **John W:** Similar question on 7th Tradition. Our group reads the information about WSO's 7th Tradition, but we are not able to contribute to our Intergrup since we do not have a treasurer. We are looking for advice on how to group 7th Tradition collections. Can an individual get a PayPal or Venmo account? Or can the group get one? We want to be covered when the treasurer rotates. And also, to support international contributions.
 - Bill suggested setting up a PayPal account for an email account that is set up for this purpose that is shared with more than one person.
- **Marcus H:** We have also struggled with this and realize that meetings are also. Can a procedure document be written by WSO to help groups and intergrups?
 - Bill said he will put this on the Finance Committee agenda. There is an existing document that we have, but it may be outdated as far as electronic information. https://adultchildren.org/wp-content/uploads/Literature/Suggested_Banking_Accounting_EN-US_A4.pdf
 - **Alaska:** Noted that PayPal accounts need to be connected to a person. And is not aware that accounts can be created with an email only. If this is really possible? That would be great, and we would love to see this information.
- **Alexandra:** Has thoughts on the Committee motion presented today. Is a member of the Committee for Representation, Equity and Accessibility. Noted that one of the most important things from our traditions is the voice of the group conscience to elect trusted servants that embody the principles, and this is not always a linear function of time in the program. It looks like the amount of time to be eligible for committee chair has been doubled, the CREA committee sees this as controlling. Wants to ensure the spiritual practice of the group conscience outweighs the technical requirements listed.
 - Charlie noted that the criteria listed are not rules and are flexible. And that working the ACA program is very important to ensure our laundry list traits are understood well before this level of service.
 - These are suggested guidelines.
 - Alexandra noted it looks like we have put more emphasis on time in the program –why is that? Charlie noted that we have seen a correlation of time working the ACA program

and the ability to withstand the back and forth of group committee work.

- **Carole C:** Our Intergroup is getting this question a lot about how groups can collect the 7thTradition. Suggest that money is placed in an envelope and kept safely. They will need to handle rent when they come back. And can also send extra funds to the IG and WSO.
- **Jim R:** In my online meeting, we set up Gmail accounts, and created a PayPal account. We linked in a debit card and not a bank account. The money is held by PayPal until it is used. Other cards can be added if needed. We have a prudent reserve and when we have double the prudent reserve, we disburse the money to WSO and our IG. Anonymity is an issue as names and emails show up on accountstatements. We suggest members use anonymous email accounts. Cache APP is an application that can be used and is more anonymous.

III. Closing Activities

- a. Next WSO Board Teleconference Meeting is Saturday February 13th at 2PM Eastern
- b. Please look for the announcement for the meeting for Miles
- c. Motion to Close the Meeting -Approved
- d. Meeting closed with the Serenity Prayer.

Appendix 1: Status of 2020 ABC Motions

| Motion | Status |
|---|--|
| Motion 1 (Proposal 3): That the ACA Preamble be sent back to the Service Network Committee with comments to they can and get more fellowship feedback, make updates, and refine the wording. | The Service Network Committee has created 3 new drafts for the preamble that have been provided to the Literature committee. |
| Motion 2 (Proposal 8): We move that the Literature Committee create educational resource(s) that assist adult children in the creation of healthy boundaries. | A Literature subcommittee has been formed. |
| Motion 3 (Proposal 10): That WSO create a daily re-parenting reader similar in structure to the Strengthening My Recovery (SMR) daily reader. The content will draw from and complement the forthcoming Loving Parent Guidebook. Material will also come from The Big Red Book, other ACA literature (including new materials) and ACA member submissions. The purpose of the daily reader will be to support the fellowship as we learn to re-parent ourselves with gentleness, humor, love, and respect. | Pending. |
| Motion 4 (Proposal 13): To move up the “Alcoholic/Dysfunctional Families” part of the title on the cover of the Big Red Book to be consistent with the Title Page (p. 1) “Adult Children of Alcoholics-Alcoholic/Dysfunctional Families.” Also, that the spine of the BRB be changed to read: “Adult Children of Alcoholics/Dysfunctional Families.” | A special Literature worker has been hired and this is on their list. |
| Motion 5 (ABC 2020 Floor 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; addressing fellowship safety issues within all formats and venues during the current coronavirus pandemic and thereafter. | Ad Hoc Committee has formed and is active |

Appendix 2: December 2020 Financial Sheets

Adult Children of Alcoholics World Service Organization Inc

Balance Sheet As of December 31, 2020

| | Dec 31, 20 | Nov 30, 20 |
|--|------------|------------|
| ASSETS | | |
| Current Assets | | |
| Checking/Savings | | |
| 1000 · Cash & Cash Equivalents | | |
| 1010 · Bank of America | | |
| 1011 · General Operating-Ck-7246 | 64,028.65 | 56,985.05 |
| 1012 · AF Operating Account-Ck #1623 | 51,417.51 | 32,146.14 |
| 1013 · Operations Savings #4377 | 65,182.60 | 64,929.84 |
| 1014 · Bank Of America CD #3670 | 100,000.00 | 100,000.00 |
| Total 1010 · Bank of America | 280,628.76 | 254,061.03 |
| 1020 · Chase Bank | | |
| 1021 · Chase Operations Ckg #1315 | 9,034.77 | 9,030.19 |
| 1022 · Chase Savings #1591 | 84,169.26 | 84,168.56 |
| Total 1020 · Chase Bank | 93,204.03 | 93,198.75 |
| 1100 · Merchant Accounts | | |
| 1031 · TransferWise-EUR # | 703.52 | 938.23 |
| 1030 · TransferWise-USD # | 24.32 | 20.00 |
| 1032 · TransferWise-GBP # | 954.54 | 4,013.28 |
| 1105 · Venmo | 3,725.07 | 1,610.30 |
| 1110 · PayPal | | |
| 1112 · Paypal-7th Tradition | 53,746.95 | 33,932.40 |
| Total 1110 · PayPal | 53,746.95 | 33,932.40 |
| 1120 · Shopify Payments | 4,758.97 | 3,478.96 |
| 1130 · Amazon US Clearing | 10,393.95 | 6,829.77 |
| 1131 · Amazon Canada Clearing | 665.95 | 328.58 |
| 1132 · Amazon UK Clearing | 960.46 | 932.50 |
| 1133 · Amazon FR Clearing | 14.73 | 43.39 |
| 1134 · Amazon DE Clearing | 208.03 | 177.65 |
| 1135 · Amazon ES Clearing | 20.48 | 11.83 |
| 1136 · Amazon IT Clearing | 14.73 | -1.21 |
| Total 1100 · Merchant Accounts | 76,191.70 | 52,315.68 |
| Total 1000 · Cash & Cash Equivalents | 450,024.49 | 399,575.46 |
| Accounts Receivable | | |
| 1300 · Customer Receivable | 489.50 | 813.65 |
| Total Accounts Receivable | 489.50 | 813.65 |
| Other Current Assets | | |
| 1310 · Other Receivables | 253.00 | 3,055.38 |
| 1320 · SHOPIFY-Shopp'g cart receivable | 3,261.91 | 1,793.84 |
| 1330 · Interest Receivable | 2,520.00 | 2,432.95 |
| 1350 · Prepaid Expenses | | |
| 1352 · Insurance | 1,221.62 | 1,451.96 |
| 1353 · Security Deposit | 3,850.00 | 3,850.00 |
| 1354 · Outside Contractors | 6,918.56 | 7,782.41 |

For Management Purposes Only

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Adult Children of Alcoholics World Service Organization Inc

Balance Sheet As of December 31, 2020

| | Dec 31, 20 | Nov 30, 20 |
|-----------------------------------|-------------------|-------------------|
| 1350 · Prepaid Expenses - Other | 25,044.87 | 28,323.97 |
| Total 1350 · Prepaid Expenses | 37,035.05 | 41,408.34 |
| 1400 · Inventory Asset | | |
| 1410 · Shopify Inventory | | |
| 1411 · Textbook Inventory | 71,793.50 | 75,867.89 |
| 1412 · Workbook Inventory | 53,225.06 | 24,721.28 |
| 1413 · Tri-Folds | 1,973.59 | 1,701.26 |
| 1415 · Medallions/Chips | 15,633.72 | 15,794.37 |
| 1416 · Sub-Par Inventory | 1,411.70 | 1,561.92 |
| Total 1410 · Shopify Inventory | 144,037.57 | 119,646.72 |
| 1420 · Amazon Inventory | | |
| 1421 · Textbook Inventory | 30,330.67 | 38,131.64 |
| 1422 · Workbook Inventory | 25,211.75 | 29,016.16 |
| Total 1420 · Amazon Inventory | 55,542.42 | 67,147.80 |
| 1430 · Inventory-Europe | 521.40 | 521.40 |
| 1400 · Inventory Asset - Other | 0.00 | 1,372.41 |
| Total 1400 · Inventory Asset | 200,101.39 | 188,688.33 |
| Total Other Current Assets | 243,171.35 | 237,378.84 |
| Total Current Assets | 693,685.34 | 637,767.95 |
| Fixed Assets | | |
| 1800 · Fixed Assets | | |
| 1810 · Furniture & Fixtures | | |
| 1812 · Warehouse Furn/Fix | 1,037.85 | 1,037.85 |
| 1813 · Shelving | 3,377.94 | 3,377.94 |
| Total 1810 · Furniture & Fixtures | 4,415.79 | 4,415.79 |
| 1820 · Equipment | | |
| 1821 · Computers | 3,237.20 | 3,237.20 |
| 1822 · Security System | 4,375.00 | 4,375.00 |
| 1823 · Office Equipment | 1,442.34 | 1,442.34 |
| 1825 · Warehouse Equipment | 13,886.77 | 13,886.77 |
| Total 1820 · Equipment | 22,941.31 | 22,941.31 |
| 1850 · Intangible Assets | | |
| 1851 · Computer Software | 3,246.01 | 3,246.01 |
| 1852 · Website Development | 108,381.66 | 108,381.66 |
| 1853 · Copyright | 5,629.13 | 5,629.13 |
| 1854 · Trademark | 1,269.07 | 1,269.07 |
| Total 1850 · Intangible Assets | 118,525.87 | 118,525.87 |
| 1860 · Accum. Depr' & Am't | | |
| 1861 · Accumulated Depreciation | -19,410.00 | -18,860.00 |
| 1862 · Accumulated Amortization | -64,999.00 | -64,067.00 |
| Total 1860 · Accum. Depr' & Am't | -84,409.00 | -82,927.00 |
| Total 1800 · Fixed Assets | 61,473.97 | 62,955.97 |
| Total Fixed Assets | 61,473.97 | 62,955.97 |
| TOTAL ASSETS | 755,159.31 | 700,723.92 |

For Management Purposes Only

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Appendix 2: December 2020 Financial Sheets

| Adult Children of Alcoholics World Service Organization Inc | | |
|---|-------------------|-------------------|
| Balance Sheet | | |
| As of December 31, 2020 | | |
| | Dec 31, 20 | Nov 30, 20 |
| LIABILITIES & EQUITY | | |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable | | |
| 2000 · Accounts Payable | 42,211.89 | 5,632.00 |
| Total Accounts Payable | 42,211.89 | 5,632.00 |
| Credit Cards | | |
| 2011 · Bank of America-Corp Card #1794 | 3,859.95 | 3,340.83 |
| Total Credit Cards | 3,859.95 | 3,340.83 |
| Other Current Liabilities | | |
| 2100 · Payroll Liabilities | | |
| 2106 · Accrued Wages and Payroll Taxes | 12,696.49 | 6,843.35 |
| Total 2100 · Payroll Liabilities | 12,696.49 | 6,843.35 |
| 2120 · Sales Tax Payable | 6,295.25 | 4,781.80 |
| 2200 · Accrued Liabilities | 5,500.00 | 5,500.00 |
| Total Other Current Liabilities | 24,491.74 | 17,125.15 |
| Total Current Liabilities | 70,563.58 | 26,097.98 |
| Total Liabilities | 70,563.58 | 26,097.98 |
| Equity | | |
| 32000 · Unrestricted Net Assets.. | 564,333.69 | 564,333.69 |
| Net Income | 120,262.04 | 110,292.25 |
| Total Equity | 684,595.73 | 674,625.94 |
| TOTAL LIABILITIES & EQUITY | 755,159.31 | 700,723.92 |

For Management Purposes Only

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| Adult Children of Alcoholics World Service Organization Inc | | |
|---|--|-----------|
| Balance Sheet | | |
| As of December 31, 2020 | | |
| | | \$ Change |
| ASSETS | | |
| Current Assets | | |
| Checking/Savings | | |
| 1000 · Cash & Cash Equivalents | | |
| 1010 · Bank of America | | |
| 1011 · General Operating-Ck-7246 | | 7,043.60 |
| 1012 · AF Operating Account-Ck #1623 | | 19,271.37 |
| 1013 · Operations Savings #4377 | | 252.76 |
| 1014 · Bank Of America CD #3670 | | 0.00 |
| Total 1010 · Bank of America | | 26,567.73 |
| 1020 · Chase Bank | | |
| 1021 · Chase Operations Ckg #1315 | | 4.58 |
| 1022 · Chase Savings #1591 | | 0.70 |
| Total 1020 · Chase Bank | | 5.28 |
| 1100 · Merchant Accounts | | |
| 1031 · TransferWise-EUR # | | -234.71 |
| 1030 · TransferWise-USD # | | 4.32 |
| 1032 · TransferWise-GBP # | | -3,058.74 |
| 1105 · Venmo | | 2,114.77 |
| 1110 · PayPal | | |
| 1112 · Paypal-7th Tradition | | 19,814.55 |
| Total 1110 · PayPal | | 19,814.55 |
| 1120 · Shopify Payments | | 1,280.01 |
| 1130 · Amazon US Clearing | | 3,564.18 |
| 1131 · Amazon Canada Clearing | | 337.37 |
| 1132 · Amazon UK Clearing | | 27.96 |
| 1133 · Amazon FR Clearing | | -28.66 |
| 1134 · Amazon DE Clearing | | 30.38 |
| 1135 · Amazon ES Clearing | | 8.65 |
| 1136 · Amazon IT Clearing | | 15.94 |
| Total 1100 · Merchant Accounts | | 23,876.02 |
| Total 1000 · Cash & Cash Equivalents | | 50,449.03 |
| Total Checking/Savings | | 50,449.03 |
| Accounts Receivable | | |
| 1300 · Customer Receivable | | -324.15 |
| Total Accounts Receivable | | -324.15 |
| Other Current Assets | | |
| 1310 · Other Receivables | | -2,802.38 |
| 1320 · SHOIFY-Shopp'g cart receivable | | 1,468.07 |
| 1330 · Interest Receivable | | 87.05 |
| 1350 · Prepaid Expenses | | |
| 1352 · Insurance | | -230.34 |
| 1353 · Security Deposit | | 0.00 |
| 1354 · Outside Contractors | | -863.85 |

For Management Purposes Only

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Appendix 2: December 2020 Financial Sheets

| Balance Sheet | |
|-----------------------------------|------------------|
| As of December 31, 2020 | |
| | <u>\$ Change</u> |
| 1350 • Prepaid Expenses - Other | -3,279.10 |
| Total 1350 • Prepaid Expenses | -4,373.29 |
| 1400 • Inventory Asset | |
| 1410 • Shopify Inventory | |
| 1411 • Textbook Inventory | -4,074.39 |
| 1412 • Workbook Inventory | 28,503.78 |
| 1413 • Tri-Folds | 272.33 |
| 1415 • Medallions/Chips | -160.65 |
| 1416 • Sub-Par Inventory | -150.22 |
| Total 1410 • Shopify Inventory | 24,390.85 |
| 1420 • Amazon Inventory | |
| 1421 • Textbook Inventory | -7,800.97 |
| 1422 • Workbook Inventory | -3,804.41 |
| Total 1420 • Amazon Inventory | -11,605.38 |
| 1430 • Inventory-Europe | 0.00 |
| 1400 • Inventory Asset - Other | -1,372.41 |
| Total 1400 • Inventory Asset | 11,413.06 |
| Total Other Current Assets | 5,792.51 |
| Total Current Assets | 55,917.39 |
| Fixed Assets | |
| 1800 • Fixed Assets | |
| 1810 • Furniture & Fixtures | |
| 1812 • Warehouse Furn/Fix | 0.00 |
| 1813 • Shelving | 0.00 |
| Total 1810 • Furniture & Fixtures | 0.00 |
| 1820 • Equipment | |
| 1821 • Computers | 0.00 |
| 1822 • Security System | 0.00 |
| 1823 • Office Equipment | 0.00 |
| 1825 • Warehouse Equipment | 0.00 |
| Total 1820 • Equipment | 0.00 |
| 1850 • Intangible Assets | |
| 1851 • Computer Software | 0.00 |
| 1852 • Website Development | 0.00 |
| 1853 • Copyright | 0.00 |
| 1854 • Trademark | 0.00 |
| Total 1850 • Intangible Assets | 0.00 |
| 1860 • Accum. Depr' & Am't | |
| 1861 • Accumulated Depreciation | -550.00 |
| 1862 • Accumulated Amortization | -932.00 |
| Total 1860 • Accum. Depr' & Am't | -1,482.00 |
| Total 1800 • Fixed Assets | -1,482.00 |
| Total Fixed Assets | -1,482.00 |
| TOTAL ASSETS | 54,435.39 |

For Management Purposes Only

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| Adult Children of Alcoholics World Service Organization Inc | |
|--|------------------|
| Balance Sheet | |
| As of December 31, 2020 | |
| | <u>\$ Change</u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 2000 • Accounts Payable | 36,579.89 |
| Total Accounts Payable | 36,579.89 |
| Credit Cards | |
| 2011 • Bank of America-Corp Card #1794 | 519.12 |
| Total Credit Cards | 519.12 |
| Other Current Liabilities | |
| 2100 • Payroll Liabilities | |
| 2106 • Accrued Wages and Payroll Taxes | 5,853.14 |
| Total 2100 • Payroll Liabilities | 5,853.14 |
| 2120 • Sales Tax Payable | 1,513.45 |
| 2200 • Accrued Liabilities | 0.00 |
| Total Other Current Liabilities | 7,366.59 |
| Total Current Liabilities | 44,465.60 |
| Total Liabilities | 44,465.60 |
| Equity | |
| 32000 • Unrestricted Net Assets.. | 0.00 |
| Net Income | 9,969.79 |
| Total Equity | 9,969.79 |
| TOTAL LIABILITIES & EQUITY | 54,435.39 |

For Management Purposes Only

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[CLICK HERE TO SEE 7TH TRADITION CONTRIBUTIONS FOR DECEMBER](#)



MONTHLY TELECONFERENCE MINUTES

February 13, 2021

2PM Eastern

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

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

| Zoom Meeting Login | Dial-in USA | Dial-in International |
|-------------------------|-----------------|---|
| Meeting ID: 228-809-511 | +1 929 205 6099 | ix. Full list of international |
| Password: 90755 | (New York) | Numbers |
| | +1 312 626 6799 | https://zoom.us/j/adSv3hv19d |
| | (Chicago) | |
| | +1 669 900 6833 | |
| | (San Jose) | |

I. Call to Order and Introductory Business

A. David Mc B opened the meeting with the Serenity Prayer.

B. Roll Call of Board Members

Present: Bill D, David McB, Erin D, Fredrik H, Jim B, Rich R, Sharon F

Absent: Charlie H.

C. Quorum Established

D. Guest Introductions

| | | | |
|---|--|--|---------------------------------------|
| Alexandra/Stockholm SWE Swedish Board, Spiritual Inclusion, CREA | Carole C./ Region 2 Rep/CA MSC Chair | Juliane V./IN, We Agnostics Rep / Literature: Spiritual, New Lit Reader, MSC | Michael S./St. Louis MO IG |
| Aleksandra/ Poland IG Translations Vice-Chair | Cheryl/Toronto CAN IG DTSC Chair | Laura D./CO Literature | Michelle/WI Sanctuary w/o Borders |
| Anette/UK | Denise R./ AK 020 and 021 Literature and Nominating | Lucia S./S. FL/WSO Controller, DCOC, ABC Finance Vice-Chair | Nick C./CA /ACAWSO Operations Manager |
| Barbara/NorCal Nominating | Greg R./TX/Nominating Chair, Literature Strat. Plan. | Marcus/ CA/Greater E. Bay Secretary/ Spiritual Inclusion | Peter C./UK (England) |
| Ben L./ Springfield, VA | Hannah M/ DC Area IG | Marius/Bucharest, Romania | Rene A./North Hampton, MA Rep |
| Bernadette H./Belleville CAN IG 558 | Jim R./New York WEB0120 Ballot Prep | Mary Jo L./Chicago, IL Chair Ballot Prep and OPPM, IT | Shari/Greater East Bay IG Chair |
| Carol G./Monterey Bay IG | John W./WEB0256 POC Rep, CREA | Melanie/VA WSO Rep | Tamara P./MN |

| | | | |
|---------|--|--|------------------------------|
| Finance | | | Chair Intergroup Sub. MSC |
|---------|--|--|------------------------------|

E. **Tradition Two:** For our group purpose there is but one ultimate authority in a loving God as expressed in our group conscience. Our leaders are but trusted servants, they do not govern.

F. Approval of Minutes

Motion: To approve the Minutes from January 9, 2021 (Jim B.)

Second: Sharon F.

Decision: Motion passed unanimously.

G. **Chair Report:** Charlie is not present, so no report was given.

H. **Treasurer's Report** and Approval [See Appendix 2 for documents.](#)

In reviewing the **Balance Sheet**, we can see ACA WSO ended the month with \$751,454 in Total Assets.

The previous month was \$755,151, resulting in a decrease of \$3,697. Our Total Cash and Cash Equivalents (Account 1000) increased by \$13,056, Inventory Assets (Account 1400) decreased by \$20,627, while Prepaid Expenses increased by \$5,444. WSO's Total Liabilities & Equity was \$751.454 at the end of the period. This is a decrease of \$3,697 from the previous month. Accounts Payable decreased \$25,919. This is because the prior month contained an unpaid invoice of \$36,000 for Books. Year-To-Date net income is \$21,607.

Looking at the P&L we can see Total Income for the month was \$136,356. This includes Shopify sales of \$37.5K, Amazon sales of \$68K, and 7th Tradition payments of \$28.6K. Book sales increased \$20.5K, while 7th Tradition contributions decreased \$1.5K from the prior month. The prior month total income was \$120K. Therefore, Total Income increased by \$16,130.00 or 13.4% from the prior month.

The combined Cost of Goods Sold (COGS) was \$74,329.00, which was more than that of the prior month total of \$62,897.00 due to the increase in sales. This left WSO a Gross Profit of \$62,028.00 before expenses.

WSO Expenses on the P&L include payroll, overhead and operating expenses. Overall WSO Total Expenses were \$40,420 this month, which were lower than the prior month by \$4,248. This resulted from a small decrease as compared with the prior month in Professional Fees, Inventory Adjustments, and Travel Expenses. After deducting the expenses from the Gross Profit WSO was left with a net income of \$21,607 for the month.

Income Summary

| | |
|-------------------------------------|--------------|
| 4030 · Amazon Revenue | 49.92% |
| 4010 · Shopify Revenue | 43.66 |
| 4080 · 7th Traditions Contributions | 4.79 |
| 4060 · Audible Revenue | 1.49 |
| 4200 · Other Revenue | 0.07 |
| 4050 · Barnes & Noble Revenue | 0.06 |
| 4150 · European Sales | 0.01 |
| Total | \$136,356.36 |

Compare to Budget.

Our Total Income of \$136,356 was \$11,056 more than the Budgeted amount of \$125,300, or about 8.8% more than what we budgeted. Book sales were lower in Signal Hill and higher on Amazon against the budget. The 7th Tradition Contributions exceeding Budget by \$10,138. See section below regarding 7th Tradition Contribution Report.

Our expenses were 18.9% lower than budgeted, by \$9,390. Overall, for the month we over performed by \$16,961 against a Budgeted Net Income of \$4,646.

7th Tradition

WSO received \$28,555 in 7th Tradition Contributions for the month from members, groups, intergroups and regions. Our campaign of \$7 for the 7th brought in \$1,416. Also notable, there were 10 contributions that were \$500 or more. However overall, there was a decrease of \$1,537 total donations from 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. A special shout out to region five, intergroup 634 intergroup 626, intergroup 44 and our friends on the telephone and web zoom meetings for their generous contributions this month. 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 contacting either treasurer@adultchildren.org or finance@acawso.org for the details. 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 www.acawso.org website.

We are in the final stages of testing a new web page for supporting 7th tradition contributions. Please check the traveler and service website for announcements on this.

II. Committee Reports**A. Executive Committee**

The strategic retreat for the Board to be held in Boca Raton, FL will be discussed in a board meeting. The agenda will also be discussed and finalized.

There was a review of the 2021 ABC AWC event planning, and a discussion of the format for the AWC. We had an update from Jim B. on the plans and status of Town Halls to discuss ballot measures.

The Board approved a favorable contract with the San Francisco Hilton for the 2022 ABC/AWC. It was signed on 6 January 2021 by the Chair and Vice Chair after a contract review by the law firm Krinzman, Huss, Lubetsky, Feldman and Hotte.

The Memorial Meeting for Miles C. was confirmed.

B. ABC AWC Committee (David Mc B)**2021 Virtual ABC and AWC**

The ABC will be held the weekend of April 24 and 25th. The AWC will be held May 1 and May 2. New members have stepped up to help and we always welcome more participation. If you would like to be part of this, email ABC@adultchildren.org We've decided to reach back out to the same

parliamentarian for the ABC. We're trying to form a virtual host committee for 2021. Jim R is taking the lead on delegate binder. Work is being done on a budget cost for tech platform that can be used into the future. Forms are being completed and the website updated. Links to participate as a speaker, present a workshop or apply to be the ABC Chair. Registration will be available by the end of February.

2022 ABC AWC in San Francisco (Jim B.)

The contract for the 2022 ABC in San Francisco has been successfully negotiated and signed. We will be meeting downtown in the Financial District in the Hilton Hotel on the edge of Chinatown. Reservations will be available one year out. The 2022 ABC AWC will be virtual as well as in-person. The San Francisco Bay Intergroup is planning activities, speaker meetings, and workshops. The committee meets monthly on the second Sunday of the month
<https://www.acasfbayarea.org/2022-aca-world-convention/>

2023 ABC AWC

We are looking for a host for this convention. Erin D. asked when we might consider holding the ABC AWC outside the USA. We have agreed to every 5th year, but it does not have to happen in the 5th year. It could be the fourth year as well. This means either 2023 or 2024. This opens the host application open to worldwide Intergroups for those years.

Delegate Training Subcommittee

Our delegate Handbook has been submitted to the ABC committee for review and feedback.

The Slack Channel for ABC Delegate information has a new name: **2021_abc_delegate_information**. This is a location for all delegates to get the information they need for this year's ABC. It will include last year's information in order to provide continuity. 2019 ABC AWC information has been archived. We have completed a PowerPoint Presentation for a Traditions Workshop that we hope to obtain a slot for.

The delegate training schedule is posted. All four workshops will be recorded and at least two will be posted to our channel. If delegates cannot attend a live workshop, they should take time to use the recorded versions. We also have Mock Proposal Sessions and a Meet and Greet for delegates scheduled. Information about these will be in the March and April *Travelers*.

The committee is looking for service roles for next year. A secretary and vice chair are needed. Service is also needed to help with workshops and deliver training sessions. Our committee now meet on the fourth Monday of the month at noon Eastern USA time.

C. Archive Committee **Marcia J. absent**

D. Ad hoc Committee for Representation, Equity, and Accessibility: **John W**

Committee participation was up to 12 from 8 at our last meeting. The committee meets on the 1st and 3rd Fridays of each month.

The committee empowered the co-chairs to create separate slack channels, working groups, and empowerment teams as needed, and the channels are closed lock. Working towards goal number four.

We changed the name of the committee to “Representation, Equity, and Accessibility (REA) for clarity. Some Slack channel names were also changed. The current names are “Represent, Equity, Accessibility Committee,” “Represent Ethnic Racial Equity Empowerment Team,” “Represent Membership Survey,” and “Represent Equity Accessibility Diversity Open.”

A decision was made to have a committee meeting dedicated to four or five personal shares about topics of representation, equity, accessibility and diversity, diversity and inclusion in ACA, and visions/ideas for the committee on the fifth Friday of every month that has a fifth Friday. We invite anyone in this meeting to come to that meeting. The next one will be April 30. If you have any ideas for this committee, please attend.

Concerns brought to our attention:

- Site related accessibility issues
- Meetings listed as restricted to various populations: hetero men; women only; Cis, trans women nonbinary meeting specifying no Cis or trans men.
- We will discuss meeting restrictions at our next meeting. Please attend if you are interested.
- David McB noted that the board is working on whether meetings that have an “only” designation are in violation of the Traditions. The Board will look forward to any report the REA committee creates.

E. Ballot Prep Committee (Mary Jo L.)

The ballot prep committee held our three town halls in January. Two more were held this month. As most of you know, that gave people the opportunity to ask questions about the proposals. And we did get very positive feedback about this. It was written in the OPPM that this was going to happen on an annual basis. So, we will do that in the future. There are recordings available on our website page.

Your meetings, your groups, meetings into groups and regions will all get an email on Monday that the ballot is now available for voting. It will be in translated into four languages, which is a record for us. Besides English, we have Swedish, Polish and French. When you get the information, click on your language and you will have the survey monkey ballot available for voting. The voting deadline is March 31. Publication of the results will be by April 3.

We have room for more people on our committee. Currently there are four of us. The work on this committee is sort of cyclical: after we published the ballot results, we sort of go dormant for a while, until the next cycle starts. And that's it.

Sharon F.: Mary Jo, I just want to say “bravo” ballot prep committee for setting up the town halls, I was only able to attend two of them, but I found them very helpful to sit and listen to all the questions about a topic. I'm hoping that coming up we can get more town halls about issues that come up with groups before they even start crafting proposals. That way, there's more of a collaborative and more of a group conscience in consensus building and understanding and awareness built in. I thank you so much for ballot prep committee and the groups that submitted proposals and everybody that came out to have those discussions.

F. DCO Committee (Bill D.)

The Committee met on its regular second and fourth Wednesdays last month. We continue to monitor inventory and perform general office operations oversight. The committee also communicates regularly via slack and email.

Since the last monthly board teleconference, we have reviewed the inventory and the monthly inventory reports with the committee and the staff, and there were no major variances to report. We discussed ordering more BRBs in both hardcover and softcover and have gotten approval to work on that. A motion was made by the committee to revise the cover of the BRB in accordance with discussions by delegates at a prior ABC. This would put the term “dysfunctional families” into the title. The motion was approved unanimously by the committee and sent to the board, and I believe the board adopted it unanimously as well.

We started discussion about restructuring the DCO Committee because business operations have grown beyond the Distribution Center at Signal Hill. These operations are complicated and encompass publishing and sales channels that are domestic and international. Bringing these items into one committee would create a more efficient collaboration model. Some of the ideas discussed can be found in the monthly report in Addendum B.

An Amazon consultant joined us for one meeting last month and worked on quite a few things that we were needing to have done. We continue to work with Amazon in upgrading our search engine optimization, our product listings, and our keyword optimizations. These need to be upgraded and expanded into new markets.

A business organization assessment has been done and has started conversation about how our committees might be restructured to accommodate the growth being experienced by WSO.

G. European Committee Fredrik H.

The European Committee meets twice monthly for working meeting and once a month for an open meeting for all interested in attending. The open meeting is held on the first Saturday of each month at 2PM Central European Time. Many countries are now visiting the open meetings. We have up to 50 participants from Italy, Turkey, Germany, Sweden, Estonia, Spain, Romania, Ukraine and Russia. Most countries are working on translations. Some are building or rebuilding Intergroups.

We went over our Purpose Statement and Goals:

Purpose Statement: The European Committee works to unify and carry the message to the fellowships of the European countries according to our traditions and concepts. The European Committee (EC) functions as a group of trusted servants elected by its members. The officers carry out the jobs and goals set by the European Committee. The EC is a standing committee of the World Service Organization of Adult Children of Alcoholics (WSO).

Goals:

1. Support the development of a European Region to carry the ACA message to the adult child who still suffers.
2. Join as many national events as possible during the year to strengthen the ACA community and increase the number of members doing service in Europe.
3. Work towards an easier way to translate and print both translated as well as English literature.

4. Get an overview of the European Fellowships, both groups and IGs, and do a survey about fellowship needs.

Other Activities:

- We are looking at speakers for the AWC also in the European community.
- We are looking for new officers, so please don't hesitate to contact us. You can find contact information in the monthly report.
- Meetings are being held about the creation of a European Region.

Jim asked what the common language was at the European Community Meetings and if the Russian Region was represented.

H. Finance Committee Bill D.

During the month of January, the members of the Finance Committee met three times worked on the following projects and tasks. The committee was joined by our accountants and reviewed the financial statements for December.

The financials were accepted by the committee and posted to the acawso.org website, along with the Treasurer's Report.

A second thing we worked on was a huge project involved many hours of thanks to our controller Lucia for doing the labor on the budget, and we finally got Board approval on the budget. So, we have an approved 2021 budget going forward.

The finance committee also began working with a volunteer of the WSO IT committee. I mentioned that earlier in the Treasurer's Report, we're doing an overhaul of the seven traditions interface on our website. So big progress there, we think it's going to be much more intuitive and user better user experience.

During the January teleconference, members of the fellowship had requested guidance for how to use banks, Venmo and PayPal to collect and account for sevens for their tradition contributions for their local meeting, finance committee members agreed to start working on drafting a new brochure and updating a current flyer with encompassing banking practices.

We had to discuss the sales tax situation in lot in Puerto Rico, we resolved that to the most cost-effective manner for WSO.

We continue to do research into what other fellowships recommendations are regarding distributions of seven tradition, funds between groups, regions, and the World Service Office will be preparing that presentation for the ABC. We're still working on that.

The finance committee discussed restarting our prudent reserve project it was began last year. And we're going to complete a comparative information gathering on what other fellowships have for their prudent reserve. As far as how many months of operating expenses, what we're seeing so far is it's about a year's worth of operating expenses for the major 12 step fellowships.

The finance committee discussed the process and completion of 1099 for all of the vendors and contractors and we, we helped our accountants complete that and then we continue to follow our financial policies.

Anybody that has any finance, bookkeeping or any interest in learning more about the finance committee is welcome to contact me about joining. You don't have to be a CPA or even an accounting professional to participate in service on behalf of the committee. Myself, Jim B. Treasurer elect, Lucia Vice Chair and Carol G. California member at large

I. Hospitals and Institutions Committee (Rich R.)

H & I sent out 77 HSI orders.

Probably the biggest news is we've finished the trifold. It's entitled ***ACA Information for Health Professionals***. It can be used to approach therapists and doctors to help inform them about ACA. The trifold got stalled in the review process of the Literature Committee. Charlie H. thinks it will be available for beta testing in about two weeks. This means it will be available for use by the fellowship.

David mentioned that the trifold would be coming back to the H&I Committee with some minor suggestions for change. He thanked the committee for their work and expects the trifold to be very useful.

J. Information Technology Committee (Sharon F.)

Sharon F. is stepping down as the IT Committee chair at the ABC. We have received many resumes for the position of IT Special Worker and hope to begin interviewing within the next two weeks.

Please take a look at the Committee Calendar on www.aca.org to see if your committee, subcommittee, or working group meeting information is correct. If it is not correct, please send a notice in the IP Zoom Committee Channel on Slack for your particular Zoom Channel to post the update. This announcement has also been made on the General Channel on Slack.

Also, please check your Zoom Calendar of Meetings on your Zoom Channel. If there are recurring meetings associated with your committee that are no longer meeting, please delete those to free up the schedule for other committees who might wish to use those time slots.

Committees that have current content on www.adultchildren.org have been assisting us in updating their content. Once that has been completed, we will reach out to committees who do not currently have content on the website but would like a presence there.

ACA recovery meetings experiencing problems with updating meeting information, please send an email to meetings@acawso.com and I'll post it in the chat. Coming soon: a system that will allow Intergroups and Regions to assist their affiliated meetings directly with updates. That's not ready yet and is still in the development and testing process.

K. Literature Committee (David Mc B.)

We are always looking for volunteers with publication design skills and web skills. We need translators, writers, editors, etc.

We have revamped our evaluation process and put together a new procedure, which you can find posted on our site. We are still working out the kinks, but like how the new process works.

The **COMLINE** is going through a reboot process. If you are interested in helping to imagine and produce a new version of our oldest publication, email literature@acawso.org

The Danish are printing another 1,000 BRBs.

Status of Upcoming Publications

- ***The Loving Parent Guidebook*** is going through its final text edits and design. It's on track for being released by the time of the 2021 ABC.
- ***Ready Set Go*** is in process.
- ***Bill of Rights*** is in process.
- A new cover and spine design has been approved and implemented for the BRB that corrects the name to Adult Children of Alcoholics/Dysfunctional Families. This and the ACA Logo will be used in a consistent manner throughout our literature.

L. Member Services Committee (Carol C.)

Member Services has five subcommittees and the Traveler. Reports from these subcommittees as well as the main committee report can be found at <https://acawso.org> on the Member Services page. MSC is currently looking for a Secretary, a Vice Chair, and someone to assist us each year with our budget. J

In January we discussed how the committee could organize and host panels and workshops as well as possible topics and presenters.

Subcommittees – 1. Global Members (Sue V.)

2021 Goals were set:

Increased accessibility and affordability processes for literature publishing and distribution for emerging countries.

Increased accessibility and inclusiveness to ACA recovery resources through meeting support, studies, service committees, workshops, etc.

Supporting translations and equitable access to the WSO ACA Fellowship and organization.

Partner with Europe and North America in unifying our WSO ACA resources for our world-wide Fellowship.

A detailed list of the activities of this subcommittee can be found in the report at the end of these minutes.

Intergroups (Tamara P.)

The subcommittee is finalizing a document about starting an intergroup for use in the new Service Manual. The document is due in February. The analysis of the Needs Assessment Survey is now complete. We are discussing a vision for the subcommittee and the Member Services Committee. We continue to investigate a central repository that combines Zoho, Slack and Google functionality.

Members (Sarah O.) No report Carole C. has been answering email.

Regions (Chair needed for this subcommittee)

Traveler Newsletter (Eleni, editor)

Carole C. spoke with Eleni to see what was needed from the Member Services Committee. They are in agreement about the path forward.

Young Adults/Teens (Co-Chairs: Cynthia J. and Rita F.)

The subcommittee has been without a chair, so has not been operational for a while. We now have co-chairs who are beginning to organize and plan meetings.

M. Ad Hoc Meeting and Service Safety (Erin D.)

What we have found from the town halls was that the number one concern that meetings were having was domineering behavior. so, we are going to move forward on a workshop or presentation on domineering behavior for the fellowship.

We are working to create a monthly service-related recovery meeting for all WSO committee members to be held twice, once on a weekend and once on a weekday. Topics will include the 9 commitments to service, speakers, and selected topics.

This committee has three subcommittees:

1. Virtual and Phone (Needs Chair)

The committee is currently looking at a safety policy and moderator guidelines being used in Florida for possible adaptation for use in online or other types of virtual meetings.

2. Service Norms (Rich R. and Karin S.)

The subcommittee is looking at the Board Norms document and revising it for use as service norms for members of the fellowship doing committee and subcommittee work. The revised document may also be appropriate for regions and intergroups and meetings.

3. Addressing Predatory Behavior (Neil H. and Greg M.)

The subcommittee is returning to the self-check inventory they had worked on a year ago. The self-check inventory both educates the fellowship about what might be called predatory behavior and provides a way to look at individual behavior in relation to that.

The committee as a whole will meet on February 28 at 3:30 Eastern USA. Each of the above subcommittees will share what they're doing. Anyone interested in this committee or any of its subcommittees is invited to attend and see how they might contribute.

N. OPPM Committee (Mary Jo L.)

Our report is short, we have three items before the board for review and adoption. Although there's a fourth one that is with Bill D. Regarding travel policy.

I will be meeting with the executive committee on Tuesday to discuss two of them the part about committees and the right to petition answer any questions.

We have started to use the model that the board learned during a strategic planning meeting a few years ago with Jim Mueller, where we are going to start prioritizing things. Hopefully a little bit better, we sort of get sidetracked into things because of other things that come up. We now have better communication with the board which is necessary for efficiency in our work.

O. Nominating Committee (Greg R.)

The nominating committee report is online at the nominating committee page on ACAWSO.org and encourage everyone to read it because I'm not going to go over it here. I'm going to give a little bit of other material.

The nominating committee accepts applications for trustees year-round, the next nomination period will start on 31. July,

We have a special thanks going out to the members of the nominating committee for their hard work and bringing this year's nominees to the board, Barbara, Denise, and Jody when she was available. Also, thanks. A great deal to Erin, our board liaison. Also, we have really deep gratitude for those members who encouraged the nominees to apply and those who are willing to be references for them. We conducted a total of 32 applicants and reference interviews for the five applicants for applicants for at large trustee positions, and one was for the Northeast Region trustee position. We conducted and completed our internal vetting of all applicants.

We presented the nominations package to Erin D at our committee meeting Thursday 11th February. And the nominees are extremely well qualified in terms of both an outstanding history of service ACA and demonstrated exceptional emotional recovery. The next steps for this process are for the board to review and confirm the nominations or disapprove. We hope they'll confirm and then once they do that, then the nominating committee will notify the nominees of the board decisions. Until then, you know, I suspect that most people, at least that attended this meeting have heard some of the names or all of the names that have been put forth as nominees. But we will not confirm or deny because we're hoping to hold them in confidence with particular respect to nominees this year. We asked the board to clarify the OPPM section three subsection, point one, there's a term used in their geographic region. And we'd like to have that clarified for us.

P. Public Services Committee (Jim B.)

Jim B. is the acting chair, having filled the role since the death of Miles C. The committee is looking for a full-time chair. Currently there are four members on the committee: Jim B., Mindy, Gary, and Denise. The committee is planning to meet biweekly at 6PM Eastern USA. For now, we are meeting on Wednesdays.

We are currently looking at the way public information is presented by other fellowships to get ideas as we move forward. We want to get the word out to those who may not have heard of ACA. We hope to build a handbook for ourselves, Regions and Intergroups to provide guidance in best practices for public information.

We are reviewing the public information flyer and a trifold that are a few years old and would like to update both. As a reminder, we do have public service announcements that have been recorded and are available for use by Intergroups and Regions. They can be disseminated in your area to get some airtime on radio.

Q. Service Network Committee (Jim B.)

The service network committee has been meeting regularly. We have me, Kelle, Karin and Alaska meeting and we've decided to have a pre-ABC push in a meeting weekly on Tuesdays at 7pm.

Our three main goals:

To continue to issue drafts of the service manual

To encourage and support sharing experiences with the traditions and concepts related to service and support regional development in ACA.

Support Regional Development in ACA

The concept study group is successfully meeting monthly doing the concept of the month, they meet on the third Sunday of each month at 3pm. Eastern. You can see their schedule on the service network committee page; you can get the audio from concept one that was done in January.

The study group has drafted an introduction to the ACA concepts which we'll be putting in the service manual. The introduction can be found on the service webpage and is easily accessible from the service network page. We will be working on updates for the service manual for meetings and business meetings.

Many committees other than ours are working on service-related material. We hope to collaborate with them to include the information they are creating in the Service Manual.

R. Ad Hoc Human Resources Committee (Rich R.)

The HR Handbook has been finished. The Ad Hoc Committee is developing language and content to make a motion to the Board of Trustees asking to become a full-time committee.

S. WSO Office Report (Nick C.)

We have had a business upswing of about 15%. Output is increasing as well, and the Board has decided that we need to increase our warehouse and office space. We will be looking for a facility that will increase our space from 2700 feet to 4000 feet.

There were 1147 shipments for Shopify sent out of Signal Hill to fulfill orders from Australia, Canada, Israel, the UK, and the United States. Our bestsellers were the Yellow Workbook (728), the hardcover BRB (527), and the softcover BRB (243). We are ordering more books, specifically the hardcover BRB (15,000) and the softcover BRB (7500).

Amazon sales have broken a glass ceiling of 50K. We sold 1122 hardcover Big Red Books and 1262 Yellow Workbooks. We are in the process of setting up Fulfillment by Amazon (FBA) for Japan. 560 units of the BRB, 1056 Yellow Workbooks, 36 Meditation Books, and 165 of the Laundry List Workbooks going out to FBA US.

Statistics:

- 3005 active meetings
- 110 intergroups
- 2 regions
- 151 inquiries to meetings@acawso.org
- 54 telephone inquiries recorded in the Vonage mailbox.
- 472 email inquiries were handled by Member Services special worker, Eleni.
- The Signal Hill office responded to 148 calls and 12 postings.

Markus and Nick are working with Robin R. to learn how to do the sort of work with literature that she has done in the past.

III. Motions Passed and Read into the Minutes

Board Working Session on January 21, 2021

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

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.

Second: David McB

Decision: Motion passed unanimously.

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

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

Second: David McB

Decision: Motion passed unanimously. Erin D. absent

Executive Committee on February 4, 2021

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

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.

Second: Sharon F.

Decision: Motion passed unanimously.

Motion: 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.

Motion: 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.” (Bill D.)

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.

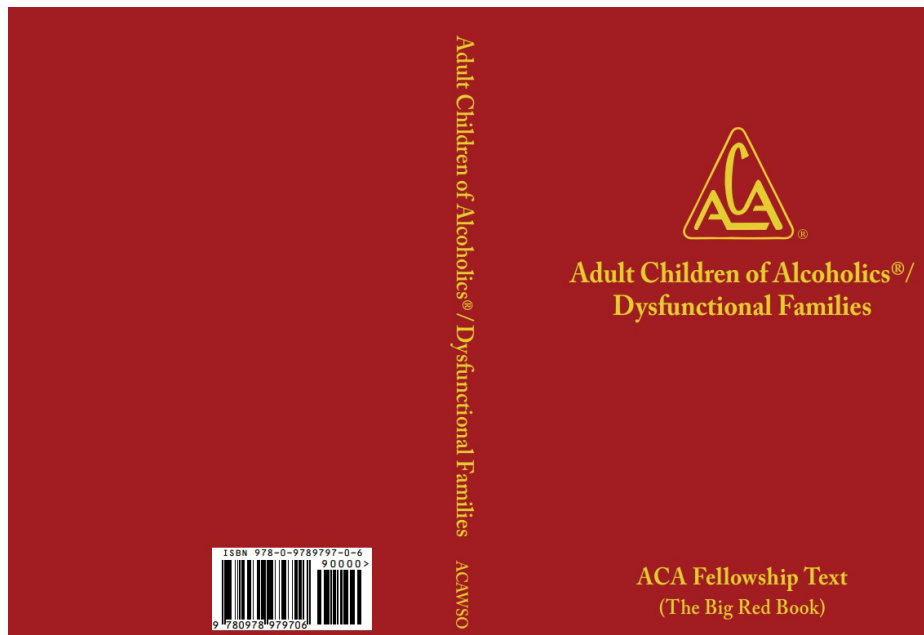
Second: David Mc B.

Decision: Motion passed unanimously.

Motions passed via Specific Concurrence (SC) since the last Teleconference. An SC is considered time sensitive and is done electronically.

Motion: 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.)

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 as follows:



Second: Sharon F.

Decision: Motion passed unanimously.

Motion: 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.)

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.

Second: Bill D.

Decision: Motion passed unanimously.

Motion: 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.)

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.

Second: Bill D.

Decision: Motion passed unanimously.

Motion: 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.)

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.

Second: Bill D.

Decision: Motion passed unanimously.

Motion: 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.)

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.

Second: Bill D.

Decision: Motion passed unanimously.

IV. Guest comments

John W.: A person concerned about predatory behavior was given the APB tent card. Would like information about the committee dealing with this to pass on.

Erin D.: The *Addressing Predatory Behavior subcommittee*, which is part of the ***Ad Hoc Meeting and Service Safety Committee*** can be reached at apb@acawso.org. You can also contact Neil H., or you can contact me on Slack as well.

Shari: Is there a copy of the speaker release form for panelists anywhere online?

Sharon F.: You can find it under Speaker Audio Release Form at <https://acawso.org/category/information-technology/>

John P: Having trouble getting his Men's Meeting contact updated. He originally made a mistake on the group number and has not heard back since. Part of the group split up and started their own meeting, and the listings got messed up on the meeting list. Telephone meetings are important, and they don't seem to get much attention from the Board. He uses them as his main source of meetings. He has talked to Neil, and he plans to be in touch with the Board; he would like to be in the loop for information on this as well.

Sharon F.: The IT Committee is working on programming the mailing list and on improving the functionality of the automated self-service updating process. This work is being done by volunteers so is somewhat limited. We are also setting the program up to assist meetings with updates, as well as to integrate regions as they log in and update. Telephone and online meetings will integrate the same as in-person meetings. When we hire the IT Special Worker, we can get this moving more quickly. Until then, please continue using meetings@acawso.org and working with Nick. He is adding more workers to the updating task.

John: The focus of WSO is to serve the groups, which are at the top of the organizational pyramid. The fact that the meeting list is so messed up seems to say that helping groups doesn't have the priority that an international conference does. This irks him and he is not in such a great place about it. He thinks the focus of WSO should be

on North American groups rather than those in other parts of the world; that the international groups should get their own Service Offices.

Sharon F.: Thanked John and validated his concerns. She mentioned that the task has been given to the Signal Hill office, Nick, and other paid personnel. Nick is in the process of trying to hire an administrative assistant so help can be given to all groups around the world. Right now, there are more than 3000 groups of them. They are a high priority and volunteers can only do so much. We also hope we can get assistance from intergroups and regions. To communicate further with Sharon, you can forward Nick's email to her and she will put her email in the chat.

Annette: Asked David Mc B. to expand on his comment that the Board is looking at meetings that have the word "only" in their membership requirements. Did you mention Tradition 10 in connection with this?

David Mc B.: WSO cannot control what individual meetings do because they are autonomous. The only thing that can be done is to leave meetings off our list of meetings. AA had women's and men's groups in the beginning. The primary purpose was to help everybody recover from alcohol. AA did not allow meetings to be unlisted and exclusive if they were the only meeting in an area. We are clarifying our own idea about that type of situation. Your committee has also been dealing with it. The fact is that the practice of "only" is exclusionary, which has never been the object or purpose of any group. David, himself, finds it to be against the traditions. No decisions have been made, and the Board welcomes all input from the fellowship. Exclusion has never been accepted by 12 Step groups. He gave an example of a Men's AA group 20 years ago. A woman in need of a meeting came in and was invited to stay.

Rich R: Belongs to a Men's Meeting in Albuquerque, and it is listed as such, but nobody is excluded. We have had women come in twice and stay. The idea is that people aren't excluded. It can be suggested that the meeting is for men, but to use the word "only" or to exclude anyone who might want to participate is against the Traditions.

Sharon F: It is important to dig into the Traditions in this case. We can learn a lot from AA, Alanon and other fellowships about how they have applied the traditions. However, Adult Children have a different focus and purpose, a different idea of what recovery means.

When considering biracial, indigenous, and other people of color we may have situations about how they approach their historical marginalization, and they may need to meet in groups to safely deal with their particular type of trauma. It's about meeting safety and boundaries while keeping in mind that our primary purpose is to help the adult child who is still suffering.

These are really big discussions. Hopefully conversation will continue and grow in areas other than this forum into groups, intergroups, and regions. Town Halls supported by WSO may also help.

Annette: Commented that she was surprised to hear the connection to Tradition 10 because as a member of the Representation, Equality and Accessibility Committee her focus has been on Tradition 4 and ACAWSO's Diversity Statement on the webpage: carrying the message to the person who still suffers and does not even feel safe going to a white, hetero, cisgender men's meeting.

Laura from Colorado: The Colorado intergroup recently got their website up after three tries. Her questions are First, how do we get this posted on the WSO site and where do we put it? Our web address is <https://adult-children-colorado.com/>. Secondly, the site was started by a volunteer, and we voted to get a service worker

who put in many hours, so we paid her quite a bit. From now on the website will have to be paid for and monitored. We want to know how to decide who gets paid and how much they get paid. Are there guidelines? What position qualifies as a Service Worker?

Bill D: Speaking as someone who has been a paid intergroup office manager, and a volunteer on the board of a steering committee for an intergroup in a different organization; now as a Board Trustee which is a volunteer position, he thinks it comes down to the importance of the function needed and whether it requires more attention than is reasonable for a volunteer to give. Volunteers cannot be expected to finish things on a timeline. If that is necessary, a paid worker is necessary. Each intergroup is autonomous, so each group can make a decision that works for them. It makes sense to have a paid web service position if you have tried it as a volunteer position and it hasn't worked.

Sharon F: For the past four or five years our website has been managed with volunteers. We are now hiring a special worker to handle the meeting list database programming and large functions of our website. Our volunteers will continue updating content and working with committees.

Bill D: Discussed the progression of volunteer to paid workers at the Signal Hill Office, as well as special workers for Member Services and Literature. He then mentioned that book sales do not cover all of the cost and the importance of 7th Tradition Contributions.

Laura: Mentioned she was doing volunteer work for the ComLine for a bit and now someone is being vetted for the ComLine. Also, the volunteer previously doing the Colorado website was unhappy that now someone is getting paid for their time. She would like help navigating rough spots such as these.

Alexandra an ACA, from Sweden: As a queer, and a woman, the recovery I have experienced in queer only, and women only, or for women and for queers' meetings, cannot be compared to what I have experienced in other meetings. We need to carry the message. By not providing safe spaces when we already have a million mixed meetings, especially now with zoom, seems like a serious issue. We want to see representation and inclusion; The heart of the 10th Tradition has to align spreading the message and providing safety for people. Making sure that the meeting can decide for itself to create an extra safe space is important because the society we live in affects the childhood dynamics I grew up with. I need to go to meetings that address this kind of healing. Outside issues don't align with the principles in the BRB, but inside issues do. Issues of racism, sexism, transphobia etc. align with a truth and the love, willingness and openness that we need to spread the message. We have this experience in these discussions: the trans experience, the queer experience. These experiences are needed to spread the message.

David Mc B: Some meetings are private and not listed so they stay that way. But you can be listed as LGBTQ letting others know that is the focus of the meeting. If someone else wants to come into the meeting, you don't make them leave. Who is to say who is or isn't LGBTQ? We don't want to get locked in, and we want to hear from the rest of the fellowship about this issue. I hear your position and I respect it.

Alexandra: The queer meetings I go to for my best recovery are not listed on the WSO website. Therefore, the meetings are not eligible to vote and speak at the ABC as part of the world group conscience. It's an issue of representation as a delegate if your meeting is not listed.

Markus: Wants to know into which languages the ballots have been translated. He does not see a Spanish translation, which he considers important, especially in the USA.

Mary Jo L.: No translations were done in Spanish. We sent the ballots out to various groups or through global asking for translations and nobody responded for Spanish. It is not too late if someone can do it quickly. Go for information to <https://acawso.org/category/ballotprep/>

Julianne V: Co-founded the “We Agnostics” meeting; we have grown to be three meetings a week now averaging about 60 people at our nighttime meetings and about 25 people at our morning meeting. When we started the group, we had to make some very conscious decisions about how we list the meeting. And on the ACA website, we say that if you're an atheist, agnostic free thinker humanist, or looking for a new meeting, this meeting might be for you. You can't single out just any one tradition and say that you're going to run a meeting around that tradition. I come at it from first, the only requirement for membership is a desire to heal from this family dysfunction. And then everything comes after that. We've had people in our meeting, who right out-front say, “Well, you know, you need to only use ACA literature, you need to talk about God more, you need to not have modified versions of the promises.” But that's what the group conscience is for. Our group conscience said that we are reading a modified version of the promises, our group conscience says that we are going to talk about outside literature, because the ACA literature is very detrimental to people who have religious trauma in their background. But these are things that have to be handled at the group level.

The overall ACA umbrella is that the only requirement for membership in ACA, which means in any ACA meeting, is a desire to recover from family dysfunction. If you don't like the fact that we don't say “God” in our meeting, there are 1000 other meetings you can go to. We've had trolls who have showed up in our meeting, but we've not had a zoom bomber. Our meetings use all the protocols to keep that from happening. And I've had trainings for people. I host the meeting with two co-hosts trained on how to handle zoom bombing. Our doors will not be closed to anyone. Therefore, it is our responsibility to keep our meeting safe.

Carole C: Appreciates the previous speaker and has felt comfortable attending their meetings. Plans to tell her daughter, an atheist, about them because she will not attend ACA because of the “God” issue.

V. Announcements:

- E. Date of Next Meeting: March 13, 2021, at 2PM Eastern
- F. The ACA Annual Business Conference will be held virtually Saturday and Sunday April 24-25.
- G. The ACA World Convention will be held virtually Saturday and Sunday May 1-2.

VI. Motion to Close the Meeting: Unknown **Second:** Unknown **Decision:** Motion passed unanimously

VII. Closing: Serenity Prayer/Juliane V. led a Closing Affirmation

Appendix 1: Status of 2020 ABC Motions

| Motion | Status |
|--|--|
| Motion 1 (<i>Proposal 3</i>): That the ACA Preamble be sent back to the Service Network Committee with comments to they can and get more fellowship feedback, make updates, and refine the wording. | The Service Network Committee has created 3 new drafts for the preamble that have been provided to the Literature committee. |
| Motion 2 (<i>Proposal 8</i>): We move that the Literature Committee create educational resource(s) that assist adult children in the creation of healthy boundaries. | A Literature subcommittee has been formed. |
| Motion 3 (<i>Proposal 10</i>): That WSO create a daily re-parenting reader similar in structure to the Strengthening My Recovery (SMR) daily reader. The content will draw from and complement the forthcoming Loving Parent Guidebook. Material will also come from The Big Red Book, other ACA literature (including new materials) and ACA member submissions. The purpose of the daily reader will be to support the fellowship as we learn to re-parent ourselves with gentleness, humor, love, and respect. | Pending. |
| Motion 4 (<i>Proposal 13</i>): To move up the “Alcoholic/Dysfunctional Families” part of the title on the cover of the Big Red Book to be consistent with the Title Page (p. 1) “Adult Children of Alcoholics-Alcoholic/Dysfunctional Families.” Also, that the spine of the BRB be changed to read: “Adult Children of Alcoholics/Dysfunctional Families.” | A special Literature worker has been hired and this is on their list. |
| Motion 5 (<i>ABC 2020 Floor Motion</i>): 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; addressing fellowship safety issues within all formats and venues during the current coronavirus pandemic and thereafter. | Ad Hoc Committee has formed and is active |

Appendix 2: January 2021 Financial Sheets

Adult Children of Alcoholics World Service Organization Inc Balance Sheet As of January 31, 2021

| | Jan 31, 21 | Dec 31, 20 |
|--|------------|------------|
| ASSETS | | |
| Current Assets | | |
| Checking/Savings | | |
| 1000 · Cash & Cash Equivalents | | |
| 1010 · Bank of America | | |
| 1011 · General Operating-Ck-7246 | 26,235.54 | 64,028.65 |
| 1012 · AF Operating Account-Ck #1623 | 62,397.35 | 51,417.51 |
| 1013 · Operations Savings #4377 | 65,435.38 | 65,182.60 |
| 1014 · Bank Of America CD #3670 | 100,000.00 | 100,000.00 |
| Total 1010 · Bank of America | 254,068.27 | 280,628.76 |
| 1020 · Chase Bank | | |
| 1021 · Chase Operations Ckg #1315 | 9,058.80 | 9,034.77 |
| 1022 · Chase Savings #1591 | 84,170.51 | 84,169.26 |
| Total 1020 · Chase Bank | 93,229.31 | 93,204.03 |
| 1100 · Merchant Accounts | | |
| 1031 · TransferWise-EUR # | 1,734.56 | 703.52 |
| 1030 · TransferWise-USD # | 24.32 | 24.32 |
| 1032 · TransferWise-GBP # | 134.45 | 954.54 |
| 1105 · Venmo | 976.00 | 3,725.07 |
| 1110 · PayPal | | |
| 1113 · Paypal - Shopify | 10,908.50 | 0.00 |
| 1112 · Paypal-7th Tradition | 65,331.49 | 53,746.95 |
| Total 1110 · PayPal | 76,239.99 | 53,746.95 |
| 1120 · Shopify Payments | 5,894.23 | 4,758.97 |
| 1130 · Amazon US Clearing | 28,054.22 | 10,095.95 |
| 1131 · Amazon Canada Clearing | 2,193.45 | 665.95 |
| 1132 · Amazon UK Clearing | 220.70 | 972.51 |
| 1133 · Amazon FR Clearing | 0.00 | 14.73 |
| 1134 · Amazon DE Clearing | 11.29 | 208.03 |
| 1135 · Amazon ES Clearing | 0.00 | 20.48 |
| 1136 · Amazon IT Clearing | -4.64 | 14.73 |
| 1137 · Amazon Mexico Clearing | 18.63 | 0.00 |
| Total 1100 · Merchant Accounts | 115,497.20 | 75,905.75 |
| Total 1000 · Cash & Cash Equivalents | 462,794.78 | 449,738.54 |
| Total Checking/Savings | 462,794.78 | 449,738.54 |
| Accounts Receivable | | |
| 1300 · Customer Receivable | 489.50 | 788.18 |
| Total Accounts Receivable | 489.50 | 788.18 |
| Other Current Assets | | |
| 1310 · Other Receivables | 253.00 | 253.00 |
| 1320 · SHOPIFY-Shopp'g cart receivable | 3,412.53 | 3,293.59 |
| 1330 · Interest Receivable | 2,610.64 | 2,520.00 |
| 1350 · Prepaid Expenses | | |
| 1352 · Insurance | 2,530.37 | 1,221.62 |

For Management Purposes Only

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Adult Children of Alcoholics World Service Organization Inc Balance Sheet As of January 31, 2021

| | Jan 31, 21 | Dec 31, 20 |
|-----------------------------------|------------|------------|
| 1353 · Security Deposit | 3,850.00 | 3,850.00 |
| 1354 · Outside Contractors | 6,054.70 | 6,918.56 |
| 1350 · Prepaid Expenses - Other | 30,044.87 | 25,044.87 |
| Total 1350 · Prepaid Expenses | 42,479.94 | 37,035.05 |
| 1400 · Inventory Asset | | |
| 1410 · Shopify Inventory | | |
| 1411 · Textbook Inventory | 59,040.23 | 71,788.48 |
| 1412 · Workbook Inventory | 46,817.56 | 53,223.06 |
| 1413 · Tri-Folds | 1,654.21 | 1,973.59 |
| 1415 · Medallions/Chips | 15,352.73 | 15,633.72 |
| 1416 · Sub-Par Inventory | 1,044.58 | 1,411.70 |
| Total 1410 · Shopify Inventory | 123,909.31 | 144,030.55 |
| 1420 · Amazon Inventory | | |
| 1421 · Textbook Inventory | 30,424.31 | 30,291.99 |
| 1422 · Workbook Inventory | 24,577.03 | 25,204.31 |
| Total 1420 · Amazon Inventory | 55,001.34 | 55,496.30 |
| 1430 · Inventory-Europe | 510.98 | 521.40 |
| Total 1400 · Inventory Asset | 179,421.63 | 200,048.25 |
| Total Other Current Assets | 228,177.74 | 243,149.89 |
| Total Current Assets | 691,462.02 | 693,676.61 |
| Fixed Assets | | |
| 1800 · Fixed Assets | | |
| 1810 · Furniture & Fixtures | | |
| 1812 · Warehouse Furn/Fix | 1,037.85 | 1,037.85 |
| 1813 · Shelving | 3,377.94 | 3,377.94 |
| Total 1810 · Furniture & Fixtures | 4,415.79 | 4,415.79 |
| 1820 · Equipment | | |
| 1821 · Computers | 3,237.20 | 3,237.20 |
| 1822 · Security System | 4,375.00 | 4,375.00 |
| 1823 · Office Equipment | 1,442.34 | 1,442.34 |
| 1825 · Warehouse Equipment | 13,886.77 | 13,886.77 |
| Total 1820 · Equipment | 22,941.31 | 22,941.31 |
| 1850 · Intangible Assets | | |
| 1851 · Computer Software | 3,246.01 | 3,246.01 |
| 1852 · Website Development | 108,381.66 | 108,381.66 |
| 1853 · Copyright | 5,629.13 | 5,629.13 |
| 1854 · Trademark | 1,269.07 | 1,269.07 |
| Total 1850 · Intangible Assets | 118,525.87 | 118,525.87 |
| 1860 · Accum. Depr' & Am't | | |
| 1861 · Accumulated Depreciation | -19,960.00 | -19,410.00 |
| 1862 · Accumulated Amortization | -65,931.00 | -64,999.00 |
| Total 1860 · Accum. Depr' & Am't | -85,891.00 | -84,409.00 |
| Total 1800 · Fixed Assets | 59,991.97 | 61,473.97 |
| Total Fixed Assets | 59,991.97 | 61,473.97 |

For Management Purposes Only

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Appendix 2: January 2021 Financial Sheets

Adult Children of Alcoholics World Service Organization Inc

Balance Sheet

As of January 31, 2021

| | Jan 31, 21 | Dec 31, 20 |
|--|-------------------|-------------------|
| TOTAL ASSETS | 751,463.99 | 755,150.58 |
| LIABILITIES & EQUITY | | |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable | | |
| 2000 · Accounts Payable | 18,792.50 | 44,711.89 |
| Total Accounts Payable | 18,792.50 | 44,711.89 |
| Credit Cards | | |
| 2011 · Bank of America-Corp Card #1794 | 4,305.84 | 3,859.95 |
| Total Credit Cards | 4,305.84 | 3,859.95 |
| Other Current Liabilities | | |
| 2100 · Payroll Liabilities | | |
| 2106 · Accrued Wages and Payroll Taxes | 12,802.17 | 10,139.79 |
| Total 2100 · Payroll Liabilities | 12,802.17 | 10,139.79 |
| 2120 · Sales Tax Payable | 4,270.55 | 6,308.09 |
| 2200 · Accrued Liabilities | 5,045.00 | 5,500.00 |
| Total Other Current Liabilities | 22,117.72 | 21,947.88 |
| Total Current Liabilities | 45,216.06 | 70,519.72 |
| Total Liabilities | 45,216.06 | 70,519.72 |
| Equity | | |
| 32000 · Unrestricted Net Assets.. | 684,630.86 | 564,333.69 |
| Net Income | 21,607.07 | 120,297.17 |
| Total Equity | 706,237.93 | 684,630.86 |
| TOTAL LIABILITIES & EQUITY | 751,463.99 | 755,150.58 |

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



MONTHLY TELECONFERENCE MINUTES

March 13, 2021

2PM Eastern

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

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

| Zoom Meeting Login | Dial-in USA | Dial-in International |
|--------------------------------|---|---|
| Meeting ID: 228-809-511 | <u>+1 929 205 6099</u> (New York) | Full list of international Numbers |
| Password: 90755 | <u>+1 312 626 6799</u> (Chicago) <u>+1 669 900 6833</u> (San Jose) | https://zoom.us/j/adSv3hv19d |

I. Call to Order and Introductory Business – Open with the ACA Serenity Prayer

- A. Roll Call of Board Members** – Bill D, Charlie H, David McB, Erin D, Fredrik H (Absent), JimB, Rich R, Sharon F (Absent)
- B.** Quorum established
- C.** Guest Introductions

| | | | |
|--|--|---|---|
| Adrianna T Michigan – Rep for new Zoom Group | Alex R – UK Intergroup Rep | Alexandra E – Sweden – Spiritual Inclusion, CREA. Vice Webmaster at Swedish Board | Barbara – Northern California, Nominating Committee |
| Bernadette H – Ontario CA, IG 558 | Brad H – Oklahoma City – Zoom Meeting Secretary | Brad L – WSO IT Chair | Carole C – CA, Member Services Chair Region 2 Vice Chair, IG Vice Chair |
| Carol G – Santa Cruz CA – Monterey Bay IG, Finance Committee Member | Denise R – Anchorage Alaska – Delegate and Nominating Committee | Greg R – Austin TX - Chair of Nominating Committee, Chair Literature Eval, | Jim R – NY - Ballot Prep Committee, ABC |
| John O – San Francisco Bay, Global Sponsorship Committee, and Global Members | Josh W – Washington DC – NE Region Secretary, OPFM Committee, Member and Service Safety, APB | Judith R – South Florida – IG Rep and WSO Liaison | Julianne V – Indianapolis Indiana – Delegate for We Agnostics, Spiritual Inclusion, Member and Service Safety |

| | | | |
|--|--|---|--|
| Justine F – PA –Chair of PA IG and Chair of NE Region, WSO Sponsorship Sub Committee | Karin S – Illinois – Chair of the Concepts Study Group, co-chair of Service Norms, Members and Service Safety, Service Network | Kathy T – SoCal, IT Committee – Website Redesign – Meeting Service Safety - Service Norms – Virtual Meetings. | Laura D – Colorado – IG Chair and Delegate |
| Liz C – CT – CT IG – Region 5 – ABC Committee, Lit Eval | Marcia J – Archives Chair, Iowa – Illinois Quad Cities | Marcin C – UK – Polish Translation Committee | Nick C – Signal Hill – Operations Manager |
| Rene A – Rep for MA 061 – WSO Rep for MA IG | Shari – Greater East Bay IG Chair | Tamara P – Minnesota – Intergroup Sub Committee Chair | Sue V – Toronto, Ontario, CA. Global Members Sub Committee Chair, Sponsorship Committee, ABC AWC |
| Thaddeus G – FL. Co-Chair of CREA, Chair of Ethnic and Racial Equity Empowerment team. | Mary Jo – Illinois – Chair of Ballot Prep, Chair of OPPM, IT and Delegate Training | Lucia – South Florida – WSO Controller, Finance Vice Chair, DCOC | Pam – Colorado – IG Chair |

D. 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.

E. Motion to approve the February 13th, 2021, Teleconference Minutes (Jim B)

Second: David McB

Discussion: Note that I used an automated transcript tool for these minutes, which converted the audio recording to text, and I cleaned it up to the best of my ability.

Decision: All in Favor – Sharon, Fredrik absent

F. Chair Report – Charlie H

A letter has been sent to each committee noting some procedures, please take a look <https://acawso.org/2021/03/13/march-2021-letter-to-wso-committees/> or in Appendix 3 of this document. The changes include yearly elections of a chair and co-chair, the expectation of monthly written reports at which include the three most important goals the committee is working on.

G. Treasurer's Report – Bill D

In reviewing the **Balance Sheet**, we can see ACA WSO ended the month with \$751,810 in Total Assets. The previous month was \$752,299, resulting in a decrease of \$489.

Our Total Cash and Cash Equivalents (Account 1000) increased by \$15,680, Inventory Assets (Account 1400) decreased by \$19,125, while Customer Receivables increased by \$3,950.

WSO's Total Liabilities & Equity was \$751.810 at the end of the period. This is a decrease of \$489 from the previous month. Accounts Payable decreased \$13,108 due to outstanding invoices being paid. Year-To-Date net income is \$33.127.

Looking at the Profit & Loss we can see Total Income for the month was \$117,414. This includes Shopify sales of \$35.3k, Amazon sales of \$55.7k, and 7th Tradition of \$21.4k. Book sales decreased \$14.5k, and 7th Tradition contributions decreased \$7.2k from the prior month. The prior month total income was \$136.4k. Therefore, Total Income decreased by \$18,967, or 13.9% from the prior month.

The combined Cost of Goods Sold (COGS) was \$67,934 which was less than the prior month's \$74,331 COGS due to the decrease in sales. This left WSO a Gross Profit of \$49,480 before expenses.

WSO Expenses on the P&L include payroll, overhead and operating expenses. Overall WSO Total Expenses were \$38,305 this month, which were lower than the prior month by \$1,792. This resulted from a small decrease as compared with the prior month in Contractor Fees, and IT Support. After deducting the expenses from the Gross Profit WSO was left with a net income of \$11,174 for the month.

WSO received \$21,388 in 7th Tradition Contributions for the month from members, groups, intergroups and regions. Our campaign of \$7 for the 7th brought in \$266. Also notable, there were 6 contributions that were \$500 or more, totaling \$4,249. However overall, there was a decrease of \$7,191 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. We can also accept Zelle transfers by contacting either treasurer@adultchildren.org or finance@acawso.org for the details. Please let your fellow travelers know ACA depends on contributions to fund the rapidly expanding fellowship services' needs.

Questions for the Treasurer:

- Was Gross Revenue displayed on the charts? YES (I was unable to copy the charts)
- Comments on the slight decrease in Amazon Revenue—Less day in February, out of stock of a few titles in the UK.

II. Committee Reports

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

Board strategic retreat for Fall of 2021 contract is in the works. There will be a Regional event to follow on Nov. 5,6 and 7. Committee structure was discussed as well as the ABCAWC. There was an update from Jim on plans for ABC ballot measure town halls. We also created agendas for Board working sessions.

The committee approved the following:

- 7,500 SC BRBS
- \$200 contract with Robin R to facilitate the new covers for both BRB

Executive committee recommended that the board approve 15,000 HC BRBS

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

1. Charlie H., Marcia J, and Nuria G. conducted an Oral History interview with Kathleen S. on February 27, 2021.
2. ACA is only beginning to collect its institutional history. Members who need to be interviewed

are dying before this gets done. The committee sees the need for concerted action on this project but does not have enough interviewers with the requisite experience of the organization to conduct the best interviews. It may be that this work needs to fall under the auspices of a different committee. Ongoing discussions at our monthly meeting will discuss the goals of this particular committee, both long-term and in the coming year.

3. Sally P. has created a document outlining her method of dealing with the unorganized archival materials of the Connecticut Intergroup. Marcia has created an informational document about ACA Committee archival materials. Both will be pursued in an effort to save materials that otherwise might be lost and to find a procedure to organize them.
4. We have received two quotes for scanning of our nine boxes of historical material at Signal Hill. One more will be necessary. Meanwhile, we have possible donations coming from Texas and Northern California. We can get a UPS order from Signal Hill to have boxes shipped there.
5. The committee has a variety of projects started. More help will be necessary if all are to be continued.
6. Anyone interested in participating in this committee should contact Marcia J. on Slack or at archives@adultchildren.org
7. Question on next steps for the audio interviews – lots of work to do – we need some help with the transcription.

C. Ad hoc Committee for Representation, Equity, and Accessibility: Thaddeus G

1. The committee met twice since the last monthly report: February 19, 2021 - 8 participants
2. March 5, 2021 - 9 participants
3. Responded to two emails from the membership about a men's-only meeting described as "hetero" only. The Committee informed the email authors that MSSC is working on a Town Hall to discuss "only"-type meetings. The Committee began drafting a document called "On Meeting Types," which addresses discernment about meeting types within the fellowship and the need for "only"-type meetings that are based in safety, protection, and love. This document will be presented at the upcoming Town Hall.
4. Responded to an email regarding the desire to have closed captioning for WSO meetings. The Committee researched live, artificial intelligence-powered transcription/closed captioning, and found this service is provided for all paid Zoom accounts. The Committee coordinated with the
5. IT Committee to enable this feature on all WSO zoom accounts and is currently drafting a Traveler article to announce this to the fellowship, along with instructions for how meetings can also enable this feature if they use the Zoom platform.
6. Began finalizing a document called "Recommended Representative Language," which will ultimately be shared with the Literature Committee and help ACA use language that is more inclusive of the wide spectrum of human aspects of identity - especially trans people, non-binary people, queer people, and people of color. This item works toward Goal 3 (see below).
7. Elected Alexandra E to be the Committee's official liaison to the Literature Committee, working toward Goal 5.
8. Decided to create a document to begin brainstorming ways to liaison and otherwise communicate and collaborate with other WSO committees, working toward Goal 5.
9. Held the first meeting of the Membership Survey Working Group. Working toward Goal 1.
10. Looking at how to roll out Ethnic and Racial empowerment work for the WSO.

D. European Committee: Fredrik

No Report presented – please refer to the website.

E. Finance Committee: Bill D

The Committee was joined by O&S to review the financials for January. The financials were accepted by the committee and the treasurer posted them to the acaawso.org website along with a written Treasurer's Report. – Completed

The Finance Committee has been working with a volunteer on the WSO IT Committee, on a software plugin, to better facilitate our 7th Tradition Contributions. The project has completed its testing stage and could be ready to go live in March. Mapping for the accounting has been set up, and Training sessions have taken place as well.

The Committee discussed maintaining the Shopify site where donations are made operational for a short time, while the new interface is getting started. We will be documenting steps towards implementing the rollout, including tasks and members of the team needed to accomplish these tasks. We drafted a brief announcement for the March Traveler. A more in-depth description of the new site will be described in the Traveler next month. – In Process

The Committee is looking into presenting Financial Statement in a more concise format. Modifications to the chart of accounts needs to occur for the 7th Tradition Contributions to be presented correctly. – In Process

The Committee reviewed the second Draft of the Employee Handbook. Recommendations will be presented to the OMOC Committee and the Board – In Process.

During the January WSO Teleconference, members of the fellowship have requested guidance for how to use banks, Venmo, and PayPal to collect and account for 7th Tradition Contributions for their local meetings. Finance Committee members agreed to start working on drafting a new brochure, or updating current flyer encompassing banking practices, with more information regarding new technology including electronic payments. – In Process

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 is researching the maximum amounts other fellowships have as contribution limits. Results are being compiled on a table as it becomes available and will be part of the Finance presentation at the ABC. – In Process

The Finance Committee discussed restarting the Prudent Reserve project by completing the lookup of comparative information for other fellowships' prudent reserves and determine what is reasonable and appropriate for WSO. – In Process

The Committee received and reviewed proposed change in language in the OPPM regarding the Travel Policy. Committee agreed unanimously to adopt changes – Completed

The Finance Committee continues to compile financial policies in the creation of the first ever ACA WSO Accounting Manual. – In Process

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 or send a message on Slack.

F. Hospitals and Institutions: Rich R

We had 56 H+I requests sent out this month. We have finished our trifold, "ACA Info for Health Professionals." It has gone to the literature committee. They made several suggestions for changes. The trifold group will meet Monday 3/8/21 and discuss these suggestions. It then goes back to the lit review committee. If approved, it will be released for a year of fellowship review. If OK'd by the fellowship it will be adopted at the next ABC. Our H+I meeting is on the first Wednesday monthly at 3pm eastern on zoom channel: <https://us02web.zoom.us/j/83509917652> Or contact Rich R. hichair@adultchildren.org

G. Information Technology (IT) Committee: Brad L

Updates to the meeting list software are scheduled soon – search for Focus and Back End support for Intergroup and Country Editors

The 7th Tradition plugin is close to being ready

Comline blog is planned to demo at the ABC-AWC

The updated convention website is live at <https://www.acaworldconvention.org/>, you can submit AWC Proposals and register for the ABC. AWC Registration is coming soon. Looking to have full video for the ABC Observer.

H. Literature Committee: Charlie H

Health Care Professional Trifold is ready to be released for fellowship review

The Loving Parent Guidebook is going through final text edits and publication design. This important new ACA publication is on track for release this spring. Special thanks to Bonnie M!!!

At a special March 5 meeting, the Literature Committee nominated a new committee chair, David McB., who is scheduled to replace Charlie H. at the end of the April 2021 Annual Business Conference. The committee also identified its roster of subcommittees and named chairs for most of them. Further organizational meetings are scheduled between now and the ABC.

Ready Set Go!! is undergoing final script review before submission to the evaluation and publish process.

ComLine publication was interrupted in 2020 because of staff availability issues. A special volunteers team is planning a new vision for sharing fellowship experience, strength and hope. Details and updates will be announced on Slack, in the Literature open forum. Further information on participating in this effort can be obtained by contacting Christine on Slack, or by emailing her at literature@acawso.org. An agreement has been reached to reprint 1,000 Big Red Books for the Finnish fellowship.

Question on the status of the APB Tent Card – Feedback from the past year needs to be incorporated before it goes to the ABC for approval

ACA Bill of rights – Need to check on the status –

Loving Parent Guidebook will be going out for fellowship review soon – first in digital format and then print hard copy.

I. Member Services Committee: Carole C

The MSC Monthly Meeting is on the first Wednesday of the month via teleconference.

Zoom2:

ID: 843 9481 6277

Passcode: 93420

7PM UTC/11:00 AM Pacific Time/ 2 PM Eastern Time

Active MSC Chairs: Carole C., Sue V., Rita R., Tamara P.

Active Volunteers: Josh W. Justine F., Laura L.

Special Worker: Eleni M.

The committee is looking for a Vice Chair, Secretary, and someone to assist with the yearly budget.

We have been discussing hosting virtual quarterly events for the larger fellowship to be created and produced by our subcommittees. We are considering inviting panel guests from the WSO committees, subcommittees, and the membership. We also are considering workshop type events or helpful tools for recovery.

Also discussed was the possibility of sponsoring or putting on a workshop about the Member Services Committee during the 2021 Annual World Conference (AWC). We need a volunteer to organize it.

We need a coordinator for these panels and workshops and a tech savvy person to help us. We have the topics, just need people to present them. Contact mscchair@adultchildren.org if you are interested in helping us.

J. Global: (Chair: Sue V.)

Sent proposal] to the Board on behalf of South Africa ACA for focal printing, similar to what exists in Europe. They are down to 3-4 books and there will be a significant demand after the 2021 ABC/AWC/

Global Sponsorship/ACA Recovery group would like to partner with Europe and Member Services to explore resources and workshops.

We have a new country coordinator in China; they have joined Global East.

We have started discussions around sponsoring and putting on workshops.

Intergroup Subcommittee: (Chair: Tamara)

Reviewed a new draft of ***Starting an Intergroup*** document. We are forming a working group to review the document using Google Docs. The Intergroup segment of the Service Manual is dependent on this document and due in February.

Will draft a message to Intergroups to put out a call for working meetings. This working group and their ideas could form the future vision of this committee.

Will send an "IGSC message to the room" that we are looking for volunteers for the future work. Will post it to the forum (Traveler) with a headline, EXCITING OPPORTUNITIES!! Needs to be created and posted to Slack Channel.

Members Subcommittee: (Need a chair) MSC Chair has been answering email and Slack questions for the Members Subcommittee.

Regions Subcommittee: · we are continuing the reorganization of this subcommittee by having the meetings the second Saturday of the month as it was previously scheduled. Currently, reaching out to existing Regions to ask if they have anyone interested in the position of Chair. Also, will put a request in the Traveler to find interested people. Laura, Justine, Josh, and Carole will contact individuals regarding this *as well*. Want to know what Fredrik can do to get a volunteer from Europe's regional organization meeting to join the Regions Subcommittee. Carole will follow up with Fredrik with an invite.

Young Adult & Teen Subcommittee (YAT): Rita F
Carole is forwarding all You Adult and Teen emails to Rita. All resources that were available about the subcommittee were shared with her.

K. Traveler: Eleni M. Editor

MSC is working with Eleni to approve articles and events when necessary.
No news from the Board of Trustees from our liaison Fredrik this month.

L. Public Services Committee: Jim B

Information about the committee can be found at <https://acawso.org/category/public-information/> To contact us by email: pscchair@acawso.org **Active Committee Members:** Jim B., Gary, Mindy, Denise, Rich R.

The committee is meeting every 2 weeks on Wednesday at 6PM Eastern. The next meetings are on March 17 and March 31. We are discussing our top 3 goals as a committee We have drafted a mission statement and are reviewing it. We are also looking at the adultchildren.org website to clean up some of the PI pages to ensure a simple, clear, consistent message.

Had a combined meeting with the Hospitals and Institutions Committee to discuss how we could work together in the future.

Future plans include:

1. Updating the ACA Public Information trifold
2. Reviewing the PI flyers for other fellowships to see how we can improve ACA's trifold
3. Building a PI Handbook for our use and that of others who may need the information
4. Intergroup Outreach
5. Getting airtime for our current PSAs
6. Creating outreach to groups that may not know about ACA such as Spanish speakers and those from other 12-Step groups.

M. HR Ad Hoc Committee Rich R <https://acawso.org/category/human-resources/>

HR Handbook has been sent to all employees and board of trustees. The HR ad hoc Committee consists of board members and fellowship members. Currently we are working on “areas of responsibility” and a motion to the board for this committee to become a full-time committee. We meet on the second and fourth Tuesdays of the month at 4 p.m. Eastern. <https://us02web.zoom.us/j/84889018373> If you're interested in HR and would like to join these meetings please contact me, Rich R. at hr@acawso.org

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

1. As the Signal Hill DC continues to increase output and expand its reach, we are also learning how best to serve the meeting list community and to maintain a higher level of interaction with member needs.
2. New Orders 7500 – Soft cover BRB/ Placed, 15000 – Hard Cover BRB/ Pending
3. ACA Meetings Listed on the website increased to 3050 since last month and increased to 3080 in the past few days.
4. The UK is being restocked to address some issues caused by Brexit and Covid.

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

The DCO Committee met on its regular 2nd and 4th Wednesdays this past month. The committee continues to monitor inventory and perform general office operations oversight. The committee also communicates regularly via its channel on Slack and via email.

The items worked on since the last monthly Board Teleconference are:

- i. At the first meeting of the month staff reviewed the end of month inventory report. They noted we were looking good in Amazon US FBA and Signal Hill. They noted we were out of stock in Amazon UK on two of our titles. The variances that were mentioned the month before came into reconciliation this month leaving staff unsure why the discrepancy showed up the prior month. – Completed
- ii. At the second meeting of the committee later in the month, staff presented a hardcover BRB order quote that was discussed. Staff recommended we increase the order to 15,000. There was discussion and the quote was unanimously approved by the committee to recommend to the board that WSO order 15,000 of the books with 50% barcoded for Amazon. Action Item - A motion from the committee was forwarded to the board and approval obtained. – Completed
- iii. The committee reviewed the Amazon optimization project's status, and it was felt that we had gone as far as we could with the current consultant and a change was needed. The committee voted unanimously to end the project with the current consultant and re-evaluate the deliverables needed to continue to improve the product listings on Amazon. – In Process
- iv. Business organizational assessment – An in-depth organizational assessment was completed by a non-profit consultant and delivered to the board. The board is reviewing the report as it recommends significant changes to the existing structure. The committee discussed the need for an election of chair and vice-chair and determined it made sense to see if the report's recommended reorganization of publishing and distribution aspects of WSO is completed. The committee members felt it would be better to wait until the board finalizes the structure of the organization. – In Process
- v. A member of the committee asked if there was a possibility of having the UK printer print the books needed for the European Amazon channels. A discussion brought up several

possible issues. For example, the specs for the books on Amazon UK are currently US Standard and the printer prints in European sizes so Amazon product listings would need to be modified. Also, the printer currently only prints soft cover books so they need to be contacted to see if they can print the hard cover books. Staff recommended exploring this as the time and cost of shipping from US to Amazon overseas is significant. Action Item: The office will research the possibility of printing books there and report back to the committee.

- vi. Updates to Shop.adultchildren.org Website – A committee member initiated a discussion about making updates to the shopping cart website homepage to make the presentation of the information more user friendly. The member inquired as to who is responsible for suggesting updates to this part of the site and who will actually do it. Staff concurred that this is within the office staff current abilities. Jim made a motion that the DCOC be the entity to provide direction to the office to make updates to the shopping cart and that the office carry out those updates. The motion passed unanimously. The committee then voted to approve the rearrangement of the buttons on shopping cart home page to make it easier for people to find our main products. Action Item: The office will work with IT Committee if needed to make modifications. – In Process

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

We are meeting weekly on Tuesdays at 7PM Eastern while making updates to the Service Manual for the 2021 ABC **Active Committee Members:** Jim, Kelle, Karin, Alaska, Sarah

Committee Goals:

1. Continue to issue drafts of the Service Manual
2. Encourage and support sharing experiences with the Traditions and Concepts related to service.
3. Support Regional development in ACA

The committee has discussions and schedules our meetings on WSO's Slack. Contact svc@acawso.org to be added to our private committee Slack channel.

See <https://acawso.org/category/service-network-committee/> for our recent reports and other announcements. We always welcome new members to join the team. There are many service opportunities to help document our service-related experience, strength, and hope.

We are currently working on the following:

- The Concepts Study Group meets on the third Sunday of each month. Recordings are posted on our page on acawso.org
- We are consolidating information into the latest Service Manual Draft
- Our active members are using ZOHO Projects and Docs to make updates
- We are looking to add some information on Virtual Meetings.
- We plan to post the Service Manual Draft at the end of March
- We need members to serve as chair and co-chair of this committee starting after the ABC in April.
- We have been asked to provide some guidance to the OPPM committee on Intergroups similar to the information we gave them on Regional development and certification.

GENTLENESS BREAK

Q. ABC AWC Committee: David McB <https://acawso.org/category/abc-committee/>

This committee is responsible for our annual ABC and AWC. It meets the first and third Saturdays of each month at noon eastern. The 2021 ABC will be held virtually April 24- 25. The 2021 AWC will be held on May 1-2, 2021. The theme is Global Recovery. We are looking to get as many countries as possible around the world to be involved in the ABC and AWC.

The 2021 Website is live for both delegate registration and Workshops thanks to Brad L. ABC Observer registration is coming soon – expected to be full video and audio. Our Parliamentarian from 2020 will be back with us, but we still need an ABC Chair and Secretary. We also need tech support and committee volunteers.

Delegate Binder is in progress – we are following the same virtual meeting format, possibly calling it the conference binder as we have the new delegate handbook.

Some due dates to keep in mind:

1. Workshop proposals due by March 15th, ABC committee response April 5th
2. Delegate ballots are out for voting, due in by March 31st
3. Committee Reports are due very soon 😊

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

The committee website has been updated with everything needed for the ABC. The handbook is published, and feedback is welcome.

The delegate training presentation is being updated. The first session is tomorrow at 2PM Eastern. All are welcome to the Delegate Training Sessions: no registration is required.

The DTSC Slack channel has been renamed **2021_abc_delegate_information**

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

We held the remaining Town Halls in February where Proposal submitters were given the opportunity to present their proposals. Fellowship attendees then had the opportunity to ask questions. All feedback was very positive. This will be an ongoing part of the Ballot process in future years. The recordings of the Town Halls are available on our website page:

https://acawso.org/category/ballot_prep/ Other than the Town Halls, we did not meet in February.

The remaining schedule for the Ballot process is as follows:

- March 31st – Deadline for Ballots
- April 3rd – Publication of Ballot results

Voting links are here <https://acawso.org/category/ballot-prep/> As of the end of February, 31 Ballots were completed. (62 as of the March 13th Board Telecon)

*** If you are interested in being part of this Committee, please email us at BPC@adultchildren.org

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

Changes to the following sections continue to be before the Board for review and adoption:

- SECTION X. COMMITTEES, Sub-Section C
- APPENDIX I. RIGHT TO PETITION
- APPENDIX X. ABC MOTION PROCEDURE, INCLUDING MODIFIED ROBERT'S RULES OF ORDER are still being reviewed.

We are working on a better process of communication between our committee and the Board as a way of better ensuring that our work gets heard by the Board and acted upon.

T. Ad Hoc Committee on Meeting and Service Safety: Erin D <https://acawso.org/category/ad-hoc-meeting-and-service-safety-committee/>

The **meeting and service safety committee** is where the three subcommittees come to discuss what they're doing because we recognize that there tends to be overlap, and we want to see where we need to work together, or you know how we need to work those types of things out. Rich R and Erin D are Co-chairs of that committee and Kathy is our secretary.

Subcommittees:

- **Addressing Predatory Behavior**, Co-chairs are Neil H and Greg M, and they are working on revising a self-check inventory to recognize where an individual might be in the victim rescuer persecutor triangle
- **Service Norms** is co-chaired by Karin S and Rich R, Service norms is meeting on the first and third Saturdays, they are looking at the service norms document, as well as the five areas identified that meetings tend to suffer from – domineering behavior, cross talk, misunderstanding the use of a group conscience, safety in nontraditional environments

A new meeting starts on Monday the 15th, – anyone doing service – the recovery lounge. It will focus on the commitment to service, basket of topics, meditation, etc. Also, a Saturday meeting is planned for people with schedule conflicts for Monday. Will create a new slack channel for members to get to know each other

- **Virtual and Telephone Meetings** - We are working on a domineering behavior workshop, of which we will have three or four that will present the different topics that the fellowship identified.

Full reports will be posted soon

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

Committee members are Greg, Barbara, Denise, Jody; Erin is our board liaison and Laura is kind of hanging in there as an advisory capacity. We are looking for new member of the nominating committee who has around two to three years recovery and preferably somebody from outside of the United States and Canada.

We sent five nomination packages to the board on the 11th of February. Today the board said they had no objections to these five candidates, so we notified them today that they have been approved

We remind everybody that this is an ongoing process of vetting and nominating new members of the board. We're considering a fall nomination period - having applicants in by the end of July

Comment from Charlie: This is the fourth year that we've had nominees vetted by the nominating committee so after all the changeover happens presumably by the ABC, there will only be three board members left, who were who joined the board before there was a nominating committee, so it's really slowly but steadily created a consistent way of evaluating candidates that is not driven by the board.

III. Motions Read into Record

A. Motions passed at the Board Working Session on February 18, 2021

Motion: The board will contact the Nominating Committee about getting more information about the candidates and agree to not contact the candidates prior to discussing next steps with the nominating committee. (David Mc B)

Second: Sharon F.

Background – The OPPM does not detail what the board can do to see 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.

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

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

Second: Sharon F.

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.

Decision: Motion passed unanimously.

B. Motions passed at the Board Working Session on March 4, 2021

Motion: The board draft a letter inviting the nominating committee and the 2021 nominated candidates to an optional Meet and Greet. (Jim B.)

Second: David Mc 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 ~~how~~ ^{input} about how the board can interact with nominees.

Decision: Motion passed with 5 in favor, 2 against, and 1 abstention

C. Motions passed via Specific Concurrence since the last Teleconference. A Specific Concurrence is considered time sensitive and is done electronically.

Motion: The Board approve those sections in the HR Handbook that refer to paid leave (sick, vacation, etc.) be corrected 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.)

Second: Sharon F.

Background: This will provide consistency throughout the handbook as well as a more equitable

benefit disbursement policy.

Decision: Motion passed unanimously.

Motion: That WSO adopt the “Look Back” method in determining the remaining leave an EE is entitled to receive under the CFRA and update the HR Handbook to reflect this policy. (Sharon F.)

Second: 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.

Decision: Motion passed unanimously.

Motion: To recommend Brad L as the IT Committee Chair and Jim B as the Board Liaison to the IT Committee effective immediately. (Jim B.)

Second: Bill D.

Background: Brad L was expected to become the IT Chair during the 2021 ABC. However, the IT Committee chair is vacant after the departure of the current chair. A detailed review of information and access levels will be completed to ensure clear roles for the IT Committee members and protection of sensitive information. Sensitive information will be handled by the Board liaison.

Decision: Motion passed unanimously.

IV. Guest Comments

1. **Kathy T:** Question for Marcia – What is the goal of the oral history transcription project? To have electronic text or will the audio be available?
 - Marcia noted that the machine translation from audio to text needs a lot of manual correction. Goal is to send typed copy to the person interviewed to have it approved. The typed copy and audio will be made available once they are approved.
2. **Josh W:** When are new board members seated?
 - New board members can start when they choose – immediately or at the ABC. ALL board members will stand for Ratification at the ABC. This year’s ABC Agenda will also include ratification of Committee chairs and cochairs.
3. **John P:** The “Men Only” filter is not working.
 - The filter actually does work. Meetings must use the TYPE setting as Men-Only, not put Men Only in the textual description. The Type Filter only works on the Type Field, so please update your meeting to have it show up in the search properly.
4. **Shari:** There is confusion about the Literature proposals on the ballot. What is the process for Literature analysis an evaluation?
 - Charlie suggests that groups should vote their conscience and vote “yes” if they think a literature proposal should be discussed. If any action has already taken, the ABC will be informed so the body can decide to make a motion or defer to the board action already happening.
5. **Erin D:** Announcement on the Town Hall to discuss “Only” Meetings. Possibly the first Saturday in April. A number of committees have been asked to help organize this, but the entire fellowship is invited to

discuss the matter in a Town Hall format.

6. **Karin S:** The Concept Study Group has a talk on Concept 3 scheduled for March 21. The speaker is Mary Jo L. This is posted on the service network committee repository page. Announcements of future meetings can also be found there as well as on the website calendar of events. The Jan and Feb recordings are available at <https://acawso.org/category/service-network-committee/>
7. **Kathy T** – What is the status of the ACA Bill of Rights and the Addressing Predatory Behavior Tent Card, when will they be presented for approval at the ABC?
 - Charlie replied: The first of the to the Bill of Rights, as I said earlier, there's some confusion right now about what exactly were recommended to change, I know we were requesting some changes, but I wanted to figure out what was requested. The Lit Eval Committee needs to look at this. APB – This should be able to be presented to the ABC for approval this year.
8. **Greg R** – A few comments on the Board seating process. The OPPM states that basically a trustee can come on at any time of the year. And the term starts the day that they come on to the board. Their term is two years, up to a multiple of three terms. If they come on in January so the entire board is as Charlie said subject to ratification at the next ABC. And it's done every year, so that you know anyone may be on the Board without ratification for a period of time.
9. Comments from David McB - In literature we worked hard the last couple years to reorganize and continually improve function. Trying to get where we won't always be the committee of overwhelmed, not nearly as much, and so we're looking forward to it, it will make sure the APB is on the top of the list to try to get to that during the ABC. We're now embarked on another level of getting more functionality into the different committees because, now we've had a wealth of volunteers in literature. And we actually have them sorted out to where we help each other.
10. Comments from Charlie H - one thing was I'm really gratified by when I took over literature in 2017, we might have had a total of three volunteers. It was very, very small, we now have probably somewhere between 40 and 60, or more regular volunteers now. We also had no real structure to the evaluation process. There was one group in particular, which involved Bonnie and Lewis and Greg, who did extraordinary work to create structure around an evaluation process. So, as David is saying we've actually come a long way in terms of actually putting all of these people into a process with policy structure, etc. so, the phrase Growing Pains really is applied in this situation, not just the pains but actually the growing it's actually quite remarkable when I look at what's in place right now and what David also been helping to build versus you know where we all kind of started number of years ago.
11. **John P** – I have been an intergroup rep for some time in MA. Does this qualify me to be a delegate also? David McB replied – The Intergroup can elect a single delegate, as well as each group can elect a single delegate, same as each Region.
12. **Judith R** - I am just so filled with goosebumps about what I'm seeing on this meeting, not anything derogatory about what has been, but it's been quite a bit of time since I've been on one of these meetings, and the positive vibes I'm getting, and the professionalism. And I know the blood sweat and tears you guys, gals have put in is showing it real, showing the sincerity and just the Unity I feel here is just incredible. So, from South Florida and anyone else I touch. I'll be bringing that back. And I want you all to know to pat yourselves on the back, because I know it's lonely at the top. A lot of times, and we're out here. We're rooting for you. I will put out, on separate covers some of the ideas that I have to bring us more into the

fold, let's say, two points that I would like, so thank you. Bravo, to each and every one of you. A couple of points. I think I heard H&I being added to Public Information, I think I think I heard something like that, that is music to my ears, it's never made any sense to me why that was separate. Second can we also use some of the transcripts that come out of live events like in the matter of minutes. In the last 90 to 120 days, I really hadn't been following this new thing with my lifestyle, but I know they had like the government they have expensive systems, but to be able to read something and yes they know there's they say they do know that there could be mistakes that could be this but boy with today's instant word, seeing things and to keep the sizzle up. Maybe it may be an idea to consider a few mistakes that or for expediency. I will put this under separate cover and thank you very much. Charlie Replied - Thank you very much, certainly for the first part of your comments are very much appreciated. I'm wondering if Jim, or Brad if you want to speak quickly to where we are with transcription, I can certainly look at the screen and see my words, flying across the screen below me. Jim added - I'll just say that it's a simple feature that zoom added. And we're using, as was noted in the REA report, they alerted us to the feature and we're happy to test it out and seems to be working pretty well. Charlie added - And I think Judith from my perspective, the additional point you think would be valuable for us to begin posting word transcripts, on, on live events is that a piece of what you're suggesting absolutely to get it, and possibly recorded videos.

V. Announcements

- A.** Next WSO Board Teleconference Meeting is Saturday April 10th at 2PM EDT
- B.** The ACA Annual Business Conference will be held virtually Saturday and Sunday April 24-25.
- C.** The ACA World Convention will be held virtually Saturday and Sunday May 1-2

VI. Closing

A. Motion to close

Seconded Decision: Motion passed unanimously

B. Serenity Prayer

Appendix 1: Status of 2020 ABC Motions

| Motion | Status |
|--|--|
| Motion 1 (<i>Proposal 3</i>): That the ACA Preamble be sent back to the Service Network Committee with comments to they can and get more fellowship feedback, make updates, and refine the wording. | The Service Network Committee has created 3 new drafts for the preamble that have been provided to the Literature committee. |
| Motion 2 (<i>Proposal 8</i>): We move that the Literature Committee create educational resource(s) that assist adult children in the creation of healthy boundaries. | A Literature subcommittee has been formed. |
| Motion 3 (<i>Proposal 10</i>): That WSO create a daily re-parenting reader similar in structure to the Strengthening My Recovery (SMR) daily reader. The content will draw from and complement the forthcoming Loving Parent Guidebook. Material will also come from The Big Red Book, other ACA literature (including new materials) and ACA member submissions. The purpose of the daily reader will be to support the fellowship as we learn to re-parent ourselves with gentleness, humor, love, and respect. | Pending. |
| Motion 4 (<i>Proposal 13</i>): To move up the “Alcoholic/Dysfunctional Families” part of the title on the cover of the Big Red Book to be consistent with the Title Page (p. 1) “Adult Children of Alcoholics-Alcoholic/Dysfunctional Families.” Also, that the spine of the BRB be changed to read: “Adult Children of Alcoholics/Dysfunctional Families.” | A special Literature worker has been hired and this is on their list. |
| Motion 5 (<i>ABC 2020 Floor Motion</i>): 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; addressing fellowship safety issues within all formats and venues during the current coronavirus pandemic and thereafter. | Ad Hoc Committee has formed and is active |

Appendix 2: February 2021 Financial Documents

| Adult Children of Alcoholics World Service Organization Inc | | | Adult Children of Alcoholics World Service Organization Inc | | |
|---|------------|-------------|---|------------|-------------|
| Balance Sheet | | | Balance Sheet | | |
| As of February 28, 2021 | | | As of February 28, 2021 | | |
| | Feb 28, 21 | Jan 31, 21 | | Feb 28, 21 | Jan 31, 21 |
| ASSETS | | | | | |
| Current Assets | | | | | |
| Checking/Savings | | | 1353 · Security Deposit | 3,850.00 | 3,850.00 |
| 1000 · Cash & Cash Equivalents | | | 1354 · Outside Contractors | 6,010.36 | 6,900.91 |
| 1010 · Bank of America | | | 1350 · Prepaid Expenses - Other | 31,544.87 | 30,044.87 |
| 1011 · General Operating-Ck-7246 | 70,022.11 | 26,235.54 | Total 1350 · Prepaid Expenses | 43,683.35 | 43,326.15 |
| 1012 · AF Operating Account-Ck #1623 | 28,433.16 | 62,397.35 | 1400 · Inventory Asset | | |
| 1013 · Operations Savings #4377 | 65,687.90 | 65,435.38 | 1410 · Shopify Inventory | | |
| 1014 · Bank Of America CD #3670 | 100,000.00 | 100,000.00 | 1411 · Textbook Inventory | 42,143.44 | 59,040.23 |
| Total 1010 · Bank of America | 264,143.17 | 254,068.27 | 1412 · Workbook Inventory | 32,996.98 | 46,817.56 |
| 1020 · Chase Bank | | | 1413 · Tri-Folds | 1,431.23 | 1,654.21 |
| 1021 · Chase Operations Ckg #1315 | 9,107.71 | 9,058.80 | 1415 · Medallions/Chips | 15,170.64 | 15,352.73 |
| 1022 · Chase Savings #1591 | 84,171.78 | 84,170.51 | 1416 · Sub-Par Inventory | 995.07 | 1,044.58 |
| Total 1020 · Chase Bank | 93,279.49 | 93,229.31 | Total 1410 · Shopify Inventory | 92,737.36 | 123,909.31 |
| 1100 · Merchant Accounts | | | 1420 · Amazon Inventory | | |
| 1031 · TransferWise-EUR # | 1,951.70 | 1,734.56 | 1421 · Textbook Inventory | 35,452.49 | 30,422.62 |
| 1030 · TransferWise-USD # | 24.32 | 24.32 | 1422 · Workbook Inventory | 31,620.60 | 24,577.03 |
| 1032 · TransferWise-GBP # | 1,100.04 | 134.45 | Total 1420 · Amazon Inventory | 67,073.09 | 54,999.65 |
| 1105 · Venmo | 2,051.00 | 976.00 | 1430 · Inventory-Europe | 484.93 | 510.98 |
| 1110 · PayPal | | | Total 1400 · Inventory Asset | 160,295.38 | 179,419.94 |
| 1113 · PayPal - Shopify | 32,199.54 | 10,908.50 | Total Other Current Assets | 210,385.23 | 229,022.26 |
| 1112 · PayPal-7th Tradition | 66,169.97 | 65,331.49 | Total Current Assets | 693,300.00 | 692,307.29 |
| Total 1110 · PayPal | 98,369.51 | 76,239.99 | Fixed Assets | | |
| 1120 · Shopify Payments | 2,665.53 | 5,894.23 | 1800 · Fixed Assets | | |
| 1130 · Amazon US Clearing | 13,865.92 | 28,040.97 | 1810 · Furniture & Fixtures | | |
| 1131 · Amazon Canada Clearing | 820.41 | 2,193.45 | 1812 · Warehouse Furn/Fix | 1,037.85 | 1,037.85 |
| 1132 · Amazon UK Clearing | 169.44 | 220.70 | 1813 · Shelving | 3,377.94 | 3,377.94 |
| 1133 · Amazon FR Clearing | 0.33 | 0.00 | Total 1810 · Furniture & Fixtures | 4,415.79 | 4,415.79 |
| 1134 · Amazon DE Clearing | -1.37 | 11.29 | 1820 · Equipment | | |
| 1135 · Amazon ES Clearing | 9.34 | 0.00 | 1821 · Computers | 3,237.20 | 3,237.20 |
| 1136 · Amazon IT Clearing | 12.94 | -4.64 | 1822 · Security System | 4,375.00 | 4,375.00 |
| 1137 · Amazon Mexico Clearing | 0.00 | 18.63 | 1823 · Office Equipment | 1,442.34 | 1,442.34 |
| Total 1100 · Merchant Accounts | 121,039.11 | 115,483.95 | 1825 · Warehouse Equipment | 13,886.77 | 13,886.77 |
| Total 1000 · Cash & Cash Equivalents | 478,461.77 | 462,781.53 | Total 1820 · Equipment | 22,941.31 | 22,941.31 |
| Total Checking/Savings | 478,461.77 | 462,781.53 | 1850 · Intangible Assets | | |
| Accounts Receivable | | | 1851 · Computer Software | 3,246.01 | 3,246.01 |
| 1300 · Customer Receivable | 4,453.00 | 503.50 | 1852 · Website Development | 108,381.66 | 108,381.66 |
| Total Accounts Receivable | 4,453.00 | 503.50 | 1853 · Copyright | 5,629.13 | 5,629.13 |
| Other Current Assets | | | 1854 · Trademark | 1,269.07 | 1,269.07 |
| 1310 · Other Receivables | 253.00 | 253.00 | Total 1850 · Intangible Assets | 118,525.87 | 118,525.87 |
| 1320 · SHOPIFY-Shopp'g cart receivable | 3,540.24 | 3,412.53 | 1860 · Accum. Depr' & Am't | | |
| 1330 · Interest Receivable | 2,613.26 | 2,610.64 | 1861 · Accumulated Depreciation | -20,510.00 | -19,960.00 |
| 1350 · Prepaid Expenses | | | 1862 · Accumulated Amortization | -66,863.00 | -65,931.00 |
| 1352 · Insurance | 2,278.12 | 2,530.37 | Total 1860 · Accum. Depr' & Am't | -87,373.00 | -85,891.00 |
| | | | Total 1800 · Fixed Assets | 58,509.97 | 59,991.97 |
| | | | Total Fixed Assets | 58,509.97 | 59,991.97 |
| For Management Purposes Only | | | For Management Purposes Only | | |
| | | Page 1 of 3 | | | Page 2 of 3 |

Appendix 2: February 2021 Financial Documents

| Adult Children of Alcoholics World Service Organization Inc | | |
|---|--------------------------|--------------------------|
| Balance Sheet | | |
| As of February 28, 2021 | | |
| | <u>Feb 28, 21</u> | <u>Jan 31, 21</u> |
| TOTAL ASSETS | <u>751,809.97</u> | <u>752,299.26</u> |
| LIABILITIES & EQUITY | | |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable | | |
| 2000 · Accounts Payable | 5,684.60 | 18,792.50 |
| Total Accounts Payable | <u>5,684.60</u> | <u>18,792.50</u> |
| Credit Cards | | |
| 2011 · Bank of America-Corp Card #1794 | 3,938.36 | 4,804.84 |
| Total Credit Cards | <u>3,938.36</u> | <u>4,804.84</u> |
| Other Current Liabilities | | |
| 2100 · Payroll Liabilities | | |
| 2105 · Vacation Payable | 3,887.00 | 0.00 |
| 2106 · Accrued Wages and Payroll Taxes | 12,003.83 | 12,802.17 |
| Total 2100 · Payroll Liabilities | <u>15,890.83</u> | <u>12,802.17</u> |
| 2120 · Sales Tax Payable | 3,947.90 | 4,270.55 |
| 2200 · Accrued Liabilities | 4,590.00 | 5,045.00 |
| Total Other Current Liabilities | <u>24,428.73</u> | <u>22,117.72</u> |
| Total Current Liabilities | <u>34,051.69</u> | <u>45,715.06</u> |
| Total Liabilities | <u>34,051.69</u> | <u>45,715.06</u> |
| Equity | | |
| 32000 · Unrestricted Net Assets.. | 684,630.86 | 684,630.86 |
| Net Income | <u>33,127.42</u> | <u>21,953.34</u> |
| Total Equity | <u>717,758.28</u> | <u>706,584.20</u> |
| TOTAL LIABILITIES & EQUITY | <u>751,809.97</u> | <u>752,299.26</u> |

For Management Purposes Only

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

Appendix 3: Updates on ACA WSO Committee Procedures

Dear ACA WSO committee chairs and members,

I am writing on behalf of the ACA WSO Board of Trustees. I want to thank you for the very important work you are doing as a committee volunteer. Committees do much of the heavy lifting in virtually all areas of ACA's World Service Organization, and greatly expand WSO's understanding of the fellowship's diverse needs. We on the board understand and appreciate the value your work brings.

In 2020, the WSO Board began an in-depth study of committee policies. The primary goals are to create consistent committee procedures and to increase transparency to the fellowship. We want to call your attention to several policy revisions that need immediate attention. Please circulate this letter to all members of your committee and discuss and implement the required changes as quickly as is reasonably possible, with a target of before the 2021 Annual Business Conference.

Officer Nominations, Ratification, and Rotation

- 1) Beginning with the 2021 ABC, all committee officers will serve one-year terms. Committees must nominate new chairs, co-chairs, and vice chairs every year before the ABC. We are getting off to a very late start this year, so committees should submit officer nominations to the board by mid-April. You will need to name your newly selected officers when you give your committee report to the ABC and ask the delegates to ratify your choices. If you have any problems completing officer nominations before the ABC, please let the board know as soon as possible.
- 2) Committees are strongly encouraged to nominate non-board members as committee chairs, co-chairs, and vice chairs, although you still may choose a board member as a committee officer.
- 3) Chairs and vice chairs may serve a maximum of three one-year terms. An important goal is continuity and rotation of trusted servants. To ensure that committees can quickly fill the position of chair, if that position is vacated before a term ends, co-chairs and vice chairs should be eligible to assume the chair position and serve at least one full term.

Committee Reporting to the Board and Fellowship

- 1) Committees are asked to review their statement of purpose once a year and submit any suggested changes to the board. Committees also will define and prominently list their three most important objectives for the coming 12 months in all reports. It would be very helpful if you can meet this goal in time for the ABC, but if not, please make this a top priority in May.
- 2) Starting in May, meeting minutes for committees and subcommittees do not need to be posted online, and separate monthly reports are not needed from subcommittees. Monthly committee reports will include all subcommittee updates, and also all committee decisions.

I want to emphasize that these changes are designed to support committees in doing their work. Please read this letter carefully and let me or any board members on your committee know if you have any questions or suggested changes. These policies can be adjusted if unexpected problems arise.

Thank you again for your service to the ACA fellowship, and best

regards, Charlie H.

Chair, ACA WSO Board of Trustees



MONTHLY TELECONFERENCE MINUTES
April 10, 2021
2PM Eastern

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

| Zoom Meeting Login | Dial-in USA | Dial-in International |
|--|---|--|
| Meeting ID: 228-809-511 Password: 90755 | +1 929 205 6099 (New York) +1 312 626 6799 (Chicago) +1 669 900 6833 (San Jose) | D. Full list of international Numbers https://zoom.us/j/adSv3hv19d |

- I. Introduction to the Meeting
 - 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, Justine F, Liz C (joined late), Rich R, Sharon F, Sue V
 - C. Quorum established
 - D. Guest Introductions

| | | | |
|--|---|--|---|
| Aleksandra – Poland, Polish IG Rep, Vice chair of Polish Translation committee | Anne D | Barbara – Northern California, Nominating Committee | Brad L – Maryland – IT Committee Chair, National Capital IG Chair, Northeast Region Tech person |
| Carol G – Santa Cruz CA, Monterey Bay IG, Finance Committee | Denise R - Alaska – Nominating Committee and Delegate | Dove – AZ, MSSC, Virtual Online Sub Committee, AZ IG Rep | Greg R – Austin TX, Delegate, Chair of Nominating Committee, Chair of Literature Strategic Planning Sub Committee |
| John W – Committee of Representation, Equity, and Accessibility | John Z – Southern California – local group Treasurer | Josh W – DC, NE Reg Sec, OPPM, MSSC, ABC-AWC, and Regions SC | Julianne V – Indianapolis, Indiana, MSSC, Spiritual Inclusion, Delegate |
| Laura D – Colorado, IG Rep | Lesli – Florida, group member | Lucia S – South Florida, WSO Controller, Finance and DCOC | Marcin – UK, Polish Translation Committee |

| | | | |
|--|---|--|--|
| Marion – South Africa – Global Committee Vice Chair, Former IG Chair | Carole C – MS Chair, Vice chair for Region 2, Vice chair of Central Coast IG | Nick C – Signal Hill, Operations Manager | Karin S – Illinois, MSSC, Service Network, ABC-AWC, Chair Service Norms/Concepts Study Group |
| Shari – Greater East Bay CA IG Chair | Tamara P – St Paul Minnesota, IG Sub Committee Chair | Ward – New Jersey, Representation, Equity, and Accessibility | Cheryl F – Toronto – Delegate Training subcommittee chair |
| Jim R – NY – Ballot Prep, ABC-AWC | Pam – Colorado, IG Chair and Thursday Night voices across America Speaker meeting | Alexandra, Sweden, Committee of Representation, Equity, and Accessibility, Spiritual Inclusion | |

II. 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.

III. Administrative Reports

Motion to approve the March 13th, 2021, Teleconference Minutes--Jim B.

Second: Fredrik H.

Discussion: Executive committee report – Approved 15,000 HC BRBs – this should be removed as it was conducted in the board working session and not the executive committee.

Decision: Approval subject to updating the above. 9 in favor – Sharon F. abstained, and Liz C. was ~~not~~

A. Chair Report – Charlie H

I really want to focus on two faces of renewal. All of the 12 step fellowships operate by some form of rotation of service, and in ACA we actually build in term limits both at the committee level and at the board level. I will be concluding officially my fourth year at the April ABC. Even if I were stricken with a case of megalomania, the OPPM mandates that I would step down, no later than 2023, that would be the end of my six years and so we always are dependent, even as people like me are getting toward the end of their time on the board or in service, it is even more critical for new people to be starting at the front end and beginning that journey. In fact, everybody on the board, including me, began in some very different volunteer role, and so that tends to be the typical norm. You start in some volunteer situation you feel called to do; you realize you can provide service. I think we go back sometimes to our local meetings with a new appreciation of how WSO service assists us. So, we're in the season when this is really a central part of what we do.

As I mentioned earlier before the roll call. I'm very, very pleased that we have three new board members joining us, the first time this month that would be Justine F, Liz C, and Sue V. And we also

have two other nominees, who will be joining us as board members in April, Tamara P and Jasmina T. All of these individuals were vetted by the nominating committee, which has at least three of the members are on the call, Greg R has been chair, and Barbara B, and Denise

R. This is a historic moment for the first time, a majority of our board members actually now have come through this nominating committee process which started in 2018. And by the time the changeover is completed in May, 8 out of our 12 board members will have been vetted and found to be qualified by the nominating committee. So, I am very grateful to the service that has been provided and am very excited to have five new members coming in.

I also want to say that David McB will be giving a report on the ABC and AWC. If you have not registered as a delegate, I strongly urge you to. This also is a time where our most committed volunteers get together from around the world and that is no longer hyperbole. People do really come together from around the world, and we are trying to work into the schedules a sort of educational program about volunteer activities within ACA and WSO, but I hope everybody can take part in those events and very important to us but they're also part of our renewal. And of course, I want to thank all of you because the vast majority of people on this call, many of them are WSO volunteers, so I want to thank you for the service you're already providing, and I look forward to people continuing to grow, and serve in service.

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

BALANCE SHEET REVIEW

- In reviewing the Balance Sheet, we can see our Total Cash and Cash Equivalents increased by \$33,699.00
- Inventory Assets decreased by \$19,193.00
- Customer Receivables decreased by \$4,047.00
- ACA WSO ended the month with \$785,617.00 in Total Assets
- This is an increase of \$33,699.00 in assets from the previous month.
- YTD Net Income is \$57,432.00.
- Total Liabilities and Equity is \$785,615.00

PROFIT AND LOSS STATEMENT REVIEW

- Looking at the P&L we can see Total Income before deducting expenses for the month was \$143,424.00. This was an increase of \$25,892.00 or 22% from the month before.
- The combined Cost of Goods Sold (COGS) was \$79,883.00 which was more than the prior month's COGS of \$68,347.00 due to an increase in sales.
- WSO Expenses were \$38,943.00 this month and include payroll, overhead and operating expenses. This was slightly higher than the prior month by \$638.00.
- After deducting the expenses from the Gross Profit WSO was left with a net income of \$24,598.00 for the month.

i. **PROFIT AND LOSS ACTUAL TO BUDGET**

- Our Total Income of \$143,424.00 was \$22,131.00 more than the budgeted amount of \$121,293.00, or about 18.2% more than what we budgeted.
- Book sales were lower than budgeted in Signal Hill and higher on Amazon against the budget.
- The 7th Tradition Contributions exceeded Budget by \$1,356.00.
- Our expenses were 23.4% lower than budgeted, by \$11,894.00.
- Overall, for the month we over performed by \$23,927.00 against a Budgeted Net Income of \$671.00.

7TH TRADITION CONTRIBUTION REPORT

- WSO received \$19,772.00 in 7th Tradition Contributions for the month from members, groups, intergroups and regions which was down \$1,616.00 from the prior month.
- Of note, there were 7 contributions that were \$500 or more totaling \$5,503.00

- A huge thank you to everyone who contributed to help ACA try to meet the growing need of the program
- You can see complete information by clicking on the link in the report or by going to 7th Tradition Contributions on the blue acawso.org website.

WAYS TO CONTRIBUTE

- WSO can easily accept contributions from around the world in our online shopping cart at shop.adultchildren.org with either a credit card or PayPal account.
- WSO has created an electronic 7th Tradition basket using our Venmo account 2acawso for contributions from inside the USA.
- We can also accept Zelle transfers by contacting either treasurer@adultchildren.org or finance@acawso.org for the details.
- Please let your fellow travelers know ACA depends on contributions to fund the growing fellowship needs and every 7th Tradition dollar received goes toward doing that.
- We are moving closer to the launch of the revamped 7th Tradition page on our website that the Finance and IT Committees have been working on together for several months. It is live and in the final stage of testing. Look for more information in the *Traveler* newsletter next month.

If anyone has any questions after reviewing these financial statements, please contact me at treasurer@adultchildren.org or on Slack at Bill_D_Treasurer. In closing, if you are interested in service at the world level, we would welcome you to join our team and learn more about the finances of WSO.

Questions

- Profit and Loss – Audible Revenue appears to fluctuate from 0 to 5k for some months. Bill replied that the Finance committee is looking to get access.
- Jim noted that WSO's profit margin is much better at WSO's Shopify site than Amazon. Please purchase on shop.adultchildren.org you can.
- Question about expenses – They were consistent month to month, but we were under budget – having spent less than expected.

III. Committee Reports

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

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

- We are continuing contract work for the Board Strategic Retreat for Fall of 2021. A regional event will follow on November 5-7 and discussions are being held about that. We are also discussing planning the ABCAWC.
- The Executive committee moved to approve 10,000 LGP to the Board.
- We are receiving continuing updates from Jim B. on plans for Town Halls concerning ABC Ballot measures.
- We created 2 agendas for Board Working Sessions.

B. Archives Committee: Marcia J. <https://acawso.org/category/archives/>

- Marcia nominated as Chair for another year
- Contact Archives@adultchildren.org with any questions
- Approved three goals for the coming year

Goal 1: Gather and process documents and recordings.

Objective 1: Scan all documents in our possession.

Objective 2: Sort and process all documents and recordings in our possession.

Objective 3: Continue search for missing documents and recordings.

Goal 2: Gather and Process Oral Histories

Objective 1: Make a list of those we wish to interview.

Objective 2: Conduct as many preliminary oral history interviews as possible.

Goal 3: Make archival materials available to the fellowship.

Objective 1: Find a platform to use in the creation of the ACA Archival Library

Objective 2: Decide on a method to catalog materials for the ACA Archival Library.

C Ad hoc Committee for Representation, Equity, and Accessibility: John W

<https://acawso.org/category/representation-equity-accessibility/>

1. The committee met twice since the last monthly report: March 19, 2021 (10 participants) and April 2, 2021 (8 participants)
2. The committee, in coordination with the IT Committee, published an article in the Traveler about how meetings with paid Zoom accounts can enable live, artificial intelligence-powered transcription/closed captioning. This item works toward Goal 2 (see below).
3. Finalized a document called “Recommended Representative Language,” and shared it with the Literature Committee to help ACA use language that is more inclusive of the wide spectrum of human aspects of identity: especially trans people, non-binary people, queer people, and people of color. This item works towards Goal 1 (see below).
4. Decided on a new Committee purpose statement: “Our purpose is to identify and address barriers to participation and spreading the ACA message, in order to actively foster an environment of representation, equity, and accessibility.”
5. Decided on the top three goals to include in the Committee’s annual report to the ABC. These are also the Goals for 2020-2021.
 - a. Collect feedback from membership about diversity, representation, equity, inclusion, and accessibility to help guide future committee actions. (e.g., surveys, workshops and/or town halls.)
 - b. Develop representative language guidelines for ACA collected from feedback from the membership collected in the first goal listed above.
 - c. Develop operational processes and procedures so that REA can support the Working Groups and Empowerment Teams through the Group Conscience process.
6. Nominated Alaska Y. and Jill H. to be ratified for one-year terms as co-chairs at the ABC.
7. The committee meets two times per month, on the 1st and 3rd Fridays at 3:00pm EST. We also meet on the 5th Fridays of the month (when applicable) at 3:00pm EST for an open sharing meeting - please contact the committee for the zoom link for the 5th Friday meetings. Meeting ID: 856 4187 5059 Passcode: 10049

Comments

- Sharon noted that the Recommended Representation Language document was shared with

the Service Network Committee. Charlie asked if it could be share with other committees – Sharon noted that was the committee’s intent.

- Jim asked if there was a recommendation for updating the home page of the website based upon this document. Alexandra replied – yes please do this as soon as possible to help make all people feel welcome – simply replace the word’s men and women with people.
- Sharon noted that the IT Committee was previously notified of issues of accessibility as part of the website redesign.

C. European Committee: Fredrik H. <https://acawso.org/category/european-connection/>

- The monthly meeting was, as usual, well attended. Many participants and also somenew ones.
- We have worked hard to get out information and create possibilities for a European region. There have been a couple of meetings and a working group has also been created that will take a closer look at what is required to start a region. We will continuethis work in April.
- In addition, the work of participating in the lit translation and lit distribution committee has continued.
- Unfortunately, now we have lost another member of the EC. Markus, who has servedas both vice webmaster and MPS chair, has decided to leave his service in the Committee. We would like to thank Markus for all the work he has done for the Fellowships in Europe. Of course, he is always welcome back at any time.
- We started to look for speakers and WS holders for the AWC representing Europe. Weare now, more than ever, urgently looking for people who are willing to do service.
- The guidelines and description of the service positions are available on request. Please feel free to contacts the European Committee Chair Fredrik for more information. Contacting us does not mean that you have to say Yes to service.

Email: ec-chair@acawso.org You will find our contact information on the website:

<https://acawsoec.org/contact/> Feel free to contact us if you’re interested

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

- The Committee was joined by O&S to review the financials for February. The financials were accepted by the committee and the treasurer posted them to the acawso.org website along with a written Treasurer’s Report. – Completed
- The new members of the Board of Trustees were given an open invitation to join the Finance Committee. We welcome them, and thank them for their dedication, commitment, and service to ACA. – Completed
- The Trustee Onboarding Document for items pertaining to Finance was submitted tothe board. – Completed
- The first Draft of the Financial Policies and Procedures Manual dated 03/30/21 was reviewed and edits made. This document was prepared for the purpose of the Board Meeting that took place on 4/1/21, as a means of providing insight to the new Board Members into the Financial Operations of WSO. - Completed
- It was agreed that for the year 2020 and going forward, all 7th Tradition Contributions would be shown on one line, and therefore easier to view, especially if the Financials were to be presented in a “collapse” format. The controller made the appropriate reclassifications. – Completed

- The Finance Committee has been working with a volunteer on the WSO IT Committee, on a software plugin, GIVEWP to better facilitate our 7th Tradition Contributions. The project is close to completion and is in its final testing stage. Some improvements need to be made for a smoother user experience. It was discussed that there may be a presentation of GIVEWP at the ABC. – In Process
- The Committee reviewed the second draft of the Employee Handbook in a joint meeting with the HR Committee. There was open discussion about using a method of accruing vacation as earned over time, vs granting a lump sum at the beginning of the employee anniversary. After reviewing a spreadsheet showing the accrual calculation and discussing the morale of employees who had been with WSO for several years without the benefit of Vacation time, it was decided that the Handbook retain the Lump sum method for granting Vacation at the beginning of each employee's anniversary, with some modification in the wording in the handbook for clarity. – Completed
- The Committee received and reviewed proposed change in language in the OPPM regarding the Travel Policy. Committee agreed unanimously to adopt changes and submitted it to the board. – Completed
- 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 is researching the maximum amounts other fellowships have as contribution limits. Results are being compiled on a table as it becomes available and will be part of the Finance presentation at the ABC. – In Process
- The Finance Committee discussed restarting the Prudent Reserve project by completing the lookup of comparative information for other fellowships' prudent reserves and determine what is reasonable and appropriate for WSO. – In Process
- The Finance Committee is working on procedures to streamline the accounting processes regarding the Invoicing, and Receipt of payment for Printing Royalties. Although it is best to have consistency in the procedures, Printing Royalty contracts may need to be looked at on a case-by-case bases, due to the individual challenges with foreign countries and currency issues. The goal, however, is to have documented procedures to be used as a guideline. - In Process.
- The Finance Committee is preparing reports needed for the ABC. Needed are the 2020 Financial Statements presented in short and concise categories on PowerPoint slides. We are working on a Report showing Allocation of expenses to Publication vs Fellowship. Lucia has prepared the first draft of the written Finance Committee Report. The committee is determining its goals for the coming year – In Process
- During the January WSO Teleconference, members of the fellowship have requested guidance for how to use banks, Venmo, and PayPal to collect and account for 7th Tradition Contributions for their local meetings. Finance Committee members agreed to start working on drafting a new brochure, or updating current flyer encompassing banking practices, with more information regarding new technology including electronic payments. – In Process
- The Finance Committee continues to compile financial policies in the creation of the first ever ACA WSO Accounting Manual. – In Process

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 or send a message on Slack.

Comments: Charlie noted that finance is an area where we could use more support. Anyone that has experience would be welcome and would greatly help WSO.

E. 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 it has been approved by the literature review committee. It is now in the "fellowship review" mode and can be copied and distributed to health professionals. The Link is below:
https://adultchildren.org/wpcontent/uploads/Literature/Info_For_Health_Pros_Review.pdf
- Our H+I meeting has moved to meet with Public Services on the 2nd and 4th Wednesdays at 630 eastern
- contact Rich R. hichair@adultchildren.org

Comments: Sharon asked if this will be made available for Signal Hill to Print and made available on the website for members and intergroups to order. Yes

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

Websites

1. adultchildren.org - current site

- Meeting List and Database Updates
 - Deployed search by focus (e.g., 12 step study group, Fellowship text)
 - Developed ability to list a meeting as both in person and online(hybrid) -not yet deployed
 - Updated PDF design for downloading custom meeting lists
 - Ability for intergroups to validate their member meeting information-completed testing

2. adultchildren.org - redesign

- Developed new top menu structure
- Flow chart of new site now completed
- Content Update Project
 - Identified pages that need to be updated changed
 - Identified what committees to seek for input on those pages

Developing guidelines & recommendations for committees to use when submitting updates for pages

3. acawso.org

- Updated Literature Committee pages
- Updates to committee pages on website - ongoing
- Posting monthly committee reports – ongoing

4. acaworldconvention.org

- Developed new site for 2021
 - New Link for downloading Zoom update
 - ABC Observer Registration -now live
 - Will include audio and video
- Registering for the AWC - now live
- ABC Technical documents and information -now live
- ABC Delegate Binder - will post when ready
- 7th Tradition Contribution plugin is in final stages of testing. If there are no issues, potential

deployment next week. It will have new functionality to include: recurring donations, more payment options (e.g., Google Pay/Apple Pay), an option to cover credit card fees, and the ability to look up past donations. In the future we may have the ability to add specific funds.

- ComLine Blog design - in progress, working towards an AWC demo.

Question - Does the meeting list support text searches, and across all meetings?

There is a new project to update the meeting list search to have a single page, we are working with Global Members to get as many perspectives as possible. Join us on slack, #it_meeting_list_search

Hybrid Meeting support is coming soon - meetings will appear in online and face to face lists

Text search is coming soon

Time Zone support is available now for online and telephone meetings

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

Loving Parent Guidebook has been approved for publication by the board and is going through final pre-publication preparation. Release is planned for around June 1, (UPDATE - printer is stating a July 15th available). Once published, it will undergo an extended fellowship review process in which readers may submit comments and suggest revisions before LPG is eventually sent to a future Annual Business Conference for Conference approval.

At a special March 5 meeting, the Literature Committee nominated a new committee chair, David McB., who is scheduled to replace Charlie H. at the end of the April 2021 Annual Business Conference. The committee also identified its roster of subcommittees and named chairs for most of them. Further organizational meetings are being held.

ComLine is undergoing a reboot process, with an eye to developing interactive online delivery. Planning meetings are on the third Saturday each month. Further information on participating in this effort can be obtained by contacting Christine B. on Slack, or by emailing her at literature@acawso.org.

An agreement has been reached to reprint 1,000 Big Red Books for the Danish fellowship. Final pre-publication details are being resolved.

Question - Is there any literature being presented to the ABC for approval. A: Not At this time

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

Chair: Carole C. mscchair@adultchildren.org

Subcommittee Chairs:

Global: Sue V; **Intergroup:** Tamara P.; **Traveler Editor:** Eleni M.

Committee Members: Laura L., Justine, Josh W.

Meetings: First Wednesday of every month at 7PM UTC/11AM Pacific/2PM Eastern

Zoom ID: 843 9481 6277 **Passcode:** 93420

Next meeting: 5 May 2021

We will need a new MSC Chair after the ABC. This Chair has reached her term limits. I will be available for mentorship and support if requested. I will be involved with any and all of the committees or subcommittees if I am needed or useful. It has been my pleasure to work with this committee and the people involved with it. I hope to continue with the great people involved with

MSC in some sort of capacity going forward.

We are considering sponsoring or developing a workshop for this 2021 AWC. We need a volunteer to organize that. Contact Carole C. to apply.

Our Global Subcommittee, chaired by Sue V., has 65 volunteers so far, and continues to expand its reach and activities. They are now in the Democratic Republic of Congo. They contacted Global for support to start a new meeting in the French language. They want to start a new meeting, which will be the first one in that area. Read more about this and the volunteers involved in Global's report on the committee website.

Global is developing guest speaker meetings in the world. Christiane and Elloa have started meeting and working with WSO to translate the Daily Affirmation Book and using it in their meeting.

To build and strengthen ACA fellowship around the world, Global has assisted with Ready, Set, Go! studies and is sponsoring five workshops to build and strengthen ACA fellowship. In Australia, Global is sponsoring a Grandparents, Aunties, and Uncles ACA meeting. From the Far East they have speakers from Japan, China, Singapore and Taiwan.

Global has an agreement in principle with the Board for local printing of ACA literature in South Africa.

Members Subcommittee: We need a chair. I continue to answer membership inquiries.

Region Subcommittee: We need a chair to continue the reorganization of this subcommittee. We will meet next Saturday at 11AM Pacific/@PM Eastern. Laura, Josh and Justine have been assisting with this. Watch Slack for the information on the next meeting.

Young Adult and Teen Subcommittee: We need a chair. We are forwarding all emails to Global as their volunteers are also needing support for such meetings. South Africa, and India are asking for help. Israel, Australia, and New Zealand are interested. We have a Pennsylvania Intergroup that is heavily into this subject, but they are unable to assist us at this time. They are, however, modifying the New Hope literature and bringing that down to the level of children.

Traveler: Eleni M (Editor) Working with MSC to approve articles and events.

- I. **Public Services Committee:** Jim B. <https://acawso.org/category/public-information>
Email: pscchair@acawso.org **Committee Members:** Jim B. Gary, Mindy Denise, Rich R.
Meetings: 2nd and 4th Wednesdays at 6:30PM Eastern. The next meetings are April 14 and 28.

Committee Goals:

1. Create a clear, concise mission statement for the committee
2. Review, update, and distribute ACA literature to various communities that may not know about ACA.
3. Cooperate with other WSO Committees and with ACA regions, intergroups, and meetings to provide public information tools for their use in order to carry the ACA message.

Current Activities:

- Drafting a mission statement
- Creating a simple, clear, consistent message for publication on the PI pages of the adultchildren.org website.
- Met with H & I Committee to discuss working together

Future Plans:

- Update the ACA Public Information trifold using PI information from other fellowships for ideas. https://adultchildren.org/wp-content/uploads/Literature/Public_Information_EN-US_A4.pdf
- Create a Public Information Handbook
- Outreach to intergroups
- Airing existing PSAs
- Reach out to Spanish speakers and members of other fellowships

J. 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. Rich R. was elected as chair, Miles C. elected as vice chair. I am sad to report that Miles C. died on 12/3/20. He was a good friend, and I will miss him.

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. They ended on Dec. 9th, 2020, for the actual HR Handbook. We still meet once a month for questions.

The ACAWSO HR Handbook was adopted unanimously at the board meeting on 12/3/20. The HR Handbook has been sent to all employees and board of trustees.

The HR ad hoc Committee consists of board members and fellowship members. Currently we are working on "areas of responsibility" and a motion to the board for this committee to become a full-time committee.

We meet on the second and fourth Tuesdays of the month at 4 p.m. Eastern.
<https://us02web.zoom.us/j/84889018373>

If you're interested in HR and would like to join these meetings please contact me, Rich R. at hr@acawso.org

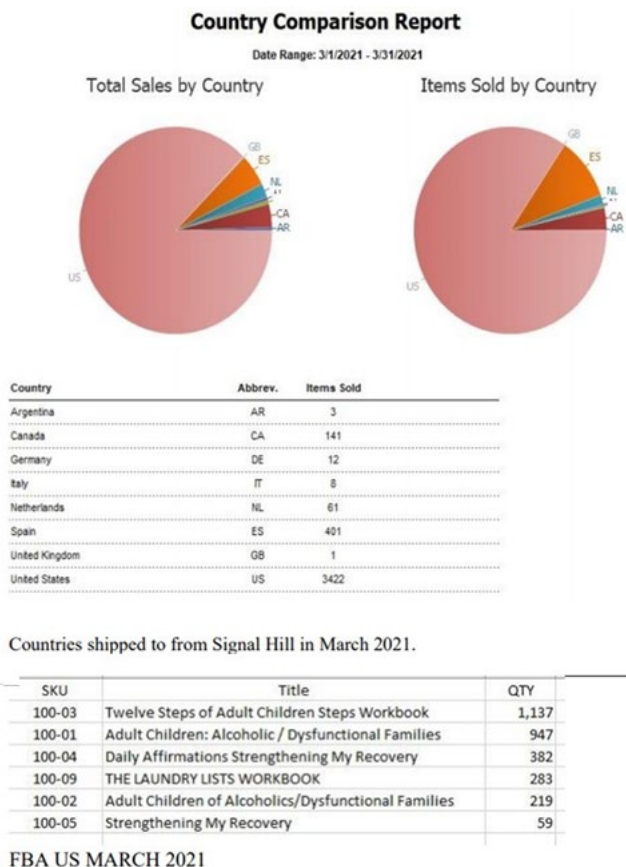
Rich was thanked for this service as a board member and his continued involvement in WSO Committees.

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

- The office has placed the first order for the Loving Parents Guidebook
- Staff continues to sift through the Unsub list to sort out inactive meetings.
- Inventory was taken on the first of the month. all looks good
- A request for part time office help has been submitted to the board and the OM is working on office needs and task dispatch among workers.
- 50 Inquiries responded to from the meetings@acawso.com mailbox during the month of

March 2021.

- 61 Telephone inquiries answered from the Signal Hill Vonage inbox
- We have 3088 Registered Meetings, 107 Intergroups and 2 Regions
- March 2021
484 CALLS 255 EMAILS 21 EVENT Postings



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

The DCO Committee met on its regular 2nd and 4th Wednesdays this past month. The committee continues to monitor inventory and perform general office operations oversight. The committee also communicates regularly via its channel on Slack and via email.

The items worked on since the last monthly Board Teleconference are:

1. At the first meeting of the month staff reviewed the end of month inventory report. Keara mentioned the major variances in inventory that she noted last month had come back into reconciliation with the physical count done this month. Otherwise, the inventory was good with less than two hundred dollars of adjustments made. Keara also reported that two shipments had been scheduled for Amazon US. She reported that there were a few glitches with the soft cover proofs getting finalized with Bang, but the order was now in with an estimated delivery date to WSO of 5/18. There are currently 1,213 at Signal Hill. Of that

amount 672 are stickered in preparation of sending them into Amazon. That leaves us with 541 soft cover BRB's at Signal Hill for the next two months. If we run short at Signal Hill, they can re-sticker the Amazon stock for sale at Signal Hill. Keara had a question about an email she received from Nick before the meeting asking her to update the shopping cart website homepage to remove a button for the AWC medallions from last year and relocate a banner ad. She said she could remove the button but really wasn't able to move the banner. It required programming skills she does not possess. Nick reported that Martins had received additional stock from Amazon but the workers who tallied that were on holiday and he would have that information at the next meeting. At the next meeting he will report on the ability of Martins to print the Hard Cover BRB with cost estimates. – **Completed**

2. **Action Item:** Nick is going to get an update on the final quantities and conditions of the books that were drawn down from Amazon and returned to Martins Printing in the UK and if Martins can do the printing of Hard Cover books for Amazon fulfillment with cost estimates at the next meeting.
3. **Action Item:** Keara will put together an order shipment for the UK Amazon inventory replenishment
4. **Action Item:** Help from the IT Committee may be needed to reposition the 10% Off banner ad in Shopify. At the second meeting of the committee later in the month no actionable inventory items were discussed. – **Completed**
5. Martins printers- Nick has been in contact with Chris at Martins. Went over specs on our books and is waiting for a quote to print and ship to UK and Europe. – **In Process**
6. **Action Item:** Nick will have a quote at the next DCOC meeting from Martins.
7. The Amazon and Kindle expansion discussion has been moved over to the International Literature Working Group.
8. Nick is looking into setting up an account in Japan for the Kindle first and then later on Amazon. – **In Process**
9. The updates to new board member onboarding document were posted. – **Completed**
10. The IT Committee requested a list of where our books can be purchased and the languages available. The office will compile this information for them. – **In Process**
11. South Africa-- Bill and Sue have worked out an agreement with the S.A. intergroup for 50%/50% royalties for in country printing, the IG to purchase up front, the way we have done in other countries. It will be presented to the board for approval at an upcoming meeting. – **In process**

M. **Service Network Committee:** Jim B. <https://acawso.org/category/service-network-committee/>
We are meeting the 1st and 3rd Tuesday monthly at 7PM Eastern. The committee has discussions and schedules our meetings on WSO's Slack. Contact svc@acawso.org to be added to our private

committee slack channel.

See <https://acawso.org/category/service-network-committee/> for our recent reports and other announcements.

Active Committee Members: Jim, Kelle, Karin, Alaska, Sarah

See the Draft Service Manual here:

<https://acawso.org/wp-content/uploads/2019/06/ACA-Service-Manual-March-2021.pdf>

Jim B is rotating out as Chair and the position is open. Sharon F will be stepping in as Board Liaison.

The 3 Main Committee Goals:

- 1) Continue to issue drafts of the Service Manual
- 2) Encourage and support sharing experiences with the Traditions and Concepts related to service.
- 3) Support Regional Development in ACA

We always welcome new members to join the team. There are many service opportunities to help document our service-related experience, strength, and hope.

- The Concepts Study Group is meeting monthly on the 3rd Sunday of the month. Recordings are posted on our page at acawso.org
- We are consolidating information into the latest Service Manual Draft
- Our active members are using Zoho Projects and Docs to make updates
- We are looking to add some information on virtual meetings to the service manual
- We have incorporated some input from the Member Services Intergroup Committee into the service manual
- We have posted the Service Manual Draft at our committee page

We need members to serve as chair and cochair starting at the ABC

We have been asked to provide some guidance to the OPPM committee on Intergroups. A piece similar to the information on regional development and certification.

N. ABC AWC Committee: David McB. <https://acawso.org/category/abc-committee/>

- Fall contract in place for Boca Raton - November 2021
- Contract in place for 2022 ABC AWC in San Francisco
- Register now for the 2021 ABC - <https://www.acaworldconvention.org/> Delegates, Observers, etc.
- Delegate Binder is under development
- All ballot Proposals passed and will be on the ABC Agenda
- ABC - 65 delegates registered so far - Please spread the word.
- Twice the number ballot votes were received from the twice the number of countries as in 2021
- AWC in planning - 2 separate Zoom streams - Saturday am May 1st to Sunday May 2 2 PM EDT
- ABC Observers will be open for registration throughout the ABC
- A signup sheet will be out soon to get Tech Zoom hosts for the AWC.
- Karin was introduced as the ABC Conference chair
- Delegate Binder will be electronic only and will be published as draft next Saturday. It is running later than planned.

- Schedule for the AWC will be published soon.
- Everyone is invited to attend the Mock ABC Delegate Training Session and the final Delegate Training.

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

- We delivered the first two delegate training sessions with about 10 delegates in attendance at each session with the majority of participants being first time delegates. We received support from the IT Committee to deliver the information about the technical aspect of our virtual ABC. The presentation slides and recordings are available on the DTSC service webpage. We have two additional training sessions in April, as well as the two mock proposal sessions, and the delegates “Meet & Greet” session. DTSC members continue to collaborate with Erin to create a Traditions Workshop and look forward to delivering the first Workshop on Tradition 1 at the AWC.
- We continue to look for someone who has an interest in using the Doodle Program to add animation for the Tradition Skits.
- The sub-committee submitted their annual accomplishments to the ABC/AWC Committee for the 2021 ABC Report.
- Cheryl F has declined a second term as the sub-committee Chair. This sub-committee has a need for the following service positions ASAP: Chair, Vice-Chair, & Secretary.
- Our 2021 Annual Business Conference is quickly approaching and will be held on Saturday April 24th & Sunday April 25th, 2021. Please contact us at dtsc@acawso.org to join us in carrying the message to the delegation!

P. **Ballot Prep Committee:** Jim R. for Mary Jo L. <https://acawso.org/category/ballot-prep/>

Chair: Mary Jo L., Illinois

Board Liaison: Jim B., California/Florida

Members: Brad L., Maryland; Jim R., New York

Chair Elect for 2021-22: Jim R., New York

- 275 confirmed Ballots were submitted, which is almost twice as many as in 2020.
- 20 countries were represented, which is double the number from last year.
- All Proposals on the Ballot received 60% or more Yes votes, so they will all be on the ABC Agenda.
- You can still listen to the Town Hall recordings from January and February to get more information about the Proposals in preparation for the ABC. Our website page is <https://acawso.org/category/ballot-prep/>
- The specific information about voting counts along with comments that were submitted on many of the Ballots will be in the ABC Delegate Binder that will be available soon.

*** If you are interested in being part of this Committee, please email us at BPC@adultchildren.org.

Q. **OPPM Committee:** Josh for Mary Jo L. <https://acawso.org/category/oppm/>

Chair: Mary Jo L., Illinois **Vice Chair:** Kelle J., Florida **Secretary:** Josh W., Washington, D.C.

Board Co-Liaisons: Charlie H., Virginia; Erin D., Pennsylvania

Members: Jasmina T., New York

New Officers for 2021-22:

Chair elect: Kelle J. **Vice-Chair elect:** Jasmina T.

- An updated copy of the OPPM was posted since the last Board Teleconference, which can be found in the Quick Links section of the service website.
- Changes to the following sections are before the Board for review and adoption
 1. SECTION X. COMMITTEES, Sub-Section C
 2. APPENDIX I. RIGHT TO PETITION
 3. APPENDIX IX. TRAVEL REIMBURSEMENT POLICY

We also submitted a revised Statement of Purpose to the Board that awaits approval.

We continue to work on a better process of communication between our committee and the Board to help ensure that our work gets heard by the Board and acted upon.

R. Ad Hoc Committee on Meeting and Service Safety: Erin D.

<https://acawso.org/category/ad-hoc-meeting-and-service-safety-committee/>

Chair: Erin D. **Vice Chair:** Rich R. **Secretary:** Kathy T.

Active Members: Alaska, Dove H, Greg M, Heila, Jeff J, Josh W, Julianne V, Karin S, Kelle J, Neil H, Nicholas W K.

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.

This Ad hoc committee meets monthly to coordinate efforts of its three subcommittees. Full subcommittee reports may be found on their webpages.

Addressing Predatory Behavior Subcommittee: Co-chairs are Greg M and Neil H. They meet twice a month working on questions for the Self-check Inventory. APB is awaiting April approval of the APB Tent Card which has been under fellowship review for the past year. This subcommittee meets on the first Sunday at 1:30 pm ET. There is low to know attendance at this subcommittee and it will stop meeting soon unless it gets some support.

Service Norms Subcommittee: Co-chairs are Karin S and Rich R. This committee also meets twice monthly and is reviewing the existing service norms and dispute resolution documents developed at Board level with the intention of adaptation and modification for use across the fellowship. They will explore the addition of email and Slack communications not previously addressed in the Board document.

The Recovery Lounge meets on the first Saturday and third Monday for WSO Slack volunteers to get to know each other, with fun activities and 12 Step recovery topics and opens in April.

Virtual and Phone Meeting Subcommittee: Co chairs are Neil H and Nicholas K W. This committee is working on the first of a series of 3 to 4 workshops on issues from a fellowship survey in Autumn of 2020. The first will be on the number one issue of domineering behavior in Virtual (or face to face) meetings. Additionally, a Safety Policy for Phone Meetings is being reviewed, edited and assessed for suggested use and/or best practices in Phone and Virtual meetings. This subcommittee meets on the fourth Sunday at 4pm ET

Due to the April ABC falling on the fourth Saturday, there will be no MSSC meeting until May 22nd as noted above.

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

Reading into the Record of Motions Passed
Board Working Session on March 18th, 2021

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

Second: Sharon F.

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.

Decision: Motion passed unanimously. (Justine was absent)

Board Working Session meeting on April 1, 2021

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

Second: Sharon F.

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.

Decision: Motion passed unanimously.

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

Second: Sharon F.

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.

Decision: Motion passed unanimously.

Motion: 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.)

Second: Sharon F.

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.

Decision: Motion passed unanimously.

Motion: 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.)

Second: Sharon F.

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.

Decision: Motion passed unanimously.

Motion: 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.)

Second: Sharon F.

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.

Decision: Motion passed unanimously.

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

Second: Sharon F.

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

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

Specific Concurrence (SC) since the last Teleconference. An SC is considered time sensitive and is done electronically.

Motion: 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: 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.)

Second: David Mc B.

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.

Decision: Motion passed unanimously.

Motion: 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: 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.)

Second: Jim 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.

Decision: Motion passed unanimously.

Motion: 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.)

Second: Jim B.

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 an 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.

Decision: Motion passed unanimously.

T. Guest Comments

Julianne - Frustrated that “informed therapy” made it into the H&I trifold and direct feedback was given during the review feedback process. It makes me lose faith in the review process. I also have concerns about the pseudo-science contained in draft versions of the Loving Parent Guidebook.

Feedback - There was an update made to say “ACA Informed Therapist” - but the term “informed therapist” appears right after that. This is open for feedback and updates – thanks

Jim R - What terminology should be used when putting the 4 board motions that address proposals when putting them in the binder?

Feedback: Jim R to work with David McB on this.

Alexandra - Thanks for the draft service manual - some concern overboard and race, happy about a female being shown, can we start to include people of color also. Also made a comment about changing the term 13 step and calling it what it is, “predatory behavior.”

Annette - Question on the Men’s Hetero only meeting - noted that the meetings are still listed. I am aware that a letter was sent to the meeting asking them to stop their screening practices or be removed from the website. What is the status?

Feedback - Bill D. The board has had a number of discussions about this - we are looking at the WSO meeting types and the men-only and women only listing. We want to see how we support these. The Hetero Only meeting was also found to be doing screening. This is a concern and what we asked them to stop.

David McB, We sent them a letter and asked them to stop screening, they agreed to stop screening. There are anti-discrimination laws and other things we need to consider. There is a town hall coming to address this.

Sharon F This has been an ongoing issue, the meeting listing has gone through several revisions, and there appears to still be a problem with their listing and with their screening. The listing still says Hetero. It will take some people getting the pin and joining the meeting to see what is happening.

Sue V This is important for us to look to ensure we can provide a safe place for our members. I want to attend safe meetings. The screening needs to change. The meeting rep has stated that they will stop screening, that is their commitment, we do not know if it is true. We are having a town hall on this issue, for everyone to discuss how to make our meetings safe.

Charlie H We are unanimous that some of the practices we heard about needed to be addressed and we sent a letter to the group. This is a very complex issue, and we need the entire fellowship to help address it, not just the board. That is why we are doing the town hall on “only Meetings”.

Josh - Question on the Board motions that the board passed that may affect ABC proposals. Josh volunteered to help document this as a spreadsheet in the ABC Binder for delegates. Committee Reports for ABC Binder is abcbinder@acawso.org

Carole C - We need to be careful about restrictions for only meetings, we have teen meetings and other meetings intended for a specific group

Anette - The REA committee is looking at the issue and personally thinks maybe have meetings “for” instead of “only”, or “for” protected meetings

Alexandra - The REA committee group conscience sees that we are at a new stage in ACA now, with more representation, and more people can feel unity that have not felt it before. We can learn discernment, regarding meetings that are For, and out of love, vs meetings that are exclusionary out of fear.

Liz noted that this topic came up at one of her meetings. It started as a women's only meeting, and then as one for anyone that identified as female can come in. The question came up, “Who are you trying to keep out?” Trying to make it more welcoming, rather than omitting certain people.

Julianne - meeting Listings - When We Agnostics was listed, we were very careful to say that we are for Agnostics, Free Thinkers, people struggling with their higher power and anyone that is looking for a new meeting. There is a way to identify the protected group, and still be welcoming to everyone in ACA. The 2nd issue is that WEB049 is listed as a private meeting, WOW - why is this listed on the ACA website?

Charlie asked a question - is there a reason to have a private listing on the website?

Feedback: Jim R answered - Yes - so that the meeting can be registered and get a vote at the ABC. There isn't agreement on this - some are workshops.

Sharon noted, Some groups go through a cycle of allowing new members than closing for a while and reopening later and we also need to look at what is the difference between a meeting and a group?

Brad - Noted that other meetings are also doing screening and actively kicking people out.

David McB - noted the history of the virtual Intergroup that existed a few years ago and how hard it is to manage. This is likely to be a problem.

Erin - Asked if the transcript for this meeting will be available to be reviewed at the “only” town.

Feedback: yes, and it was noted that more than one town hall may be needed and possibly a discussion at the ABC.

U. Closing

a. Announcements

1. Next WSO Board Teleconference Meeting is Saturday May 8thth at 2PM EDT
2. The ACA Annual Business Conference will be held virtually Saturday and Sunday April 24th and 25th
3. The ACA World Convention will be held Virtually Saturday and Sunday May 1st and May 2nd

b. Motion to Close

c. Serenity Prayer

APPENDIX

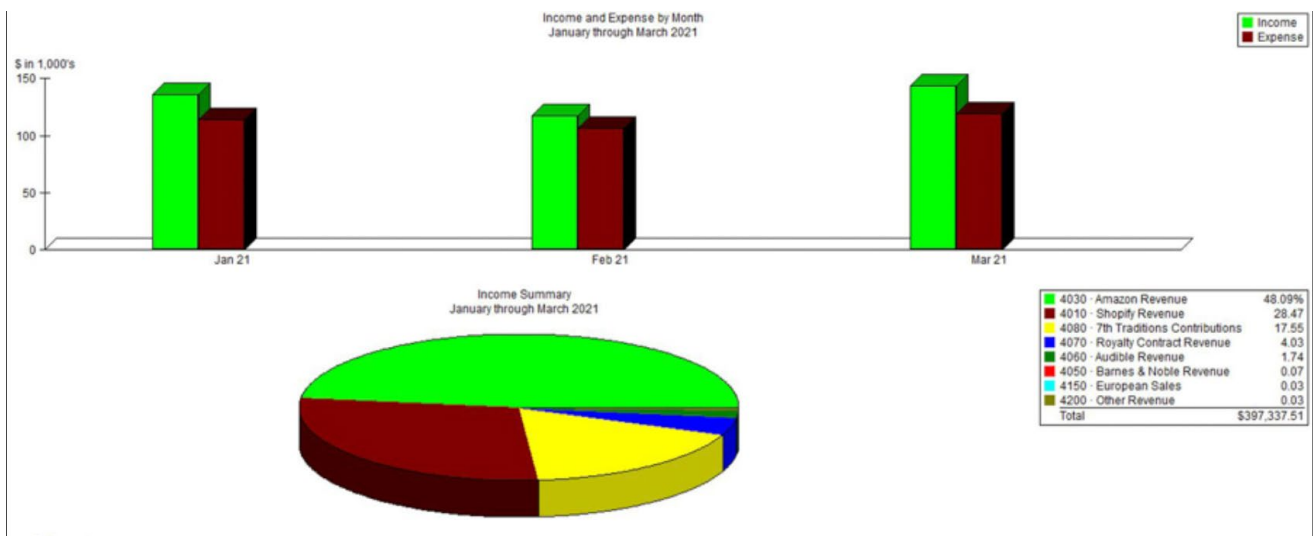
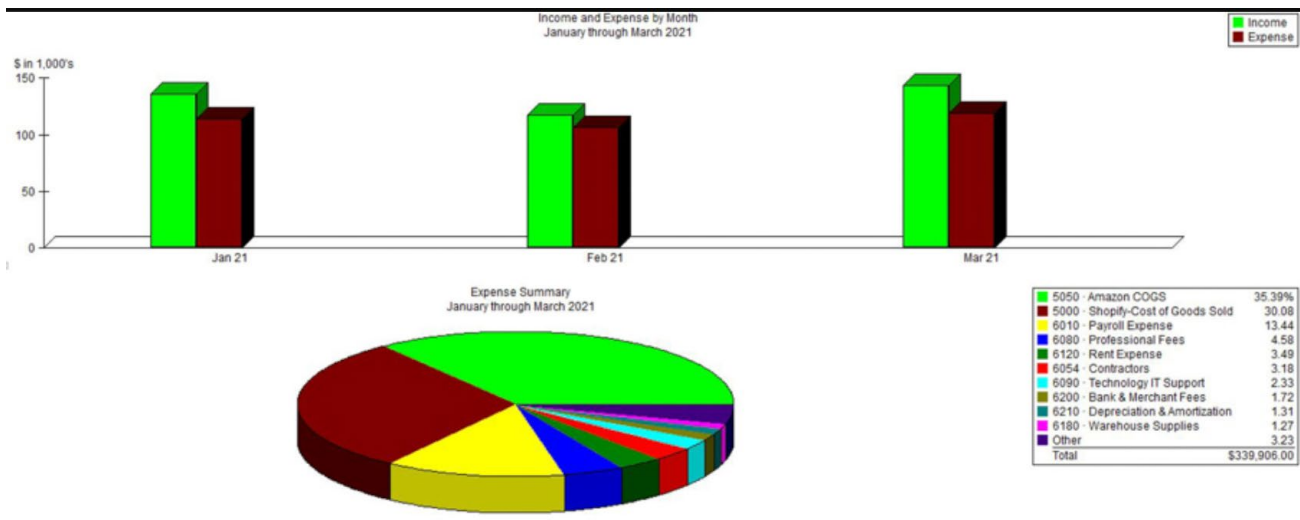
Adult Children of Alcoholics World Service Organization Inc

Balance Sheet

As of March 31, 2021

| | Mar 31, 21 | Feb 28, 21 |
|---|-------------------|-------------------|
| ASSETS | | |
| Current Assets | | |
| Checking/Savings | | |
| 1000 · Cash & Cash Equivalents | | |
| 1010 · Bank of America | | |
| 1011 · General Operating-Ck-7246 | 76,102.64 | 70,022.11 |
| 1012 · AF Operating Account-Ck #1623 | 53,497.94 | 28,433.16 |
| 1013 · Operations Savings #4377 | 65,940.70 | 65,687.90 |
| 1014 · Bank Of America CD #3670 | 100,000.00 | 100,000.00 |
| Total 1010 · Bank of America | <u>295,541.28</u> | <u>264,143.17</u> |
| 1020 · Chase Bank | | |
| 1021 · Chase Operations Ckg #1315 | 9,152.76 | 9,107.71 |
| 1022 · Chase Savings #1591 | 84,173.28 | 84,171.78 |
| Total 1020 · Chase Bank | <u>93,326.04</u> | <u>93,279.49</u> |
| 1100 · Merchant Accounts | | |
| 1106 · Stripe | 181.85 | 0.00 |
| 1031 · TransferWise-EUR # | 10,692.24 | 1,951.70 |
| 1030 · TransferWise-USD # | 24.32 | 24.32 |
| 1032 · TransferWise-GBP # | 1,085.16 | 1,100.04 |
| 1105 · Venmo | 1,193.70 | 2,051.00 |
| 1110 · PayPal | | |
| 1113 · Paypal - Shopify | 49,204.96 | 32,199.54 |
| 1112 · Paypal-7th Tradition | 67,668.43 | 66,169.97 |
| Total 1110 · PayPal | <u>116,873.39</u> | <u>98,369.51</u> |
| 1120 · Shopify Payments | 2,135.62 | 2,665.53 |
| 1130 · Amazon US Clearing | 15,584.04 | 13,865.92 |
| 1131 · Amazon Canada Clearing | 1,043.73 | 820.41 |
| 1132 · Amazon UK Clearing | 202.03 | 167.37 |
| 1133 · Amazon FR Clearing | 0.00 | 45.43 |
| 1134 · Amazon DE Clearing | 31.58 | -1.37 |
| 1135 · Amazon ES Clearing | -0.70 | 9.34 |
| 1136 · Amazon IT Clearing | 0.00 | 12.94 |
| 1137 · Amazon Mexico Clearing | 27.88 | 0.00 |
| Total 1100 · Merchant Accounts | <u>149,074.84</u> | <u>121,082.14</u> |
| Total 1000 · Cash & Cash Equivalents | <u>537,942.16</u> | <u>478,504.80</u> |
| Total Checking/Savings | <u>537,942.16</u> | <u>478,504.80</u> |
| Accounts Receivable | | |
| 1300 · Customer Receivable | 382.20 | 4,429.55 |
| Total Accounts Receivable | <u>382.20</u> | <u>4,429.55</u> |
| Other Current Assets | | |
| 1310 · Other Receivables | 253.00 | 253.00 |
| 1320 · SHOPIFY-Shopp'g cart receivable | 3,763.61 | 3,638.61 |
| 1330 · Interest Receivable | 2,615.63 | 2,613.26 |
| 1350 · Prepaid Expenses | | |

APPENDIX



Click here to see the 7th Tradition Report for March 2021: <https://acawso.org/wp-content/uploads/2021/04/7th-Tradition-Report-Mar-2021.pdf>



MONTHLY TELECONFERENCE MINUTES

May 8, 2021

2PM Eastern

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

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

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

Introduction to the Meeting

- A** Call to Order – Open with the ACA Serenity Prayer
- B** **Call of Board Members** – Bill D, Charlie H, David McB, Erin D, Fredrik H (Absent), Jasmina T, (Absent), Jim B (Absent), Justine F, Liz C, Sharon F, Sue V, Tamara P
- C** Quorum established
- D** **Tradition Five:** Each group has but one primary purpose - to carry its message to the adult child who still suffers.
- E** Guest Introductions

| | | | |
|---|---|---|--|
| Aleksandra – Poland, PolishIG Rep, Vice chair of Polish Translation committee | Alexandra E – Sweden – Spiritual Inclusion, CREA, Vice Webmaster at Swedish Board | Amber D - Central Florida CREA Committee Member subcommittee | Anna M - Connecticut |
| Barbara – Northern California, Nominating Committee | Brad L – MarylandWSO IT Chair | Carol G – Santa Cruz CA – Monterey Bay IG, Finance Committee Member | Denise R – AnchorageAlaska – Delegate and Nominating Committee |
| Bernadette - Greater Toronto, Canada IG 558 | | Dove – AZ, MSSC, Virtual Online Sub Committee, AZ IG Rep | Jim R – NY - Chair BallotPrep Committee, WEB 0120 Rep |

| | | | |
|--|---|---|---|
| Karin S – Illinois – Co Chair ABC/AWC Committee, Chair of the Concepts Study Group, Co chair of Service Norms, Members and Service Safety, Service Network | Kathy T – Southern California, IT Committee – Meeting Service Safety - Service Norms Meeting Delegate | Laura D – Colorado – IG Rep | Laura L - California Archives Committee |
| Lin - New Jersey REA Committee | Lucia S – South Florida, WSO Controller, Finance and DCOCcommittees | Marcin C – UK – Polish Translation Committee | Marcus H - East Bay of San Francisco, CA Delegate and Secretary IG 646, Secretary IG 648 Member of spiritual inclusion in literature. |
| Mardi M - Montana IG Rep 026 | Matt K - Midwest Regional Contact, WestGrates Lake IG, REA Committee | Marion M - South Africa Vice Chair, Global. Coordination South Africa | Nancy G - California IG CA1064 |
| Nick C – Signal Hill – Operations Manager | Pam – IG Chair Central Coast ACA | Pam – Colorado – Chair Colorado IG | Paul M - North Carolina Vice Chair Chapel Hill IG |
| Rene A – Rep for MA IG 061 | Rich R – Albuquerque | Will S - Greater NY Delegate Tel 0370 REA Committee | |

F. Administrative Reports

Motion to table the April 10th, 2021, Teleconference Minutes until the June meeting because no secretary was present. (Charlie H.)

Second: Bill D.

Decision: Motion passed unanimously. (Fredrik, Jim and Jasmina absent)

G. Chair Report

- The ABC and AWC were virtual this year and also divided into two weekends.
- Time for turnover for the Trustees. Rich R left the Board. Justine F., Liz C. and Sue V. joined prior to the ABC. Jasmina and Tamara P. joined at the ABC.
- Chairs for Committees elected.

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

There wasn't a report this month because of the transition between Bill D and Justine F. If anyone has any questions, please email Justine F.

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

I. Executive Committee: Sharon F <https://acawso.org/category/executive-committee/>

Also due to the transition, there was no report this month from Sharon.

- J. Archive Committee:** Marcia J <https://acawso.org/category/archives/>
No Report presented – Marcia not present
- K. Ad hoc Committee for Representation, Equity, and Accessibility:** Alexandra E, Sweden
<https://acawso.org/category/representation-equity-accessibility/>
- L. European Committee:** Fredrik H. <https://acawso.org/category/european-connection/>
No Report presented – Fredrik H not present
- M. Finance Committee:** Justine F <https://acawso.org/category/finance/>
A new 7th contribution page presented and launched.
Email for questions: treasurer@adultchildren.org
- N. Global Members Committee:** Sue V <https://acawso.org/category/global-members/>
First report from the brand-new Committee, and Charlie congratulated the members and also talked about the significance of WSO being a worldwide organization.
- O. Information Technology (IT) Committee:** Brad L <https://acawso.org/category/information-technology/>
- P. Literature Committee:** David McB <https://acawso.org/category/literature-committee/>
The launch of the LPG for the first time happened worldwide, printed on several places all over the world.
- Q. Member Services Committee:** Sarah O <https://acawso.org/category/member-services/>
- Q. Charlie:** When does the next meeting take place?
A: First Wednesday at 2:00 PM Eastern
- R. Public Services Committee with H&I:** Rich R
<https://acawso.org/category/public-information/> and <https://acawso.org/category/h-and-i-committee/>
Rich R explained why these Committees are doing the report together. H&I is a subcommittee to Public Service
- S. Publishing Committee** - Sue V <https://acawso.org/category/publishing-committee/>
Also, a new Committee, no report on the webpage. There will be a report next month. Looking to centralize all parts of WSO regarding Publishing. We are looking for people with skills in Publishing. We are currently Working with the worldwide launch of the ***Loving Parent Guidebook***.
- T. HR Committee** Rich R <https://acawso.org/category/human-resources/>
- U. WSO Office:** Nick C <https://acawso.org/category/wso-office/>
A correction is needed in the report. The number of LPG books ordered is 10,000 not 15,000.
- V. DCOC:** Sharon F <https://acawso.org/category/dist-ctr-oversight/>
No report this month

W. Service Network Committee: Sharon F, Board Liaison <https://acawso.org/category/service-network-committee/>

No report this month. SNC needs a Chair.

X. ABC AWC Committee: Liz C, Karin S <https://acawso.org/category/abc-committee/>

- **Sharon:** Is the meeting on Tuesday about creating a new survey?
 - **Liz:** Yes, with support from the old survey and the answers from that.
- **Bill:** Maybe look into expanding the time for the ABC because the amount of proposals and attendees this year.
- **Charlie:** Think we have maxed out the possibilities to do ABC in two days with the same guidelines.

Delegate Training Subcommittee – Cheryl F <https://acawso.org/category/delegate-training/> -No report this month

Y. Ballot Prep Committee: Jim R <https://acawso.org/category/ballot-prep/>

No report this month

Z. OPPM Committee: Josh W <https://acawso.org/category/oppm/>

No report this month

AA. Ad Hoc Committee on Meeting and Service Safety – Erin D

<https://acawso.org/category/ad-hoc-meeting-and-service-safety-committee/>

BB. Nominating Committee: Denise <https://acawso.org/category/nominating-committee/>

BREAK

Roll Call of Board Members to check Quorum – Bill D, Charlie H, David McB, Erin D, Fredrik H (Absent), Jasmina T, (Absent), Jim B (Absent), Justine F, Liz C, Sharon F, Sue V, Tamara P **Quorum established.**

Motions Read Into the Record

Motions passed at a Board Working Session on April 15, 2021

1. **Motion:** 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.

2. **Motion:** 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 LovingParent 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.

3. **Motion:** 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.

4. **Motion:** 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.

5. **Motion:** 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.

6. **Motion:** 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.

Motions passed at a Board Working Session on April 29, 2021

1. **Motion:** 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.

Motions passed via Specific Concurrence (SC) since the last Teleconference. An SC is considered time sensitive and is done electronically.

1. **Motion:** 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, 12pm 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

2. **Motion:** 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.

3. **Motion:** 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.

4. **Motion:** 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.

5. **Motion** To send the attached letter to the Swedish Intergroup in response to their 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.

CC. Guest Comments

- **Matt K** – Has mentioned that he and Adelina have received a verbal “yes” from Charlie to WSO to sponsor their 2-day event on **Ready Set Go**. Charlie wondered if it would be possible to bring David McB, who is the new Chair for the Literature Committee, and to continue the discussion after the meeting. David and Matt made contact.
- **Karins S** - As the Chair for the Concept Study Group, she announced that the group will meet on the 3rd Sunday of the Month at 3 pm Eastern. Zoom information is posted in the Service Network Committee’s Slack channel.
- **Will S** – Is unclear about the focus of the Town Hall meeting about “Only” meetings.
Charlie responded: Input from the Fellowship about the meetings. The Traditions is where the discussion starts. But also, WSO needs be cautious about exclusion from a legal aspect. The Board has met with a couple of Co-Chairs from REA. It is a complex question. The Board needs help to get clarity on how to proceed in this question.
Sue: Excuse us. A lot of things are happening right now. ABC, AWC and so on. We will carefully look at this question. Raised that one group in Canada got into a legal process and that we don’t want to happen to other groups.

Charlie asked: What do you want the Board to do?

Will answered. Legal aspects should be handled by the Board and not the Fellowship.

Charlie's response: We will look into it.

- **Julianne V** –Continuing with the last question. The Board has to take care of the legal aspect and also let the Fellowship know that the Board is taking care of it. Following on that: There are meetings listed as “private”, they are not exclusionary. Are we going to address this question at the Town Hall?
Justine F: I don't think I have the full answer to this.
Charlie: We are not in the position to talk about this in this setting. We are now being guided in an examination of what we put into the meeting list. We will start with the Town Hall meeting.
Brad L: From an IT committee perspective. I got the notion that private meeting listings are not allowed already. This is already an existing policy. Asked Julianne to reach out to him about removing the meetings listed as private.
- **Dove** – When donations are made to the adultchildren.org website is there an acknowledgement sent to the listed group rep?
Brad: With the new system, a thank you email is automatically sent to the email address the seventh tradition contribution came from. The person donating for a group, should use the group email. Then the group will get the acknowledgement.
Bill: If you go to the blue website, there is a link to the 7th tradition page. There is a document with all the information about who has sent in a 7th tradition donation.
- **Ana M** - Are the reports given and the motion covered, are those available for members and how could we access them?
Bill: Go to the blue website acawso.org . There you can find all the Committees and reports. Board meeting minutes is where you can find the motions.
- **Denise R** - Is there any guidance on how to hold a hybrid meeting?
Charlie answered: We don't have any guidance about hybrid meetings yet.
Sharon: If someone have a good idea, please share it with us. And we could put it upon “best practices”
- Is it a legal possibility to demand asking people if they are vaccinated when attending face to face meetings?
Charlie: We can't give an answer to this question now.
David: Should be on the IG or Region level.
- **Jim R** - Is there a committee working to take care of the members volunteering WSO service?
Charlie: At the moment we dont, but it is maybe one thing to take into a Committee, like H&R. Jim, do you have an immediate idea on this?
Jim: Have a playday and invite people with experience, talking about it.
- **Josh W** - Question: How does WSO keep track of documents?
Josh W answered it himself. There is version control software out there.
Brad: Because we have G-suite we have shared drives. Then nothing is on a personal computer. Google also has a version control, and I have talked already with a couple of committees about it.

Charlie: Marcia is working on a policy so please contact her. It is not only about technology but also about policies.

- **Sarah O** - An announcement on the behalf of Member Services: Asking IG:s about tips and tricks or challenges, maybe having a meeting about that. IG:s interested in this. Please contact Member Service Committee. Also if you have speakers with experience, please contact us.

DD. Closing Activities

- a. Announcements:
 - Next WSO Board Teleconference Meeting is Saturday June 12th at 2PM EDT
 - Town Hall will be held the 23rd of May. Town Hall about "Only meetings"
- b. David McB made a motion to close the meeting. Second: Sharon F.
Decision: Motion passed unanimously.
- c. Serenity Prayer to close the meeting

APPENDIX

Information from the Treasurer's Report

Adult Children of Alcoholics World Service Organization Inc

Balance Sheet

As of April 30, 2021

| | <u>Apr 30, 21</u> | <u>Mar 31, 21</u> |
|--|-------------------|-------------------|
| ASSETS | | |
| Current Assets | | |
| Checking/Savings | | |
| 1000 · Cash & Cash Equivalents | | |
| 1010 · Bank of America | | |
| 1011 · General Operating-Ck-7246 | 54,688.76 | 76,102.64 |
| 1012 · AF Operating Account-Ck #1623 | 76,572.18 | 53,497.94 |
| 1013 · Operations Savings #4377 | 66,193.42 | 65,940.70 |
| 1014 · Bank Of America CD #3670 | 102,520.00 | 100,000.00 |
| Total 1010 · Bank of America | <u>299,974.36</u> | <u>295,541.28</u> |
| 1020 · Chase Bank | | |
| 1021 · Chase Operations Ckg #1315 | 10,306.94 | 9,152.76 |
| 1022 · Chase Savings #1591 | 84,174.64 | 84,173.28 |
| Total 1020 · Chase Bank | <u>94,481.58</u> | <u>93,326.04</u> |
| 1100 · Merchant Accounts | | |
| 1106 · Stripe | 1,595.96 | 181.85 |
| 1031 · TransferWise-EUR # | 7,567.08 | 10,692.24 |
| 1030 · TransferWise-USD # | 24.32 | 24.32 |
| 1032 · TransferWise-GBP # | 1,087.76 | 1,085.16 |
| 1105 · Venmo | 702.00 | 1,193.70 |
| 1110 · PayPal | | |
| 1113 · Paypal - Shopify | 66,598.50 | 49,204.96 |
| 1112 · Paypal-7th Tradition | 80,092.33 | 67,668.43 |
| Total 1110 · PayPal | <u>146,690.83</u> | <u>116,873.39</u> |
| 1120 · Shopify Payments | 1,422.47 | 2,135.62 |
| 1130 · Amazon US Clearing | 15,887.84 | 15,584.04 |
| 1131 · Amazon Canada Clearing | 797.55 | 1,043.73 |
| 1132 · Amazon UK Clearing | 256.33 | 202.03 |
| 1133 · Amazon FR Clearing | -5.35 | 0.00 |
| 1134 · Amazon DE Clearing | 43.02 | 31.58 |
| 1135 · Amazon ES Clearing | 8.82 | -0.70 |
| 1137 · Amazon Mexico Clearing | 80.90 | 27.88 |
| Total 1100 · Merchant Accounts | <u>176,159.53</u> | <u>149,074.84</u> |
| Total 1000 · Cash & Cash Equivalents | <u>570,615.47</u> | <u>537,942.16</u> |
| Total Checking/Savings | <u>570,615.47</u> | <u>537,942.16</u> |
| Accounts Receivable | | |
| 1300 · Customer Receivable | 294.00 | 382.20 |
| Total Accounts Receivable | <u>294.00</u> | <u>382.20</u> |
| Other Current Assets | | |
| 1310 · Other Receivables | 253.00 | 253.00 |
| 1320 · SHOPIFY-Shopp'g cart receivable | 3,915.47 | 3,763.61 |
| 1330 · Interest Receivable | 98.24 | 2,615.63 |
| 1350 · Prepaid Expenses | | |
| 1352 · Insurance | 1,773.62 | 2,025.87 |

| | <u>Apr 30, 21</u> | <u>Mar 31, 21</u> |
|-----------------------------------|-------------------|-------------------|
| 1353 · Security Deposit | 3,850.00 | 3,850.00 |
| 1354 · Outside Contractors | 4,229.26 | 5,119.81 |
| 1350 · Prepaid Expenses - Other | 31,544.87 | 31,544.87 |
| Total 1350 · Prepaid Expenses | <u>41,397.75</u> | <u>42,540.55</u> |
| 1400 · Inventory Asset | | |
| 1410 · Shopify Inventory | | |
| 1411 · Textbook Inventory | 21,803.11 | 26,430.57 |
| 1412 · Workbook Inventory | 24,637.77 | 27,139.62 |
| 1413 · Tri-Folds | 883.36 | 1,136.85 |
| 1415 · Medallions/Chips | 14,440.75 | 14,797.24 |
| 1416 · Sub-Par Inventory | 981.36 | 988.70 |
| Total 1410 · Shopify Inventory | <u>62,746.35</u> | <u>70,492.98</u> |
| 1420 · Amazon Inventory | | |
| 1421 · Textbook Inventory | 33,776.90 | 39,243.70 |
| 1422 · Workbook Inventory | 27,934.33 | 30,852.50 |
| Total 1420 · Amazon Inventory | <u>61,711.23</u> | <u>70,096.20</u> |
| 1430 · Inventory-Europe | 464.09 | 469.30 |
| Total 1400 · Inventory Asset | <u>124,921.67</u> | <u>141,058.48</u> |
| Total Other Current Assets | <u>170,586.13</u> | <u>190,231.27</u> |
| Total Current Assets | <u>741,495.60</u> | <u>728,555.63</u> |
| Fixed Assets | | |
| 1800 · Fixed Assets | | |
| 1810 · Furniture & Fixtures | | |
| 1812 · Warehouse Furn/Fix | 1,037.85 | 1,037.85 |
| 1813 · Shelving | 3,377.94 | 3,377.94 |
| Total 1810 · Furniture & Fixtures | <u>4,415.79</u> | <u>4,415.79</u> |
| 1820 · Equipment | | |
| 1821 · Computers | 3,237.20 | 3,237.20 |
| 1822 · Security System | 4,375.00 | 4,375.00 |
| 1823 · Office Equipment | 1,442.34 | 1,442.34 |
| 1825 · Warehouse Equipment | 13,886.77 | 13,886.77 |
| Total 1820 · Equipment | <u>22,941.31</u> | <u>22,941.31</u> |
| 1850 · Intangible Assets | | |
| 1851 · Computer Software | 3,246.01 | 3,246.01 |
| 1852 · Website Development | 108,381.66 | 108,381.66 |
| 1853 · Copyright | 5,629.13 | 5,629.13 |
| 1854 · Trademark | 1,269.07 | 1,269.07 |
| Total 1850 · Intangible Assets | <u>118,525.87</u> | <u>118,525.87</u> |
| 1860 · Accum. Depr' & Am't | | |
| 1861 · Accumulated Depreciation | -21,610.00 | -21,060.00 |
| 1862 · Accumulated Amortization | -68,727.00 | -67,795.00 |
| Total 1860 · Accum. Depr' & Am't | <u>-90,337.00</u> | <u>-88,855.00</u> |
| Total 1800 · Fixed Assets | <u>55,545.97</u> | <u>57,027.97</u> |
| Total Fixed Assets | <u>55,545.97</u> | <u>57,027.97</u> |

Adult Children of Alcoholics World Service Organization Inc

Balance Sheet

As of April 30, 2021

| | <u>Apr 30, 21</u> | <u>Mar 31, 21</u> |
|---|--------------------------|--------------------------|
| TOTAL ASSETS | <u>797,041.57</u> | <u>785,583.60</u> |
| LIABILITIES & EQUITY | | |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable | | |
| 2000 · Accounts Payable | 4,755.60 | 5,177.64 |
| Total Accounts Payable | <u>4,755.60</u> | <u>5,177.64</u> |
| Credit Cards | | |
| 2011 · Bank of America-Corp Card #1794 | 3,961.41 | 5,728.33 |
| Total Credit Cards | <u>3,961.41</u> | <u>5,728.33</u> |
| Other Current Liabilities | | |
| 2100 · Payroll Liabilities | | |
| 2105 · Vacation Payable | 6,243.64 | 7,233.60 |
| 2106 · Accrued Wages and Payroll Taxes | 5,995.00 | 15,862.92 |
| Total 2100 · Payroll Liabilities | <u>12,238.64</u> | <u>23,096.52</u> |
| 2120 · Sales Tax Payable | 4,687.53 | 5,267.16 |
| 2200 · Accrued Liabilities | 4,330.00 | 4,330.00 |
| Total Other Current Liabilities | <u>21,256.17</u> | <u>32,693.68</u> |
| Total Current Liabilities | <u>29,973.18</u> | <u>43,599.65</u> |
| Total Liabilities | <u>29,973.18</u> | <u>43,599.65</u> |
| Equity | | |
| 32000 · Unrestricted Net Assets.. | 684,630.86 | 684,630.86 |
| Net Income | 82,437.53 | 57,353.09 |
| Total Equity | <u>767,068.39</u> | <u>741,983.95</u> |
| TOTAL LIABILITIES & EQUITY | <u>797,041.57</u> | <u>785,583.60</u> |

Adult Children of Alcoholics World Service Organization Inc

Profit & Loss

April 2021

| | <u>Apr 21</u> | <u>Mar 21</u> | <u>\$ Change</u> |
|--|-------------------|-------------------|-------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 4010 · Shopify Revenue | | | |
| 4011 · Textbook Revenue | 17,027.00 | 18,141.50 | -1,114.50 |
| 4012 · Workbook Revenue | 10,342.00 | 13,404.00 | -3,062.00 |
| 4013 · Tri-Fold Revenue | 715.60 | 951.59 | -235.99 |
| 4014 · Audio Royalty Revenue | 276.00 | 279.00 | -3.00 |
| 4015 · Medallions & Chip Revenue | 1,060.00 | 1,040.00 | 20.00 |
| 4018 · Shipping And Handling | 7,076.58 | 8,205.98 | -1,129.40 |
| 4019 · Complimentary Copy | 44.95 | 72.21 | -27.26 |
| 4025 · Intergroup Discount | -186.00 | -1,087.20 | 901.20 |
| 4028 · Sales Discounts | -623.95 | -492.21 | -131.74 |
| 4029 · Returns and Allowances | -180.57 | -316.10 | 135.53 |
| Total 4010 · Shopify Revenue | <u>35,551.61</u> | <u>40,198.77</u> | <u>-4,647.16</u> |
| 4030 · Amazon Revenue | | | |
| 4031 · Textbook Revenue | 27,894.49 | 34,525.83 | -6,631.34 |
| 4032 · Workbook Revenue | 24,903.19 | 25,436.18 | -532.99 |
| 4034 · E-Book Royalty Revenue | 2,715.88 | 6,230.55 | -3,514.67 |
| 4036 · Shipping Revenue | 1,796.03 | 1,882.76 | -86.73 |
| 4037 · Gift Wrap Revenue | 9.98 | 14.97 | -4.99 |
| 4038 · Discounts | -731.63 | -831.43 | 99.80 |
| Total 4030 · Amazon Revenue | <u>56,587.94</u> | <u>67,258.86</u> | <u>-10,670.92</u> |
| 4050 · Barnes & Noble Revenue | | | |
| 4056 · E-Book Royalty Revenue | 0.00 | 48.93 | -48.93 |
| 4050 · Barnes & Noble Revenue - Other | 132.81 | 0.00 | 132.81 |
| Total 4050 · Barnes & Noble Revenue | <u>132.81</u> | <u>48.93</u> | <u>83.88</u> |
| 4060 · Audible Revenue | | | |
| 4064 · Audio Royalty Revenue | 2,372.34 | 4,875.49 | -2,503.15 |
| Total 4060 · Audible Revenue | <u>2,372.34</u> | <u>4,875.49</u> | <u>-2,503.15</u> |
| 4070 · Royalty Contract Revenue | | | |
| 4071 · Textbook Printing Revenue | 2,769.00 | 11,235.00 | -8,466.00 |
| Total 4070 · Royalty Contract Revenue | <u>2,769.00</u> | <u>11,235.00</u> | <u>-8,466.00</u> |
| 4080 · 7th Traditions Contributions | 33,365.92 | 19,772.36 | 13,593.56 |
| 4150 · European Sales | 14.00 | 28.00 | -14.00 |
| 4200 · Other Revenue | | | |
| 4201 · Bank Interest | 6.69 | 6.67 | 0.02 |
| Total 4200 · Other Revenue | <u>6.69</u> | <u>6.67</u> | <u>0.02</u> |
| Total Income | <u>130,800.31</u> | <u>143,424.08</u> | <u>-12,623.77</u> |
| Cost of Goods Sold | | | |
| 5000 · Shopify-Cost of Goods Sold | | | |
| 5010 · Shopify COGS | | | |
| 5011 · Textbooks | 4,717.05 | 4,937.88 | -220.83 |
| 5012 · Workbooks | 2,470.33 | 3,374.12 | -903.79 |
| 5013 · Tri-Folds | 251.79 | 338.62 | -86.83 |
| 5015 · Medallions/Chips | 356.49 | 373.40 | -16.91 |
| 5010 · Shopify COGS - Other | 82.56 | 13,200.30 | -13,117.74 |
| Total 5010 · Shopify COGS | <u>7,878.22</u> | <u>22,224.32</u> | <u>-14,346.10</u> |
| 5020 · Shopify-Fulfillment Costs | | | |
| 5022 · Freight Out (order Fulfillment) | 6,059.54 | 10,036.80 | -3,977.26 |
| 5026 · Bang Storage | 0.00 | 45.00 | -45.00 |
| Total 5020 · Shopify-Fulfillment Costs | <u>6,059.54</u> | <u>10,081.80</u> | <u>-4,022.26</u> |

| | Apr 21 | Mar 21 | \$ Change |
|---|-----------|------------|------------|
| 5030 · Direct Labor | | | |
| 5031 · Direct Salary & Wages | 9,283.87 | 13,582.56 | -4,298.69 |
| 5032 · Workers Compensation | 429.86 | 273.41 | 156.45 |
| 5035 · Employer Taxes-Direct Labor | 785.94 | 832.30 | -46.36 |
| 5030 · Direct Labor - Other | 425.60 | 1,500.24 | -1,074.64 |
| Total 5030 · Direct Labor | 10,925.27 | 16,188.51 | -5,263.24 |
| Total 5000 · Shopify-Cost of Goods Sold | 24,863.03 | 48,494.63 | -23,631.60 |
| 5050 · Amazon COGS | | | |
| 5051 · Textbooks | 5,729.45 | 7,023.72 | -1,294.27 |
| 5052 · Workbooks | 3,075.05 | 3,295.30 | -220.25 |
| 5053 · Fulfillment, Amazon UK | 6,821.97 | 4,295.64 | 2,526.33 |
| 5054 · Fulfillment, Amazon US | 23,013.28 | 30,128.84 | -7,115.56 |
| 5058 · Freight-Out(Order Fulfillment) | 55.00 | 55.00 | 0.00 |
| 5050 · Amazon COGS - Other | -84.24 | -13,356.95 | 13,272.71 |
| Total 5050 · Amazon COGS | 38,610.51 | 31,441.55 | 7,168.96 |
| 5560 · European Sales-COGS | 5.21 | 15.63 | -10.42 |
| Total COGS | 63,478.75 | 79,951.81 | -16,473.06 |
| Gross Profit | 67,321.56 | 63,472.27 | 3,849.29 |
| Expense | | | |
| 6010 · Payroll Expense | | | |
| 6011 · Exempt Salary & Wages | 9,815.37 | 10,261.54 | -446.17 |
| 6012 · Non-Exempt Salary & Wages | 4,598.68 | 4,975.62 | -376.94 |
| 6013 · Workers' Compensation | 564.07 | 371.82 | 192.25 |
| 6016 · Payroll Service Fees | 393.51 | 276.70 | 116.81 |
| Total 6010 · Payroll Expense | 15,371.63 | 15,885.68 | -514.05 |
| 6030 · Payroll Taxes | | | |
| 6031 · Non-Exempt Employer Taxes | 406.20 | 444.41 | -38.21 |
| 6032 · Exempt Employer Taxes | 750.86 | 785.00 | -34.14 |
| Total 6030 · Payroll Taxes | 1,157.06 | 1,229.41 | -72.35 |
| 6054 · Contractors | 3,114.78 | 4,199.66 | -1,084.88 |
| 6057 · Events | | | |
| 6058 · Event Meals | 326.29 | 256.04 | 70.25 |
| Total 6057 · Events | 326.29 | 256.04 | 70.25 |
| 6080 · Professional Fees | | | |
| 6081 · Accounting Expense | 4,330.00 | 4,330.00 | 0.00 |
| 6083 · HR Consulting | 524.06 | 524.06 | 0.00 |
| Total 6080 · Professional Fees | 4,854.06 | 4,854.06 | 0.00 |
| 6090 · Technology IT Support | | | |
| 6091 · Website Expenses | 17.17 | 149.00 | -131.83 |
| 6092 · Software Support Expense | 1,779.91 | 953.99 | 825.92 |
| 6093 · Storage & Anti-virus Protection | 112.00 | 112.00 | 0.00 |
| 6094 · Sales Support | 115.99 | 115.99 | 0.00 |
| 6095 · Accounting IT | 1,438.39 | 1,438.39 | 0.00 |
| Total 6090 · Technology IT Support | 3,463.46 | 2,769.37 | 694.09 |
| 6110 · Insurance Expense | | | |
| 6111 · Board Insurance (EO) Expense | 167.40 | 122.17 | 45.23 |
| 6112 · Business & Property Liability | 130.08 | 130.08 | 0.00 |
| Total 6110 · Insurance Expense | 297.48 | 252.25 | 45.23 |
| 6120 · Rent Expense | 3,915.05 | 3,949.43 | -34.38 |
| 6130 · Utilities Expense | | | |
| 6131 · Electric Expense | 156.60 | 225.17 | -68.57 |

| | <u>Apr 21</u> | <u>Mar 21</u> | <u>\$ Change</u> |
|--|------------------|------------------|------------------|
| 6132 · Telephone Expense | 350.66 | 349.83 | 0.83 |
| Total 6130 · Utilities Expense | <u>507.26</u> | <u>575.00</u> | <u>-67.74</u> |
| 6140 · Office Expense | | | |
| 6143 · Office equipment/machines | 659.99 | 26.54 | 633.45 |
| 6146 · Supplies | 1,177.84 | 315.66 | 862.18 |
| Total 6140 · Office Expense | <u>1,837.83</u> | <u>342.20</u> | <u>1,495.63</u> |
| 6150 · Dues and Subscriptions | 101.68 | 101.68 | 0.00 |
| 6180 · Warehouse Supplies | 1,438.82 | 1,356.84 | 81.98 |
| 6190 · Tax Expense | 96.63 | 635.07 | -538.44 |
| 6200 · Bank & Merchant Fees | | | |
| 6205 · Shopify Fees | 1,058.53 | 1,275.74 | -217.21 |
| 6206 · Stripe Fees | 100.97 | 10.76 | 90.21 |
| 6207 · PayPal Fee | 1,235.95 | 762.85 | 473.10 |
| 6208 · Credit Card Fees (Finance charg | 1.35 | 1.01 | 0.34 |
| 6209 · Foreign Exchange (Gain)Loss | 2,328.17 | -1,026.03 | 3,354.20 |
| 6200 · Bank & Merchant Fees - Other | 15.00 | 15.00 | 0.00 |
| Total 6200 · Bank & Merchant Fees | <u>4,739.97</u> | <u>1,039.33</u> | <u>3,700.64</u> |
| 6210 · Depreciation & Amortization | | | |
| 6211 · Depreciation Expense | 550.00 | 550.00 | 0.00 |
| 6212 · Amortization Expense | 932.00 | 932.00 | 0.00 |
| Total 6210 · Depreciation & Amortization | <u>1,482.00</u> | <u>1,482.00</u> | <u>0.00</u> |
| 9999 · Suspense | | | |
| 9991 · Inventory Adjustments | -466.88 | 14.93 | -481.81 |
| Total 9999 · Suspense | <u>-466.88</u> | <u>14.93</u> | <u>-481.81</u> |
| Total Expense | <u>42,237.12</u> | <u>38,942.95</u> | <u>3,294.17</u> |
| Net Ordinary Income | <u>25,084.44</u> | <u>24,529.32</u> | <u>555.12</u> |
| Net Income | <u>25,084.44</u> | <u>24,529.32</u> | <u>555.12</u> |



MONTHLY TELECONFERENCE MINUTES

June 12, 2021

2PM EDT

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

Introduction to the Meeting

- Call to Order – Open with the ACA Serenity Prayer
- Roll Call of Board Members** –Charlie H., Fredrik H., Jasmina T., Jim B. Justine F., Liz C., Sharon F., Tamara P. **Joined Late:** Sue V. **Absent:** Bill D. and Erin D.
- Quorum established
- Guest Introductions

| | | | |
|---|--|--|--|
| Aleksandra – Poland, Polish IG Rep, Vice chair of Polish Translation committee | Anne D | Barbara – Northern California, Nominating Committee | Brad L – Maryland – IT Committee Chair, NationalCapital IG Chair, Northeast Region Tech person |
| Carol G – Santa Cruz CA, Monterey Bay IG, Finance Committee | Denise R - Alaska – Nominating Committee and Delegate | Dove – AZ, MSSC, Virtual Online Sub Committee, AZ IG Rep | Greg R – Austin TX, Delegate, Chair of Nominating Committee,Chair of Literature Strategic Planning Sub Committee |

| | | | |
|--|---|--|--|
| John W – Committee of Representation, Equity, and Accessibility | John Z – Southern California – local group Treasurer | Josh W –DC, NE Reg Sec, OPPM, MSSC, ABC-AWC, and Regions SC | Julianne V – Indianapolis, Indiana, MSSC, Spiritual Inclusion, Delegate |
| Laura D – Colorado, IG Rep | Lesli – Florida, group member | Lucia S – South Florida, WSO Controller, Finance and DCOC | Marcin – UK, Polish Translation Committee |
| Marion – South Africa – Global Committee Vice Chair, Former IG Chair | Carole C – MS Chair, Vice chair for Region 2, Vice chair of Central Coast IG | Nick C – Signal Hill, Operations Manager | Karin S – Illinois, MSSC, Service Network, ABC-AWC, Chair Service Norms/Concepts Study Group |
| Shari – Greater East Bay CA IG Chair | Tamara P – St Paul Minnesota, IG Sub Committee Chair | Ward – New Jersey, Representation, Equity, and Accessibility | Cheryl F – Toronto – Delegate Training subcommittee chair |
| Jim R – NY – Ballot Prep, ABC-AWC | Pam – Colorado, IG Chair and Thursday Night voices across America Speaker meeting | Alexandra, Sweden, CREA | |

- E. **Tradition Six:** 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. Administrative Reports

Teleconference Minutes

Motion to approve the April 10th, 2021, Teleconference Minutes (Fredrik H.)

Second: Sharon

Decision: Motion passed unanimously. (Bill and Erin absent)

Motion to approve the May 8th, 2021, Teleconference Minutes (Fredrik H)

Second: Sharon

Decision: Motion passed unanimously. (Bill and Erin absent)

Chair Report – Charlie H

Charlie mentioned we are looking at some changes with reports from Committees. We will only include May 1 to May 31. July will be about June and so on.

The Board has removed David McB from the Board, including all duties associated with the WSO. The Board was united in the decision.

Charlie talked about The Board Norms. The Board has been using these for the past 2 to 3 years. The main part of The Norms can be found in OPPM, appendix XI. There are different ways in which The Board should handle conflicts within The Board. The Board always has the final decision on solving disagreements. No one in The Board took this decision easily.

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

- The month had a loss of 3,036 US Dollars.
- 13 contributions of 1,099 US Dollars to the newly created Scholarship fund.

Questions:

Jim B: Which month should be reported from the Treasurer?

Charlie and Justine: In July we should report for May.

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

- A. **Executive Committee:** Sharon F <https://acawso.org/category/executive-committee/>
- B. **Archive Committee:** Marcia J <https://acawso.org/category/archives/>
- C. **Ad hoc Committee for Representation, Equity, and Accessibility:** Anette UK <https://acawso.org/category/representation-equity-accessibility/>
- D. **European Committee:** Fredrik <https://acawso.org/category/european-connection/>
- E. **Finance Committee:** Justine F <https://acawso.org/category/finance/>
- F. **Global Members Committee** - Sue V - <https://acawso.org/category/global-members/>
- G. **Information Technology (IT) Committee:** Brad L <https://acawso.org/category/information-technology/>
- H. **Literature Committee:** Christine B <https://acawso.org/category/literature-committee/>
- I. **Member Services Committee:** Tamara P <https://acawso.org/category/member-services/>
- J. **Public Services Committee with H&I:** Jim B, Rich R <https://acawso.org/category/public-information/> and <https://acawso.org/category/h-and-i-committee/>
- K. **Publishing Committee** - Sue V <https://acawso.org/category/publishing-committee/>
Charlie talked about the need of a Publishing Committee because the Fellowship looks completely different now compared with a couple of years ago. Now the Fellowship is growing rapidly all over the world.
- L. **HR Committee** Rich R <https://acawso.org/category/human-resources/>
- M. **WSO Office:** Nick C <https://acawso.org/category/wso-office/>
- N. **DCOC:** Sharon F <https://acawso.org/category/dist-ctr-oversight/>
- O. **Service Network Committee:** Sharon F, Board Liaison <https://acawso.org/category/service-network-committee/>
- P. **ABC AWC Committee:** Liz C, Karin S <https://acawso.org/category/abc-committee/>
Liz wants to invite members to a Collaborative discussion. This is planned for Thursday June 24 7:30PM EDT: Inviting members of BPC, DTSC, Executive Committee, OPPM, Literature, IT, and REA committees to discuss the topic of creating an ABC agenda that meets the needs of the fellowship and WSO.
Meeting ID: 837 6691 4609

- Q. **Delegate Training Subcommittee** – Cheryl F <https://acawso.org/category/delegate-training/>
- R. **Ballot Prep Committee:** Jim R <https://acawso.org/category/ballot-prep/>
- S. **OPPM Committee:** Josh W <https://acawso.org/category/oppm/>
- T. **Ad Hoc Committee on Meeting and Service Safety** – Rich R <https://acawso.org/category/ad-hoc-meeting-and-service-safety-committee/>
- U. **Nominating Committee:** Denise R. <https://acawso.org/category/nominating-committee/>

BREAK

Roll Call of Board Members: Charlie H., Fredrik H., Jasmina T., Jim B. Justine F., Liz C., Sharon F., Tamara P. Sue V. **Absent:** Bill D. and Erin D.

Quorum Established

Motions Read Into the Record

A. Motions passed at the Executive Committee 18th of May

Motion: 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.

B. Motions passed at a Board Working Session on May 20, 2021

Motion: 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.

C. Motions passed via Specific Concurrence (SC) since the last Teleconference.

An SC is considered time sensitive and is done electronically.

Motion: 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 perbook (slightly more than 8 Euros), plus shipping from Estonia to the IG address. Smaller lotsof 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, witha 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: 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.

Decision: Motion passed unanimously.

Motion: To extend the lit staff worker position for 30 hours of work (workload is heavy) until July 30th or, if chosen as the publication's 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 interview.

Decision: Motion passed unanimously.

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

Second: Bill D.

Decision: Motion passed unanimously.

G. Guest Comments

- A. **Julianne V** asked about which time the meeting about domineering behavior is.

Answer from Josh W: 26:th of June 1 PM EST

- B. **Carol G:** Several committees are seeking members, subcommittee chairs, etc. It might be helpful to have a 'Volunteer Service Opportunities' spot on the blue website to help potential volunteers find something that calls to them. Kind of like an 'open positions' for companies that are hiring.

Answer from Charlie H: Jim R has raised a similar question about how we organize our volunteers. Your idea is great, because I think that this is one of the areas where we don't have the infrastructure in place. And we have many, many more volunteers now than we had 4 years ago.

- C. **John P:** Wanted to get clarification on the question from Julianne about the domineering behavior meeting. If it is getting posted and so on.

Sharon answered: Could we ask Brad and Josh to put it up on the Event Calendar? Josh is not on the Committee, but he will help out and coordinate with Brad L.

- D. **Aleksandra K:** A group has sent email to meetings@adultchildren.org. The group then contacted Aleksandra, who also has sent email to the meetings address without getting any response.
Jim B has offered Aleksandra to contact him on Slack and he will help her out.
- E. **Karin S:** The Concept Study Group wants to invite members to next meeting about Concept 6. Sunday June 20th, 3 pm Eastern US. Zoom info is on Service Network Slack Channel:
- F. **Josh W** asked a question about the format of the Monthly TC:
Charlie: We have at a couple of the last Strategic Meetings talked about the Committee Structure. We will give a report further on. But essentially, we are looking at only 4 reports given at the TC. Also, we have changed time for Board and Executive meeting so there is one week between Executive and Board meetings. We are trying to simplify the Monthly TC.
- G. **Brad L:** Question to Publishing, about the UK Amazon, printing and so on. Also, if we only use printers in the USA and UK.
Sharon: We have asked our managers to reach out to different printers on different solutions to streamline the distribution.
Sue: We want to have regional printing centers, so we won't ship everything from the USA.
- H. **Michelle H** asked about registration and where sent information ends up. Where could we announce events and so on? Also, where could we find information about when Committees meet, some Committees have the information, and some don't.
Charlie answered. If you could put that in writing and send it to our secretary Fredrik at secretary@adultchildren.org, he will send it to those responsible for the different tasks.
Sharon: The special worker is the person responsible for the event calendar.
Brad L: You could go into the Slack channel IT request and write about your questions.
- I. **Julianne V** asked about the process of delisting a meeting. Is there any easier way to do it? Maybe having a special email for delisting meetings?
Jim B answered: We now have the process which is, you should use the form to change or delist a meeting. We are working with it and maybe if there is a checkbox for only delisting a meeting. Jim doesn't understand why there is a problem,
Nick talked about the process. That today he has to contact the meeting organizer to get a validation that it is correct with the delisting, and that could take some time.

H. Closing Activities

ANNOUNCEMENTS: Next WSO Board Teleconference Meeting is Saturday July 10th at 2PM EDT

Motion to close made by Sharon F. **Second:** Jim B. **Decision: Motion passed unanimously.**

Closing Serenity Prayer

APPENDIX

May 2021 TREASURER'S REPORT

P&L Actual to Budget

[CLICK HERE TO VIEW THE MAY 2021 PROFIT & LOSS ACTUAL TO BUDGET](#)

This report that shows us how we are performing monthly compared to the approved budget. Our Total Income of \$104,896 was \$16,397 less than the Budgeted amount of \$121,293, or about 13.5% less than what we budgeted. Book sales were lower than budgeted in both Signal Hill and Amazon. The 7th Tradition Contributions exceeding Budget by \$1,971. See section below regarding 7th Tradition Contribution Report.

Our expenses were \$18,565 lower than budgeted, by 35.4%. Overall, for the month our actual Net Loss of \$3,036 was higher than the Budgeted Net Loss of \$812.

If after reviewing these financial statements you have any questions, please feel free to contact me at treasurer@adultchildren.org or on Slack at Justine R.

7th Tradition Contribution Report

WSO received \$20,387 in 7th Tradition Contributions for the month from members, groups, intergroups and regions. Contributions decreased \$12,979 from the prior month. There were 3 contributions that were \$500 or more, totaling \$5,300. We received Contributions for the 2021 AWC totaling \$1,323 during the month of May. Also noteworthy, we received 13 contributions of \$1,099 for the International Literature Scholarship Fund. 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 contacting either treasurer@adultchildren.org or finance@acawso.org for the details. 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.

[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.

In service,

Justine F., Treasurer
ACA WSO

Status of ABC Motions

| Issue | Outcome | Status |
|--|---------------------------|--|
| To revise or develop Amazon Kindle editions of ACA literatureso that they correspond to the same page in hard copy publications | Board Motion prior to ABC | Publishing Committee is currently working to update the English BRB version, as well as add the Yellow Workbook and the new Loving Parent Guidebook to Kindle. Other publications and languages will follow. |
| International Literature Scholarship Fund | Board Motion prior to ABC | The 7 th Tradition page currently accepts fundsfor the fund. Finance Committee and Publishing have been tasked with setting up procedures for application and disbursement of those funds. |
| Creation of 12 Step & 12Tradition Book (12x12 or 12x12x12 to include the Concepts) | Motion did not pass | Groups, Intergroups and/or Regions who are interested in developing this literature are welcome to submit a draft to Literature Committee. Refer to Literature Committee as well. |
| Creation of a pamphlet/trifoldbe developed to outline/describe the significantdifferences between the ACA fellowship and other 12-stepprograms. | Referred to the Board | Refer to Literature Committee for assessment |
| We move that a new literature subcommittee begin planning arevised edition of the Big Red Book,with new testimonials and updatedcontent, to be more inclusive of allexperience of gender, sexual orientation, ethnicity, religion/spirituality, and a broader range of socioeconomic and cultural backgrounds. | Passed | Refer to Literature Committee |
| We propose that in future printings of Chapter 19 in theBRB, the second personal share under TRADITION THREE (p.503) be deleted entirely | Passed | Refer to Literature Committee |
| We propose that Adult Children of Alcoholics (ACA) officially changeits name to Adult Children of Alcoholics and | Referred to the Board | Refer to Executive Committee to refine theproposal - Task force to set up a series of |

| <p>Dysfunctional Families (ACADF). combined with: We propose that WSO use the acronym ACA/DF in order to include people whose parents are not alcoholics.</p> | | <p>TownHalls using KBDM to start a Fellowship Wide discussion? (Include Bill to address DBA and other issues brought forth during the ABC discussions.) Send out a multiple language survey of possible name change choices?</p> |
|---|--|---|
| Issue | Outcome | Status |
| <p>We propose that a Topic book that covers the very unique and specific challenges that ACA deals with be developed. Ideally this would be in a format that each individual topic could be read in 15 – 20 minutes, so can be used as the content of a topic meeting.</p> | <p>Referred to the Board</p> | <p>Groups, Intergroups and/or Regions who are interested in developing this literature are welcome to submit a draft to Literature Committee. Refer to Literature Committee as well.</p> |
| <p>We propose that WSO create an ACA app for mobile devices.</p> | <p>Referred to the Board</p> | <p>Refer to IT Committee to call for volunteers to form a group to study cost, feasibility, and scope</p> |
| <p>We propose that WSO assemble a committee—comprised (wholly or in part) by transgender, nonbinary, gender-fluid, and/or other gender-non-conforming ACAs—to determine whether and how to make future printings of the BRB more gender-inclusive.</p> | <p>Referred to the Board</p> | <p>Refer to Literature Committee</p> |
| <p>We propose that WSO produce a version of the BRB and other literature where the level of language is aimed at junior high school level rather than university-grade English, so that the content is more easily understandable to people for whom English is a second language, rather than their mother tongue.</p> | <p>Referred to the Board</p> | <p>Refer to Literature Committee</p> |
| <p>Motion to approve a suggested allocation of a meeting's surplus funds be 60% to local IG, 30% to WSO, and 10% to Region.</p> <p>If the funds are coming from an IG, the suggested allocation would be 60% to WSO and 40% to the Region.</p> | <p>Delegates deemed not time-sensitive</p> | <p>Referred back to Finance Committee - Suggest seeking feedback from IGs and Regions before finalizing.</p> |

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



July 10, 2021
2PM EDT

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

Introduction to the Meeting

- A. Call to Order – Open with ACA Serenity Prayer
- B. **Roll Call of Board Members:** Bill D, Charlie H, Erin D, Fredrik H, Jasmina T, Jim B, Justine F, Liz C, Sharon F, Tamara P. Sue V (absent)
- C. Quorum established
- D. Guest Introductions

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| Aleksandra – Poland, Polish IG Rep, Vice chair of Polish Translation committee | Alexandra E. Sweden Spiritual Inclusion, CREA | Amber D. FL IG643 | Barbara – Northern California, Nominating Committee |
| Barb S. CO Women's Mtg. | Brad L – MD – IT Committee Chair, NationalCapital IG Chair, N E Region Tech | Brian Calgary, Alberta CAN | Carole C – MS Chair, Vice chair for Region 2, Vice chair of Central Coast IG |

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|--|--|--|---|
| Carol G –CA Monterey Bay IG, Finance Committee | Christine B. Lit. Com. Chair | David AL IG0034, SNC | Denis S. Russia |
| Denise R - Alaska – Nominating Com and Lit Com. | Donna PA Philadelphia IG | Erika NY | Ina Belarus Rep for Russian Speaking fellowship |
| Jim R. NY WEB120, Ballot Prep | John Z – Southern California – local group Treasurer | Julianne V – Indianapolis, Indiana, MSSC, Spiritual Inclusion, Delegate | Karin S – Illinois, MSSC, Service Network, ABC-AWC, Chair Service Norms/Concepts Study Group |
| Kathy T. CA IG837, MSSC, Lit, IT, Service Safety | Laura L. – SoCal Region 2, Nom Com | Lucia S – South Florida, WSO Controller, Finance and DCOC | Marcia J. IA-IL QCA Archives Chair |
| Marcin – UK, Polish Trans. Com CREA, Region Subcom | Marcus H. SF East Bay Delegate/Secretary IG646 | Michelle W. WI WEB0111 | Marion – South Africa – Global Committee Vice Chair, Former IG Chair |
| Nancy G. | Renee MA IG061 | Rich R. NM H&R Chair | Shari – Greater East Bay CA IG 648 Chair |
| Tamara HI | Terra A. CO IG Co-Chair | Tom A. Pittsburgh IG | |

E. Tradition Seven: Every ACA group ought to be fully self-supporting, declining outside contributions

I. Administrative Reports

A. Motion: to approve the June 12th, 2021, Teleconference Minutes (Fredrik H.)

Second: Bill D.

Discussion: Sharon. Remove the text in motion 3 that shouldn't be a part of the motion

Decision: Motion passed unanimously subject to removing last section in motion

B. Chair Report: Charlie H.

Welcome to everyone. No special report this month. I want to say from my perspective, oftentimes the greatest value of the monthly teleconference comes from the comments we get from non-board members, the questions the concerns that get ~~in~~ because I think that really helps us have a much better understanding for the Fellowship.

C. Treasurer's Report: Justine F <https://acawso.org/category/treasurer-reports/>

No report this month because the change of reporting procedures. Next month there will be a report.

II. Committee Reports

A. Executive Committee: Sharon F <https://acawso.org/category/executive-committee/>

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

Marcia reported that the committee was requesting invoices from companies that scan archival materials so the boxes at Signal Hill can be scanned.

Question from Charlie: You discussed looking to hire a company to scan archival documents. You used the word invoices, but it sounded more like estimates or bids.

Marcia: I called them invoices, but you are correct. It has been estimates.

C. Ad hoc Committee for Representation, Equity, and Accessibility: Alexandra E, Sweden <https://acawso.org/category/representation-equity-accessibility/>

D. European Committee: Fredrik H <https://acawso.org/category/european-connection/>

E. Finance Committee: Justine F <https://acawso.org/category/finance/>

F. Global Members Committee: Marion F - <https://acawso.org/category/global-members/>

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

Question from Jim B regarding the new webpage for Audio recordings: The audio, is that released or not and if so, could you post the link in the chat?

Answer: Yes, it is released. The link is as follows: <https://adultchildren.org/resources/workshop-audios/>

Question from Liz regarding the Team up calendar for ACA meetings: About the team up. Is that going to be in addition to the unofficial ACA team, or is it completely separate from the unofficial?

Answer from Brad L: Joe A, who might manage this thing on official team, I've been reaching out to him, and trying to connect. If we connect, we may end up coordinating something. But right now, it's probably just going to be an additional team up with our calendars

H. Literature Committee: <https://acawso.org/category/literature-committee/> Christine B

I. Member Services Committee: Amber D <https://acawso.org/category/member-services/>

J. Public Services Committee with H&I: Jim B <https://acawso.org/category/public-information/> and <https://acawso.org/category/h-and-i-committee/>

K. Publishing Committee: Bill D <https://acawso.org/category/publishing-committee/>

L. HR Committee: Rich R <https://acawso.org/category/human-resources/>

M. WSO Office: Nick C <https://acawso.org/category/wso-office/> Nick on vacation so no report this month.

- N. **DCOC:** Sharon F <https://acawso.org/category/dist-ctr-oversight/>
- O. **Service Network Committee:** Karin S <https://acawso.org/category/service-network-committee/>
- P. **ABC AWC Committee:** Karin S <https://acawso.org/category/abc-committee/>
Question from Bill D: Are you going to talk about and be a part of the regional event taking place in Florida 1st of November?
Liz: I haven't taken it up in the Committee yet.
Suggestion from Charlie: Talk about it at the next Executive Committee session.
- Q. **Delegate Training Subcommittee:** Cheryl F <https://acawso.org/category/delegate-training/>
 No report, Cheryl F not present.
- R. **Ballot Prep Committee:** Jim R <https://acawso.org/category/ballot-prep/>
Charlie: Can you present the proposal to the Board before sending it ~~or~~ Mostly because what I hear, there will be some changes because our survey revealed that delegates thought it was too many Proposals
Jim R: Yes, we can do that, some things will change. We will, for example, delete the sentence of the 60% rule. Because it will be a slightly different approach this year, we think. We will give more support to those who write Proposals but also by referring them in the right ~~don~~ Maybe it should go to a committee instead of becoming a Proposal. And to clarify, BPC sees this as a multi-year process this change.
- S. **OPPM Committee:** Jasmina T <https://acawso.org/category/oppm/>
- T. **Ad Hoc Committee on Meeting and Service Safety:** Erin D <https://acawso.org/category/ad-hoc-meeting-and-service-safety-committee/>
- U. **Nominating Committee:** Denise R <https://acawso.org/category/nominating-committee/>

BREAK

Roll Call of Board Members: Bill D, Charlie H, Erin D, Fredrik H, Jasmina T, Jim B, Justine F, Liz C, Sharon F, Tamara P
 Sue V (absent),

Quorum established

III. Motions Read Into the Record

A. Executive Committee June 15, 2021

Motion: 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.

SC-1: To approve the expenditure of \$420 USD plus any applicable taxes for 20 barcodes.

Approved unanimously with Charlie H. absent

SC-2: To approve up to \$200 be paid to the Publishing Committee Special Worker for reimbursement of miscellaneous expenses for publishing work. *Approved unanimously with Charlie H. absent*

B. Board Working Session June 10, 2021

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

Second: Bill D.

Decision: Motion passed unanimously. Erin D. absent

2. **Motion:** 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.

3. **Motion:** To give Eleni a 5% pay raise. As her last raise was in June 2018. Jasmina T.

Seconded by Bill D.

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

C. Motions passed via Specific Concurrence since the last Teleconference.

An SC is considered time-sensitive and is done electronically.

Motion: To ratify Christine B., as Literature Committee Chair (Charlie H.)

Seconded by 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: To ratify Justine F. as the Literature Committee Board Liaison (Charlie H.)

Seconded by Jim B. Ratify

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

- The board will schedule regular working sessions on the second and fourth Thursdays of the month.
- 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.

- 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.)

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

Seconded: by 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 That the OPPM be updated 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.,)

Seconded by Bill D.

Decision: Motion passed unanimously.

Motion: 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 week's 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: That the Board approve the updated mission statement of the OPPM Committee.

Second: Bill D.

Decision: Motion passed unanimously.

Motion: 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.

IV. Guest Comments (not recorded)

V. Closing Activities – Meeting adjourned.

APPENDIX

APPENDIX 2 – TRAVEL REIMBURSEMENT POLICY

| Original | Proposed |
|--|--|
| <p>Note: Copies of receipts are required for all expenditures.</p> <p>l expenses for transportation, lodging and food are reimbursable for Board members, employees, and others while traveling on WSO business as long as the travel is e-approved or accepted as necessary by the Board.</p> | <p>Note: Copies of receipts are required for all expenditures, except as otherwise noted in this policy.</p> <p>l reasonable expenses for transportation, lodging and od are reimbursable for Board members, employees, d others while traveling on WSO business as long as the travel is pre-approved using the Travel Approval rm (shown at the end of this Appendix) or is part of ger group travel, such as to the ABC, which is accepted as necessary by the Board.</p> <p>Travelers may arrive the day before a scheduled WSO event. Travelers crossing three time zones and/or have more than eight hours of flying time, including layovers, ay arrive an additional day prior to a scheduled event. Any requests for additional days outside this timeframe quire board approval.</p> |
| <p><u>Transportation to the Destination:</u> Each person would travel the most efficient and economical means reasonable and possible. The following transportation costs are reimbursable:</p> <ol style="list-style-type: none"> 1. Airline or train tickets, including the cost of one checked bag. <p>a. NOTE: While Non-Stop flights are frequently available at the same or similar cost as other flights, when such flights are at least 10% more expensive, but could avoid significant layover time, reasonable decisions should be made that show the Fellowship’s money is being spent wisely.</p> | <p><u>Transportation to the Destination:</u> Each person would travel the most efficient and economical means reasonable and possible. The following transportation costs are reimbursable:</p> <ol style="list-style-type: none"> 2. Airline or train tickets, including the cost of one checked bag. The cost of flight insurance is also reimbursable. 3. Travelers are responsible for the cost of seat upgrades, unless pre-approved by the Board for health reasons. <ol style="list-style-type: none"> a. WSO only pays for flights to and from the approved destination. If the traveler is connecting to another destination as well, they are responsible for those additional costs. To determine the reimbursable amount, when making travel arrangements, screenshots showing the information about cost of a single destination round trip ticket at the time of the purchase of the actual ticket should be made to later submit with the expense report. |

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| <p>4. Airport parking for the least expensive daily parking rate.</p> <p>5. Cab fare or the cost of mileage reimbursement for a friend or relative who drives the traveler to the airport. Mileage reimbursement is based on GSA (US General Services Administration) guidelines.</p> | <p>No Change</p> |
| <p>Note that if public transportation is available, then every effort should be made to use it – unless it is too convenient because of luggage and materials being transported.</p> <p>the traveler chooses to drive rather than use a more economical mode of travel, the reimbursement would not exceed the cost of airfare and related expenses.</p> | <p>driving vs. flying: If the traveler chooses to drive from me to the destination rather than use a more economical mode of travel, the reimbursement for car rental and/or gas may not exceed the cost of airfare and related expenses.</p> <p>such cases, the traveler should make screenshots showing the cost of a single destination round trip ticket submission with their expense report, taken on a date that corresponds to a reasonable date when flight reservations would have been made.</p> <p>Other Travel Alternatives, such as Bus or Train:</p> <p>Guidelines are the same as noted above for Driving vs. flying.</p> |
| <p>Transportation at the Destination: All factors should be taken into account when deciding whether to rent a car or use local transportation options.</p> <p>it is most reasonable and effective for the traveler to rent a car, the reimbursement will include the rental cost, rental car company insurance, and gas. The Board should ask for general consensus when making a decision to rent a car.</p> | <p>No Change</p> <p>NOTE: if free transportation is available during any leg of trip, such as for travel to and from the airport, every reasonable effort should be made to use it – unless there are health or safety concerns, or it is too difficult because of luggage and materials being transported.</p> |
| <p>Food, Incidentals, and Entertainment:</p> <p>1. Food and Incidentals per diem, herein referred to as M&IE (Meals and Incidental Expense rate):</p> | <p>Food, Incidentals, and Entertainment:</p> <p>1. Food and Incidentals per diem, herein referred to as M&IE (Meals and Incidental Expense rate). WSO has adopted rates that are based on the U.S. Government’s General Services Administration (GSA) M&IE policy.</p> |

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| <p>receipts are not required for meals and incidentals r which M&IE is claimed.</p> <p>payment for M&IE expenses while traveling will \$58 per day, or an equivalent amount in a reign currency for non-US travelers. This includes \$5 for incidentals. It is also applicable for travel days.</p> <p>These figures were derived using US General services Administration (GSA) recommendations a guideline.</p> <p>General Partial M&IE details:</p> <p>a. Any of the traveler's meals that are provided or paid for by others, including as part of an event/meeting should be deducted from the M&IE for that day per the following:</p> <p>Breakfast \$11, Lunch \$16, Dinner \$26. As an example, if lunch is provided, the traveler will claim \$42 M&IE for that day (\$58 minus \$16.) Note: hotel and airline meals that are provided are not considered as being provided by others.</p> <p>b. M&IE for local travelers on travel days: those who drive to an event/meeting within 100 miles may claim M&IE for only the meal(s) they have to pay for themselves during the time they are asked to be on site.</p> | <p>receipts are not required for meals and incidentals r which M&IE is claimed.</p> <p>payment for M&IE expenses while traveling will \$58 per day, or an equivalent amount in a reign currency for non-US travelers. This includes \$5 for incidentals.</p> <p>maximum partial M&IE of \$43.50 is granted for travel days. A full day's M&IE is granted when ch travel from home to destination lasts eight (8) more hours.</p> <p>General Partial M&IE details:</p> <p>a. Any of the traveler's meals that are provided or paid for by others, including as part of an event/meeting or provided by the hotel, should be deducted from the M&IE for that day per the following: Breakfast \$11, Lunch \$16, Dinner \$26. As an example, if lunch is provided, the traveler will claim \$42 M&IE for that day (\$58 minus \$16.) Note: because of the infrequency of having airline meals provided, they are not considered as being provided by others.</p> <p>b. M&IE for local travelers on travel days: those who drive to an event/meeting within 100 miles may claim M&IE for only the meal(s) they have to pay for themselves during the time they are asked to be on site.</p> <p>c. When all meals are provided, there will be no per diem available, including the \$5 for incidentals.</p> |
| <p>entertainment: On the rare occasion that a Board ember or key employee invites other members ofe fellowship, employees, or vendors to a meal, ey will make every effort to stay within the dividual meal costs for all parties for that meal. keep things simple, they will not be required to tain an extra receipt for just their own meal, but stead have their meal paid for as part of the hole and then deduct that meal from their M&IE.</p> | <p>No Change</p> |

ACA WSO PRE-TRAVEL AUTHORIZATION FORM

All travel on behalf of ACA WSO requires authorization prior to confirming the travel arrangements. This form should be completed by the traveler and submitted to the committee chair or board member who is responsible for the traveler's budget. After that person approves, please send to the Treasurer, who will obtain Board approval.

Traveler _____ **Date of Submission** _____
First Name Last Name

Destination _____

Date of Departure _____ **Date of Return** _____

Purpose of the Travel and Goals to be Accomplished _____

Estimated Funds Required _____ **Budgeted or Unbudgeted?** _____

Cost Center (Committee or Account #) __

Submitted by _____

Committee Chair or Board Member Printed Name

Signature _____ **Date** _____

Board Approved Motion _____ **Date** _____



August 14, 2021
2PM EDT

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

I. OPENING

- Introduction to the Meeting
- Call to Order – Open with the ACA Serenity Prayer
- Roll Call of Board Members – Bill D, Charlie H, Erin D, Fredrik H, Jasmina T, Jim B, Justine F, Liz C, Sharon F, Sue V, Tamara P
- Quorum established
- Guest Introductions

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|---|--|---|---|
| Christine B – Literature Chair | Greg R – Nominating Committee Chair, Literature Evaluation SC Chair | Kelle J – FL – OPPM Chair, MSSC, Concept Study Group | Larry – former WSO Board and former Literature Chair |
| John Z WSO Publishing Manager | Laura D – Colorado, WSO Rep for Colorado IG | Lucia S. - FL WSO Controller Vice Chair Finance | Michelle H - WI – MSSC, Web 0111 |
| Amber D – Florida IG 643, Member service Committee, REA | Tom A – IG Rep for East Liberty and WEB0531 | Marcia J. - IA-IL QCA Archives Chair | Jim – IG rep for Philadelphia |
| Barb S – Colorado Women meeting | Julianne V – Indianapolis Indiana – Delegate for Tel 0411, ABC Committee | Marcin C - UK Polish Translation Committee REA, Region Subcommittee | Julianne V – Central Indiana, Delegate for We Agnostics, Chair of Delegate Training SC, ABC/AWC, MSSC |

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| Barbara – Northern California, Nominating Committee | Karin S – Illinois – Co Chair ABC/AWC Committee, Service Network Committee/Concepts Study Group | Marcus H - East Bay of San Francisco, California, Delegate and Secretary IG 646 | Rich R Chair HR and H&I |
| Brad L./MD WSO IT Chair, NE Region, Capital IG | Moshe – Israel – Haifa group rep | Carole C – Central Coast California - Vice Chair Region 2 | Pam O – Colorado, Co-Chair IG, Voices Across America Speaker Meeting |
| Alexandra E – Sweden – Spiritual Inclusion, Committee for REA. Member Swedish IG | Pam – California - Central Coast ACA IG | Nick C – Signal Hill, CA – Operations Manager | Ina – Belarus Rep for Russian speaking fellowship. |
| Tom A - Pittsburgh IG rep | Mardi – Montana, past ComLine editor | Donna – Philadelphia Area IG | Matt K – West Great Lakes IG, Midwest Regional contact, Literature, REA |

Tradition Eight - Adult Children of Alcoholics should remain forever non-professional, but our service centers may employ special workers.

II. Minutes: Motion to approve the July 10th, 2021, Teleconference Minutes (Sharon F)

Second: Bill D

Decision: Motion passes unanimously

III. Chair Report – Charlie H addressed the following:

- Board officer change: changes in Board offices of Secretary and Treasurer (specific changes noted in Motions below)
- Encouraged all volunteers to consider Board service

IV. Treasurer's Report – (Lucia S., reporting on June 2021 Financial Statements) Full report can be found at:

<https://acawso.org/category/treasurer-reports/>

In reviewing the Balance Sheet, we can see ACA WSO ended the month with \$803,129 in Total Assets. The previous month was \$795,250, resulting in an increase of \$7,879.

Our Total Cash and Cash Equivalents (Account 1000) increased by \$25,364, Inventory Assets (Account 1400) decreased by \$15,119, due to sales and no large purchases during the month.

WSO's Total Liabilities & Equity was \$803,129 at the end of the period. This is an increase of \$7,879 from the previous month. Year-To-Date net income is \$85,449, which is an increase of \$7,305 from the prior

month.

Note that starting the month of May, the Equity Section includes Restricted Net Assets. The Restricted Net Assets was created as a result of the International Literature Scholarship Fund. The month of June is showing a balance of \$1,233. Unrestricted NetAssets balance is \$683,380.

Looking at the P&L we can see Total Income for the month was \$95,702. This includes Shopify sales of \$27.2k, Amazon sales of \$52k, and 7th Tradition of \$12.3k. Book sales decreased \$5.2k, and 7th Tradition contributions decreased \$8k from the prior month. The prior month total income was \$104,876. Therefore, Total Income decreased by \$9,173, or 8.7% from the prior month.

The combined Cost of Goods Sold (COGS) was \$52,359 which was less than the prior month's \$74,113 COGS. This left WSO a Gross Profit of \$43,344 before operating expenses.

WSO Expenses on the P&L include payroll, overhead and operating expenses. Overall WSO Total Expenses were \$36,038 this month, which were higher than the prior month by \$2,243. This is due to an increase in Contractors costs, and a slight increase in IT expenses during the month. After deducting expenses from the Gross Profit WSO was left with net income of \$7,305 for the month.

P&L Actual to Budget

This report that shows us how we are performing monthly compared to the approved budget. Our Total Income of \$95,702 was \$25,590 less than the Budgeted amount of \$121,293, or about 21.1% less than what we budgeted. Book sales were lower than budgeted in both Signal Hill and Amazon. The 7th Tradition Contributions was lower than the Budget by \$6,106. See section below regarding 7th Tradition Contribution Report.

Our expenses were \$16,282 lower than budgeted, by 31.1%. Overall, for the month our actual Net Income of \$7,305 was higher than the Budgeted Net Loss of \$812.

If after reviewing these financial statements you have any questions, please feel free to contact me at treasurer@adultchildren.org or on Slack at Justine F.

7th Tradition Contribution Report:

WSO received \$12,311 in 7th Tradition Contributions for the month from members, groups, intergroups and regions. Contributions decreased \$8,078 from the prior month. There were 2 contributions that were \$500 or more, totaling \$2000. We received 4 contributions of \$134 for the International Literature Scholarship Fund. 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 contacting either treasurer@adultchildren.org or finance@acawso.org for the details. 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.

Questions and Responses from the Board of Trustees:

- Is it possible to give a quick explanation and demonstrate how to contribute to the International Literature Scholarship fund? A visual demonstration of the adultchildren.org website was done.
- On Venmo or PayPal, can someone use the memo field to designate the scholarship fund? Yes, but the designation may be missed. It's best if people donate through the portal on the adultchildren.org website.

V. Committee Reports: All reports can be found on the business website: <http://acawso.org>
(Questions and Responses from the Board of Trustees are noted under each committee)

- Executive Committee: Sharon F <https://acawso.org/category/executive-committee/>
- Archive Committee: Marcia J <https://acawso.org/category/archives/>
You mentioned that you submitted a proposal to the Board for approval? No, I have talked to Charlie about it, but it hasn't been officially submitted yet.
- Ad hoc Committee for Representation, Equity, and Accessibility: Amber <https://acawso.org/category/representation-equity-accessibility/>
- European Committee: Fredrik H <https://acawso.org/category/european-connection/>
- Finance Committee: Lucia S <https://acawso.org/category/finance/>
Have you been in touch with OPPI Committee yet? Not yet

Has any attempt been made to or create direct dialogue with regions that may be affected on this? Some has been made and it needs further communication with the fellowship and some more research.

- Global Members Committee - Sue V - <https://acawso.org/category/global-members/>
 - **Are young adult meetings an Alateen equivalent?** Coordinators came into young adult and teen meetings, like Alateen, but specifically ACA.
 - **Is there an adult coordinator, like Alateen?** There are coordinators, a similar structure. They aren't doing the children's piece yet, ages 16 to 25. They have done some due diligence around reference checks.
 - Did you say there is a document that describes the different time zones and is that on the Global WSO site that can be used by committees? It will be introduced to Global East for approval, then it will be posted.
 - Information Technology (IT) Committee: Brad L <https://acawso.org/category/information-technology/>

AWC Recordings that are over 3 years old can also be added to the new free audio webpage. If a motion is needed to make that happen, we can do that. There are also the 2020 AWC Recordings.

- Literature Committee: Christine B <https://acawso.org/category/literature-committee/>
- Member Services Committee: Tamara P <https://acawso.org/category/member-services/>

Break

Roll Call of Board Members: Bill D, Charlie H, Erin D, Fredrik H, Jasmina T, Jim B, Justine F, Liz C, Sharon F, Sue V, Tamara P (returned after roll call was completed)
Quorum Established

- Public Services Committee with H&I: Jim B, Rich R <https://acawso.org/category/public-information/> and <https://acawso.org/category/h-and-i-committee/>
Excitement expressed for Public Information Day in September
- Publishing Committee - Sue V <https://acawso.org/category/publishing-committee/>
Translated Strengthening **My Recovery** – Daily meditation is displayed in English, German, and Greek on the website. If there are any other translations in progress, contact the IT Committee. – Sue V will take that back to Publishing Committee.
- HR Committee Rich R <https://acawso.org/category/human-resources/>
- WSO Office: Nick C <https://acawso.org/category/wso-office/>
Better profit margin when WSO sells books on Shopify – shop.adultchildren.org
- DCOC: Sharon F <https://acawso.org/category/dist-ctr-oversight/>
- Service Network Committee: Sharon F, Board Liaison, Alaska gave the report <https://acawso.org/category/service-network-committee/>
- ABC AWC Committee: Liz C, Karin S <https://acawso.org/category/abc-committee/>
A “thank you” was expressed to Julianne V and DTSC for the upcoming Delegate get-together that has been planned

Can Julianne give a description of the August 21st Delegate event? Julianne reported that anyone who’s been a delegate or interested in being a delegate is invited to attend. It will be informational, discussing delegate activities and the upcoming 2022 ABC.
- Ballot Prep Committee: Jim B <https://acawso.org/category/ballot-prep/>
Proposal deadline of September 30 is for the first draft, that a proposal doesn’t have to be perfect. The extra month will be to refine proposals, make revisions. If a proposal isn’t submitted by September 30, it cannot be submitted at all.
- OPPM Committee: Kelle J <https://acawso.org/category/oppm/>
Notice for all committees – any committee working on a proposal that may affect the OPPM, please let the OPPM committee know. This will keep different committees from working on the same thing at the same time without collaborating with each other.

Committee section recommendation from OPPM Committee – please send it directly to Charlie so it can be added to the Executive Committee calendar
- Ad Hoc Committee on Meeting and Service Safety – Erin D
<https://acawso.org/category/ad-hoc-meeting-and-service-safety-committee/>

Service Norms Document - The original intent behind the Board asking the committee to create the Service Norms Document was focus on WSO committee volunteer service norms. The report seems to suggest that the committee is moving into group and other levels of service. Does the Board need to redirect that project to a different committee? - Discussion was held on whether the committee's document was being drafted for WSO/OPPM use or geared toward a resource that groups could use if they choose.

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

VI. Motions passed at a Board Working Session July 8, 2021

Motion: 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.

VII. Motions passed at a Board Working Session July 22, 2021

Motion: 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: 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.

VIII. Motions passed at a Board Working Session July 29, 2021

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

Second: Liz

Decision: Motion passed unanimously

IX. Motions passed via Specific Concurrence (SC) July 2021.

An SC is considered time sensitive and is done electronically. Many SC's are discussed in one or more Board Working Sessions, prior to being voted on electronically.

Motion: 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: 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: 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, 2 YWB). **(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 approx. 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: 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: To approve the reimbursement of \$31.85 to Tamara P. for travel expenses incurred to visit 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: 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 \$11.99US. 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: 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: 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

II. ANNOUNCEMENTS

Next WSO Board Teleconference Meeting is Saturday September 11th at 2PM EDT

Link to the 2nd "Only" Meetings Town Hall on August 28th <https://acawso.org/2021/07/23/only-meetings-townhall-1-summary-and-townhall-2-announcement/>

III. Guest Comments

Karin S. - Announcement – The Concept Study Group is meeting tomorrow, Sunday, August 15 at 3pm Eastern to discuss Concept VIII. We're very excited to have Sufi offer a lead share on the topic.

Julianne V. - Question about a suggestion for WSO – WSO would benefit from a position in WSO that is responsible for clearing communication from committees and subcommittees to the Fellowship. 1-3 people who've been in continuous recovery for 5-7 years and who have demonstrated knowledge of the Traditions and Concepts. Who do I send it to?

Charlie H – response – it can be sent to the Board directly, refer to the Executive Committee. It could be sent to OPPM committee for analysis. Please include the Traditions and Concepts you're referencing.

Sharon F – to send to Executive Committee, send to secretary@adultchildren.org

Pam – Concerns about motion being discussed by Finance Committee about suggested contributions percentages to Intergroups, Regions and WSO. Concern that this could end regions.

Charlie H – asked Finance Committee for plan to involve regions in the discussion

Bill D – Finance Committee sent out an open call for everyone to attend a meeting to discuss it. It was brought up at the ABC for the Fellowship to discuss.

Carole C. – Compromise given to Charlie to look at it in order from meetings to intergroups to regions; keep it 50-30-20.

Marcia J – Plea for anyone who may have materials from the past in print or digital format, please contact Archives Committee. We're especially looking for old ComLines.

Matt K – Like for the Board to consider policy changes on how proposals [for the ABC] are made. The number of proposals has increased each year. Would like more discernment on the proposals before meetings must discuss them.

Charlie H – there are process changes being developed

Jim B – encourage groups submitting proposals to reach out to the committees first. The month of October is being used to get groups to collaborate with committees on proposals.

Liz C – welcome Matt and anyone else to the collaborative discussion for reshaping the ABC agenda. We're discussing on ways to limit the numbers: working on possibly combining "like" proposals, envision putting the proposal with the committee that best suits it, streamlining proposals, etc.

Josh W – Question about "Only" Meetings Topic – To what extent has WSO talked to other fellowships about how they handle this issue?

Sharon F – one of the things is bringing in the language to change the name of the town halls, to keep it from being confusing. There has been outreach and research, months of study, on the way other organizations deal with this. Since ACA is specialized, our Primary Purpose is with recovering from the effects of growing up in an alcoholic or dysfunctional home, including the environment surrounding the child. ACA is in a unique position to where some specialized meetings may be needed, though we don't know right now what that will look like. Other organizations may have good ideas but can't speak directly to childhood trauma the way ACA can. We want to make sure we have a complete Fellowship participation, groups, intergroups and regions talking about it and coming to the town halls to discuss it. It will be a Fellowship driven policy, but it's also the Board's responsibility to get the legal information to bring back to the Fellowship.

Josh – the question was if WSO has contacted the WSO's of other Fellowships on how they handle special interest meetings.

Sharon – I've reached out to other fellowships that I've been involved in, but not at the Board level.

Josh – Suggest that this be done.

Sharon / Charlie – we can reach out at the town hall and request that volunteers who are willing to contact other fellowships.

Donna – Where can I find the meeting minutes?

Sharon – The monthly TC minutes can be found at the link posted in the chat. (sent link to the Board Minutes on acawso.org)

Charlie – Links to all Board and committee reports can be found at acawso.org

Donna – How do I direct members, like Jim, who asked about problems with his meeting on the website

Brad L – That's already been taken care of. Jim's meeting had been changed to "online only" when he wanted it "hybrid" (both online and face-to-face). Questions can be sent to meetings@acawso.com

Bill D – If anyone wants to reach out to WSO, they can send an email to the email address at the top of adultchildren.org. The special worker will forward the emails to those it needs to go to.

Alaska – Comment on the "Only" Meetings – I'm opposed to the whole thing. Part of it was from a decision made by the Board on legal grounds. Concern that the Board is asking members of the Fellowship to break their anonymity by identifying. Need clarification on the purpose of the town halls.

Sharon – encourage to follow the link that was posted in chat about the town halls and the Fellowship-wide discussion. Open to listening to more about how the fellowship-wide discussion is breaking anonymity, something we don't want to do. Please reach out to me.

Charlie – on Zoom, people have the ability to not show video. Can we create a place where people can comment, essentially behind a screen where they don't have to reveal anything that's identifiable? There's a reason the legal issue is one small defined piece of the greater puzzle. Certain exclusions actually violate either state or federal civil rights laws of different types, many do not. A lot of meetings in ACA have been designated as "only" for many years and our website allows them to designate themselves as such. I don't think there's a policy necessarily right now. Right now, we're trying to assess, before any creation or change in policy, is "what is the value and needs for these types of meetings to the Fellowship". If it were possible for someone to share without leaving any identifiers, would that address the question of anonymity you're raising?

Alaska – I don't know. People have told me that at the last town hall, they had to go in front of the fellowship and state, "I identify as this," and that's part of their entire trauma. I don't think there's any disagreement that "only" meetings should be allowed.

Sharon – At the town hall, no one was asked to identify themselves as anything. I was the moderator and don't remember that being stated. If people here today were there and remember that being stated, if I'm forgetting it, please correct me.

Alaska – when someone talks about their meeting, which identifies them as a member of that group. I feel that was how they had to identify.

Sharon – certain questions were asked, like “is this important to the fellowship” or “what do our members need”. Someone could answer those generically, which may provide the anonymity protection Alaska is referring to. At the next town hall, we can add a safety statement to that affect.

Charlie – we have the need to gather information, which we need together from the Fellowship at large and not just on our own.

Matt K – Bit of good news – our Intergroup will be ordering 50 of the LovingParent Guidebooks.

IV. Motion To close – Motion by Sharon F., second by Bill D. Motion passed unanimously.

V. Closing Serenity Prayer – Tom A.

APPENDIX:

Adult Children of Alcoholics World Service Organization Inc
Balance Sheet
As of July 31, 2021

| | <u>Jul 31, 21</u> | <u>Jun 30, 21</u> |
|--|--------------------------|--------------------------|
| ASSETS | | |
| Current Assets | | |
| Checking/Savings | | |
| 1000 · Cash & Cash Equivalents | 607,867.50 | 611,498.28 |
| Total Checking/Savings | <u>607,867.50</u> | <u>611,498.28</u> |
| Accounts Receivable | | |
| 1300 · Customer Receivable | 285.10 | 1,262.76 |
| Total Accounts Receivable | <u>285.10</u> | <u>1,262.76</u> |
| Other Current Assets | | |
| 1310 · Other Receivables | 39.98 | 253.00 |
| 1320 · SHOIFY-Shopp'g cart receivable | 4,508.04 | 4,334.64 |
| 1330 · Interest Receivable | 105.92 | 103.39 |
| 1350 · Prepaid Expenses | 44,828.63 | 39,112.15 |
| 1400 · Inventory Asset | 106,120.52 | 94,851.57 |
| Total Other Current Assets | <u>155,603.09</u> | <u>138,654.75</u> |
| Total Current Assets | <u>763,755.69</u> | <u>751,415.79</u> |
| Fixed Assets | | |
| 1800 · Fixed Assets | 51,491.97 | 52,574.97 |
| Total Fixed Assets | <u>51,491.97</u> | <u>52,574.97</u> |
| TOTAL ASSETS | <u>815,247.66</u> | <u>803,990.76</u> |
| LIABILITIES & EQUITY | | |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable | | |
| 2000 · Accounts Payable | 6,886.92 | 4,587.80 |
| Total Accounts Payable | <u>6,886.92</u> | <u>4,587.80</u> |
| Credit Cards | | |
| 2011 · Bank of America-Corp Card #1794 | 9,306.89 | 5,119.18 |
| Total Credit Cards | <u>9,306.89</u> | <u>5,119.18</u> |
| Other Current Liabilities | | |
| 2100 · Payroll Liabilities | 21,124.36 | 14,358.68 |
| 2120 · Sales Tax Payable | 4,680.24 | 4,916.40 |
| 2200 · Accrued Liabilities | 4,160.27 | 4,070.00 |
| Total Other Current Liabilities | <u>29,964.87</u> | <u>23,345.08</u> |
| Total Current Liabilities | <u>46,158.68</u> | <u>33,052.06</u> |
| Total Liabilities | <u>46,158.68</u> | <u>33,052.06</u> |
| Equity | | |
| 32100 · Restricted Net Assets | 1,432.45 | 1,233.11 |
| 32000 · Unrestricted Net Assets.. | 683,198.41 | 683,397.75 |
| Net Income | 84,458.12 | 86,307.84 |
| Total Equity | <u>769,088.98</u> | <u>770,938.70</u> |
| TOTAL LIABILITIES & EQUITY | <u>815,247.66</u> | <u>803,990.76</u> |

Adult Children of Alcoholics World Service Organization Inc
Profit & Loss Budget vs. Actual
July 2021

| | <u>Jul 21</u> | <u>Budget</u> | <u>\$ Over Budget</u> |
|-------------------------------------|-------------------------|----------------------|-------------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 4010 · Shopify Revenue | 42,323.31 | 42,935.48 | -612.17 |
| 4030 · Amazon Revenue | 30,423.93 | 59,403.56 | -28,979.63 |
| 4050 · Barnes & Noble Revenue | 76.89 | 91.67 | -14.78 |
| 4060 · Audible Revenue | 1,833.28 | 2,150.00 | -316.72 |
| 4070 · Royalty Contract Revenue | 2,393.49 | 1,050.00 | 1,343.49 |
| 4080 · 7th Traditions Contributions | 18,781.12 | 18,416.67 | 364.45 |
| 4200 · Other Revenue | 6.73 | 483.33 | -476.60 |
| Total Income | <u>95,838.75</u> | <u>124,530.71</u> | <u>-28,691.96</u> |
| Cost of Goods Sold | | | |
| 5000 · Shopify-Cost of Goods Sold | 29,790.82 | 31,281.30 | -1,490.48 |
| 5050 · Amazon COGS | 21,499.33 | 39,115.43 | -17,616.10 |
| Total COGS | <u>51,290.15</u> | <u>70,396.73</u> | <u>-19,106.58</u> |
| Gross Profit | <u>44,548.60</u> | <u>54,133.98</u> | <u>-9,585.38</u> |
| Expense | | | |
| 6010 · Payroll Expense | 21,859.47 | 21,278.37 | 581.10 |
| 6030 · Payroll Taxes | 1,687.35 | 2,304.34 | -616.99 |
| 6050 · Travel & Mileage Expense | 1,246.87 | 1,341.67 | -94.80 |
| 6054 · Contractors | 3,253.12 | 6,583.33 | -3,330.21 |
| 6057 · Events | 170.39 | 1,026.67 | -856.28 |
| 6070 · Program Initiatives | 67.31 | 1,429.17 | -1,361.86 |
| 6080 · Professional Fees | 5,809.47 | 5,467.84 | 341.63 |
| 6090 · Technology IT Support | 2,502.18 | 3,222.11 | -719.93 |
| 6100 · License & Permits | 0.00 | 8.33 | -8.33 |
| 6110 · Insurance Expense | 252.25 | 255.08 | -2.83 |
| 6120 · Rent Expense | 3,949.43 | 3,927.65 | 21.78 |
| 6130 · Utilities Expense | 619.41 | 525.00 | 94.41 |
| 6140 · Office Expense | 798.13 | 1,250.01 | -451.88 |
| 6150 · Dues and Subscriptions | 88.89 | 91.67 | -2.78 |
| 6160 · Repairs & Maintenance | 0.00 | 208.33 | -208.33 |
| 6180 · Warehouse Supplies | 1,230.84 | 833.33 | 397.51 |
| 6190 · Tax Expense | 0.01 | 91.66 | -91.65 |
| 6200 · Bank & Merchant Fees | 1,976.45 | 2,162.50 | -186.05 |
| 6210 · Depreciation & Amortization | 1,083.00 | 1,460.75 | -377.75 |
| 9999 · Suspense | -196.25 | | |
| Total Expense | <u>46,398.32</u> | <u>53,467.81</u> | <u>-7,069.49</u> |
| Net Ordinary Income | <u>-1,849.72</u> | <u>666.17</u> | <u>-2,515.89</u> |
| Net Income | <u><u>-1,849.72</u></u> | <u><u>666.17</u></u> | <u><u>-2,515.89</u></u> |

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



September 11, 2021

2PM Eastern

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

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

- I. Introduction to the Meeting
 - A. Call to Order – Open with the ACA Serenity Prayer
 - B. Roll Call of Board Members – Present: Bill D, Charlie H, Erin D, Jasmina T, Jim B, Justine F, Liz C, Sue V, Tamara P; Absent: Fredrik H, Sharon F
 - C. Quorum established
 - D. Tradition Nine: ACA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
- II. Administrative Reports
 - A. Motion to approve the August 14, 2021, Teleconference Minutes (Charlie H.)
Second:

Decision: Motion tabled due to Sharon's absence
 - B. **Chair Report** – Charlie H. Rumination on grieving, noting the 20th anniversary of September 11. Also, how we can do recovery and support each other in service by listening when we disagree.
 - C. **Treasurer's Report** – Lucia: <https://acawso.org/category/treasurer-reports/> Report available on service website.
Question from Bill on P&L. Asks what is subtracted to cause a loss, given \$96,000 in income.

A: Cost of goods is about \$51,000, leaving a net of about \$44,000. Then deduct other expenses. Bill notes that "We are world service organization, and we have a lot of expenses."
- III. **Committee Reports:** All reports can be found on the business website: <http://www.acawso.org>
 - A. **Executive Committee:** Sharon F <https://acawso.org/category/executive-committee/>
Expenditure Approval Motions (Sharon F.):

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

Motion: 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.

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

Second for all three above motions: Fredrik H.

Decision: Motion passed unanimously.

- B. Archive Committee:** Marcia J. <https://acawso.org/category/archives/>
Continue search for a digital archiving platform. Archival materials in Signal Hill being scanned. Continue to look for old copies of ComLine, or contacts who worked on ComLine early.
- C. Ad hoc Committee for Representation, Equity, and Accessibility:** Joe H. <https://acawso.org/category/representation-equity-accessibility/>
Joe H. Realigning with existing annual goals. Recommitted to service. Want to coordinate a survey of measure. Focusing on workshops from equity empowerment subcommittee. Seeking a cost estimate.
- D. European Committee:** <https://acawso.org/category/european-connection/>
No oral report due to Fredrik's absence.
- E. Finance Committee:** Lucia <https://acawso.org/category/finance/>
Committee reviewed financial statement with accountants, welcomed Fredrik as new treasurer and committee chair, reviewed Amazon and Shopify sales trends. Huge increase in August, due to new LPG sales. Plus, people buy additional titles. Working with publishing committee to design documents. Additional support of revisions to 7th Tradition page, submitted motion to raise bequest limits.
- Question:** Charlie asked for more explanation of bequest limits. Bill notes that some gifts were being returned to estates because they exceeded the current \$7,500 limit. Board vote on a higher ceiling is underway.
- F. Global Members Committee:** Sue V. <https://acawso.org/category/global-members/>
Supported South Africa's proposal for a start-up fund for new literature printings. Board reviewing. New Hope meeting starting in India. Supporting translations of BRB & YWB in Japan. Working to support 2022 AWC. Kenya is active, has 3 online meetings. South Africa printing BRBs. Regional committee development underway in Asia. Marian working with English speaking fellowships in Central and South Africa.
- G. Information Technology (IT) Committee:** Brad L <https://acawso.org/category/information-technology/>
Bequest page is ready pending new policy. Team Up info will be online only. Met with next level design for design scope on website redesign. Waiting for revised A/V quote for 2022 ABC AWC. European site migrating to a faster user. Working on changes to new-meeting intake process for directory.

Encouraging existing meetings to update. Perhaps a stamp saying a meeting has not been updated. LPG webpage is launched. Contact email now being routed to committee chairs, not just to Eleni. Working on a new home page with better navigation.

- H. Literature Committee:** Greg R. <https://acawso.org/category/literature-committee/>
Kudos to all for getting Loving Parent Guidebook to press and distribution. Free study guide approved by Lit Committee and sent to board for posting. Have created a small group to review comments on Addressing Predatory Behavior tent card. Accepting submissions for new literature. Bill of Rights reader comments has fallen behind, but letter will be sent. Have had a concern, how to ensure we keep master documents? Working with Publishing Committee and IT to make sure we have a secure repository. Working with Service Network on a service manual. Need volunteers for Literature Committee positions.
- Question:** Charlie, is the study guide the same as the daily reader based on the LPG? Request that you check with the Literature Committee, as a daily reader was approved by an ABC.
- I. Member Services Committee:** Tamara P. <https://acawso.org/category/member-services/>
Didn't meet. Main focus is on working on fellowship survey with REA.
- J. Public Services Committee with H&I:** Jim B, Rich R <https://acawso.org/category/public-information/> and <https://acawso.org/category/h-andi-committee/>
Big focus is public service information day, set for Sept. 25. Gist is to help people know what public service is about, how to develop H&I locally, go through the health professionals' trifold.
- K. Publishing Committee:** Sue V <https://acawso.org/category/publishing-committee/>
Publishing is very busy. Help support language of Loving Parent Guidebook. Especially support e-version so that LPG was available to whole world all at once. Working to finalize UK publication for UK and European intergroups. Wrote an article asking for contributions to the international literature scholarship fund. Working online publication of books not currently available. Working with Italian and Greek fellowships on book translations. Seven more translations set for remainder of 2021. Hope to open Amazon Asia in the next few months. Request for publishing volunteers. Email is in the monthly report.

Comment: Charlie. The global launch of LPG truly is historic. To launch on the same day owes tremendous credit to the committee. Also, thanks to Bill D. for making the case to publish in UK, and Fredrik for urging WSO to do a worldwide release of LPG.

Bill D: At end of pre-publishing process in UK. Expect delivery by end of September.

- L. HR Committee:** Rich R <https://acawso.org/category/human-resources/>
Started an ethics section for volunteers. To some degree, volunteers need to be accountable on ethics issues. Also working with service norms subcommittee on volunteer guidance.
- M. WSO Office:** Nick C <https://acawso.org/category/wso-office/>
Workload has surged in Signal Hill with printing of LPG. Already getting ready to reorder. Reprints ordered of BRB, YWB. Will add temps to double daily literature shipments. Have 3,249 active meetings, and 174 added in last 90 days. Have 111 intergroups and 2 regions.
- N. DCOC:** Bill D <https://acawso.org/category/dist-ctr-oversight/>
Committee is in transition. Bill is reassuming the chair from Sharon.

- O. Service Network Committee:** Karin S. <https://acawso.org/category/service-network-committee/>
Not much to report. Next committee meeting is Sept. 21. Have a Concepts study meeting, Sept. 19. Greg R. will discuss Concept 9.
- P. ABC AWC Committee:** Liz C, Karin S <https://acawso.org/category/abc-committee/>
Delegate Training subcommittee has started monthly meetings. Just had two kickoff meetings. Next meeting is Oct. 16, then Nov. 9. Different times to accommodate global east and global west. Continue to examine specific ideas to improve ABC process. Can take any input. Working with the hotel for 2022, trying to finalize all pricing. Menu pricing not available yet. Very excited by what is happening with delegate training. Small participation, but people who were very interested in learning what it means to be a delegate.
- Q. Ballot Prep Committee:** Jim R. <https://acawso.org/category/ballot-prep/>
Letter sent to fellowship on Aug. 1. Set date for a ballot crafting workshop. Held one in August. Second workshop is Aug. 12.
- Jim B. Proposals due in 2 ½ weeks, a month earlier than previously. Have announced in Traveler, but please spread the word and meet the deadline. Ballot measures are due Sept. 30. Groups then will have a month to make revisions to proposals after interacting with WSO committees.
- Liz:** Does the committee need any support for ballot review?
- Jim R:** At this point no. May change once we see submissions?
- Erin:** Will ballot prep workshops be recorded?
- Jim B:** Yes.
- Charlie:** Is any merit in doing a last blast to the Traveler list regarding the Sept. 30 deadline?
- Jim B:** Yes, that is in the works.
- R. OPPM Committee:** Jasmina <https://acawso.org/category/oppm/>
OPPM has sent several items to the board, including language on right to petition, and a section on committees. Continue to work with the board on a better working process to insure timely follow-up. Eager to hear more about revised committee structure. Request for volunteers.
- S. Ad Hoc Committee on Meeting and Service Safety:** Rich R, Delinda H
<https://acawso.org/category/ad-hoc-meeting-and-service-safety-committee/>
Working on service norms. Erin has stepped down as co-chair and Dove has stepped up. Want to thank Erin and Dove.
- T. Nominating Committee:** Denise <https://acawso.org/category/nominating-committee/>
Modified and improved flow-chart of nomination process. Incorporated questions that board wanted to see us ask. Just shared the updated flow chart with the board. Meeting with the board in October to review process. Will interview former trustees. Will update web page, participating in town halls to answer questions, encourage applicants. Constantly seeking individuals to apply. Looking for individuals who have done service at IG, region, or committee level. Looking at candidates for this year and years to come.

IV. Motions Read Into the Record

Motions passed at a Board Working Session August 12, 2021

Motion: Accept Justine's resignation as Treasurer. (Charlie)

Second: Sharon F

Decision: **Motion passed unanimously.** (Justine Abstained)

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

Second: Sharon F

Decision: **Motion passed unanimously.** (Fredrik Abstained)

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

Second: Sharon F

Decision: **Motion passed unanimously.** (Fredrik Abstained)

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

Second: Bill D.

Result: **Motion passed unanimously.** (Sharon Abstained)

Motions passed at a Board Working Session August 26, 2021

Motion: 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)**

Motions passed via Specific Concurrence (SC) during August 2021.

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

1. Motion: 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**

2. Motion: 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**

3. Motion: Change the ABC ballot proposal due date and process, in OPPM section XX as follows: (Liz C.)
Timing: ACA groups must submit proposed ballot measures to WSO by September 30. No new ballot proposals will be accepted after this deadline.

Process: 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.

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

4. Motion: 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

5. Motion: 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: (Fredrik H)
Before shipment: 122.50 US dollars

90 days after books sent: 122.50 US dollars plus shipping cost

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.

6. Motion: 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.

7.Motion: 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: (Fredrik H.)

Before shipment: 2450 US dollars

90 days after books sent: 2,450 US dollars plus shipping cost

180 days after books sent: 2,450 US dollars

iv. 270 days after books sent: 2,450 US dollars

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.

V. Guest Comments

Karin S: Want to make a quick announcement about a new meeting Monday 7 am eastern US, seeking emotional integrity, focus is on the Identity papers. Web0609.

Q. Kathy T: Is there an AWC workshop submission deadline?

A. Jim B: Plan to accept applications through 12/31/21. **Charlie:** Last year this was done on the World Convention website.

Q. Jim R: Would like information about spending of international scholarship money. Heard that the Finance Committee is “amassing” money.

A. Lucia: Section on website where you can select the fund for your contribution. **Sue:** Publishing Committee is to establish policy on this. South Africa requested that WSO pay for print cost of Loving Parent Guidebook. **R. Jim** would request examples of scholarship expenditure, with goals for specific projects. People would be quicker to contribute. **Charlie:** The scholarship fund has captured people’s imagination. Fund will be emptied by the South Africa project, and board is allocating additional money. It would be good to communicate that our goal is to move money quickly, not creating a rainy-day fund. And on website, as Jim suggests, tell the story in a running way, including whom we’ve helped.

Q. Julianne: What oversight is in place to make sure that no action by board is personally punitive, and what is fellowship’s recourse. Other 12 step organizations the option exists to remove the entire board. We don’t have that in ACA. A board member was removed immediately after he was ratified. Don’t feel the fellowship received much information.

A. Charlie: OPPM has two relevant sections on impeachment. There are number of reasons for removing a board member—absences to ongoing violations of board norms. That has existed. I dispute what you are saying about the ABC. Board members go up for a vote and we can be voted out every year. Means to vote people out absolutely exist. Delegates can vote out all board members every year, and they are given the opportunity.

Also dispute a board member's removal as punitive. There is no absolute right to serve, per the commitment to service. Board is left with a challenge. The norms that we discussed are fully spelled out in OPPM. A reason for the norms was that volunteers were concerned by a long-term perception that we could not hold board members accountable. In this case, this is the first time since at least 2015 that a board member has been removed. I would say this is accountability and following commitment to service and norms, which spell out obligations of board members.

R. **Julianne:** So you're saying there is no mechanism for fellowship?

Charlie: No you can raise concerns at the TC, as you are doing, plus at ABC, you can seek to vote me out. Those are two significant mechanisms.

Q. **Brad L:** Forgot to mention in IT report. IT will take a larger role in business IT. We are seeking volunteers for a business IT subcommittee. More program based.

Q. **Karin S:** I find some profile pictures are distracting. Can we remove any profile pictures on business meeting calls?

A. **Brad:** Happy to do this if so instructed. Justine: can adjust video settings not to see visuals. **Erin:** Next workshop is distracting behavior.

Q. **John P:** Advocate for allowing ordering literature by check. Send in monthly contribution by check. I don't like ordering literature by internet, and I can't. Don't understand why there isn't a form that allows payment by check.

A. **Bill D:** Think that's a valid question. Have had problems in the past with returned checks. Maybe something can be worked out for those who do not use electronic payment?

R. **John:** Perhaps a money order?

R. **Sue:** Increases accessibility, would be good if Finance Committee looks at it.

Brad: IT can do a form.

VI. Closing Activities

A. Announcements

Next WSO Board Teleconference Meeting is Saturday October 9th at 2PM EDT

B. Motion To close by Erin D.

Second: Liz C.

Decision: Motion passed unanimously.

C. Closing Serenity Prayer

APPENDICES:

Adult Children of Alcoholics World Service Organization Inc

Balance Sheet

As of August 31, 2021

| | <u>Aug 31, 21</u> | <u>Jul 31, 21</u> |
|--|--------------------------|--------------------------|
| ASSETS | | |
| Current Assets | | |
| Checking/Savings | | |
| 1000 · Cash & Cash Equivalents | 685 177,61 | 607 848,06 |
| Total Checking/Savings | <u>685 177,61</u> | <u>607 848,06</u> |
| Accounts Receivable | | |
| 1300 · Customer Receivable | 99,10 | 278,14 |
| Total Accounts Receivable | <u>99,10</u> | <u>278,14</u> |
| Other Current Assets | | |
| 1310 · Other Receivables | 42,43 | 39,98 |
| 1320 · SHOPIFY-Shopp'g cart receivable | 5 735,27 | 4 508,04 |
| 1330 · Interest Receivable | 108,53 | 105,92 |
| 1350 · Prepaid Expenses | 46 200,34 | 44 828,63 |
| 1400 · Inventory Asset | 196 622,11 | 106 131,05 |
| Total Other Current Assets | <u>248 708,68</u> | <u>155 613,62</u> |
| Total Current Assets | <u>933 985,39</u> | <u>763 739,82</u> |
| Fixed Assets | | |
| 1800 · Fixed Assets | 50 408,97 | 51 491,97 |
| Total Fixed Assets | <u>50 408,97</u> | <u>51 491,97</u> |
| TOTAL ASSETS | <u>984 394,36</u> | <u>815 231,79</u> |
| LIABILITIES & EQUITY | | |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable | | |
| 2000 · Accounts Payable | 128 555,02 | 6 886,92 |
| Total Accounts Payable | <u>128 555,02</u> | <u>6 886,92</u> |
| Credit Cards | | |
| 2011 · Bank of America-Corp Card #1794 | 6 094,34 | 9 706,89 |
| Total Credit Cards | <u>6 094,34</u> | <u>9 706,89</u> |
| Other Current Liabilities | | |
| 2100 · Payroll Liabilities | 24 610,41 | 21 124,36 |
| 2120 · Sales Tax Payable | 8 385,76 | 4 672,80 |
| 2200 · Accrued Liabilities | 4 190,00 | 4 160,27 |
| Total Other Current Liabilities | <u>37 186,17</u> | <u>29 957,43</u> |
| Total Current Liabilities | <u>171 835,53</u> | <u>46 551,24</u> |
| Total Liabilities | <u>171 835,53</u> | <u>46 551,24</u> |
| Equity | | |
| 32100 · Restricted Net Assets | 2 162,05 | 1 432,45 |
| 32000 · Unrestricted Net Assets.. | 682 468,81 | 683 198,41 |
| Net Income | 127 927,97 | 84 049,69 |
| Total Equity | <u>812 558,83</u> | <u>768 680,55</u> |
| TOTAL LIABILITIES & EQUITY | <u>984 394,36</u> | <u>815 231,79</u> |

| | <u>\$ Change</u> |
|--|--------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 1000 · Cash & Cash Equivalents | 77 329,55 |
| Total Checking/Savings | <u>77 329,55</u> |
| Accounts Receivable | |
| 1300 · Customer Receivable | -179,04 |
| Total Accounts Receivable | <u>-179,04</u> |
| Other Current Assets | |
| 1310 · Other Receivables | 2,45 |
| 1320 · SHOPIFY-Shopp'g cart receivable | 1 227,23 |
| 1330 · Interest Receivable | 2,61 |
| 1350 · Prepaid Expenses | 1 371,71 |
| 1400 · Inventory Asset | 90 491,06 |
| Total Other Current Assets | <u>93 095,06</u> |
| Total Current Assets | <u>170 245,57</u> |
| Fixed Assets | |
| 1800 · Fixed Assets | -1 083,00 |
| Total Fixed Assets | <u>-1 083,00</u> |
| TOTAL ASSETS | <u>169 162,57</u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 2000 · Accounts Payable | 121 668,10 |
| Total Accounts Payable | <u>121 668,10</u> |
| Credit Cards | |
| 2011 · Bank of America-Corp Card #1794 | -3 612,55 |
| Total Credit Cards | <u>-3 612,55</u> |
| Other Current Liabilities | |
| 2100 · Payroll Liabilities | 3 486,05 |
| 2120 · Sales Tax Payable | 3 712,96 |
| 2200 · Accrued Liabilities | 29,73 |
| Total Other Current Liabilities | <u>7 228,74</u> |
| Total Current Liabilities | <u>125 284,29</u> |
| Total Liabilities | <u>125 284,29</u> |
| Equity | |
| 32100 · Restricted Net Assets | 729,60 |
| 32000 · Unrestricted Net Assets.. | -729,60 |
| Net Income | 43 878,28 |
| Total Equity | <u>43 878,28</u> |
| TOTAL LIABILITIES & EQUITY | <u>169 162,57</u> |

Adult Children of Alcoholics World Service Organization Inc
Profit & Loss
August 2021

| | <u>Aug 21</u> | <u>Jul 21</u> | <u>\$ Change</u> |
|-------------------------------------|-------------------|------------------|------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 4010 · Shopify Revenue | 105 489,74 | 42 323,31 | 63 166,43 |
| 4030 · Amazon Revenue | 30 675,78 | 30 377,40 | 298,38 |
| 4050 · Barnes & Noble Revenue | 69,90 | 76,89 | -6,99 |
| 4060 · Audible Revenue | 2 144,98 | 1 833,28 | 311,70 |
| 4070 · Royalty Contract Revenue | 5 156,54 | 2 393,49 | 2 763,05 |
| 4080 · 7th Traditions Contributions | 13 863,62 | 18 781,12 | -4 917,50 |
| 4200 · Other Revenue | 6,60 | 6,73 | -0,13 |
| Total Income | <u>157 407,16</u> | <u>95 792,22</u> | <u>61 614,94</u> |
| Cost of Goods Sold | | | |
| 5000 · Shopify-Cost of Goods Sold | 44 960,35 | 30 190,82 | 14 769,53 |
| 5050 · Amazon COGS | 19 484,86 | 21 461,23 | -1 976,37 |
| Total COGS | <u>64 445,21</u> | <u>51 652,05</u> | <u>12 793,16</u> |
| Gross Profit | <u>92 961,95</u> | <u>44 140,17</u> | <u>48 821,78</u> |
| Expense | | | |
| 6010 · Payroll Expense | 21 806,89 | 21 859,47 | -52,58 |
| 6030 · Payroll Taxes | 1 589,38 | 1 687,35 | -97,97 |
| 6050 · Travel & Mileage Expense | 31,85 | 1 246,87 | -1 215,02 |
| 6054 · Contractors | 1 049,34 | 3 253,12 | -2 203,78 |
| 6057 · Events | 345,83 | 170,39 | 175,44 |
| 6070 · Program Initiatives | 53,55 | 67,31 | -13,76 |
| 6080 · Professional Fees | 8 220,06 | 5 809,47 | 2 410,59 |
| 6090 · Technology IT Support | 2 641,30 | 2 502,18 | 139,12 |
| 6110 · Insurance Expense | 252,25 | 252,25 | 0,00 |
| 6120 · Rent Expense | 3 949,43 | 3 949,43 | 0,00 |
| 6130 · Utilities Expense | 635,11 | 619,41 | 15,70 |
| 6140 · Office Expense | 507,87 | 798,13 | -290,26 |
| 6150 · Dues and Subscriptions | 88,89 | 88,89 | 0,00 |
| 6180 · Warehouse Supplies | 1 055,72 | 1 230,84 | -175,12 |
| 6190 · Tax Expense | 5,00 | 0,01 | 4,99 |
| 6200 · Bank & Merchant Fees | 5 881,25 | 1 976,45 | 3 904,80 |
| 6210 · Depreciation & Amortization | 1 083,00 | 1 083,00 | 0,00 |
| 9999 · Suspense | -113,05 | -196,25 | 83,20 |
| Total Expense | <u>49 083,67</u> | <u>46 398,32</u> | <u>2 685,35</u> |
| Net Ordinary Income | <u>43 878,28</u> | <u>-2 258,15</u> | <u>46 136,43</u> |
| Net Income | <u>43 878,28</u> | <u>-2 258,15</u> | <u>46 136,43</u> |

Adult Children of Alcoholics World Service Organization Inc
Profit & Loss Budget vs. Actual
August 2021

| | <u>Aug 21</u> | <u>Budget</u> | <u>\$ Over Budget</u> |
|-------------------------------------|-------------------|-------------------|-----------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 4010 · Shopify Revenue | 105 489,74 | 44 935,48 | 60 554,26 |
| 4030 · Amazon Revenue | 30 675,78 | 59 403,56 | -28 727,78 |
| 4050 · Barnes & Noble Revenue | 69,90 | 91,67 | -21,77 |
| 4060 · Audible Revenue | 2 144,98 | 2 150,00 | -5,02 |
| 4070 · Royalty Contract Revenue | 5 156,54 | 1 050,00 | 4 106,54 |
| 4080 · 7th Traditions Contributions | 13 863,62 | 18 416,67 | -4 553,05 |
| 4200 · Other Revenue | 6,60 | 483,33 | -476,73 |
| Total Income | <u>157 407,16</u> | <u>126 530,71</u> | <u>30 876,45</u> |
| Cost of Goods Sold | | | |
| 5000 · Shopify-Cost of Goods Sold | 44 960,35 | 33 523,84 | 11 436,51 |
| 5050 · Amazon COGS | 19 484,86 | 39 115,43 | -19 630,57 |
| Total COGS | <u>64 445,21</u> | <u>72 639,27</u> | <u>-8 194,06</u> |
| Gross Profit | <u>92 961,95</u> | <u>53 891,44</u> | <u>39 070,51</u> |
| Expense | | | |
| 6010 · Payroll Expense | 21 806,89 | 21 278,37 | 528,52 |
| 6030 · Payroll Taxes | 1 589,38 | 2 304,34 | -714,96 |
| 6050 · Travel & Mileage Expense | 31,85 | 1 341,67 | -1 309,82 |
| 6054 · Contractors | 1 049,34 | 6 583,33 | -5 533,99 |
| 6057 · Events | 345,83 | 1 026,67 | -680,84 |
| 6070 · Program Initiatives | 53,55 | 1 629,17 | -1 575,62 |
| 6080 · Professional Fees | 8 220,06 | 5 467,84 | 2 752,22 |
| 6090 · Technology IT Support | 2 641,30 | 3 222,11 | -580,81 |
| 6100 · License & Permits | 0,00 | 8,33 | -8,33 |
| 6110 · Insurance Expense | 252,25 | 255,08 | -2,83 |
| 6120 · Rent Expense | 3 949,43 | 3 927,65 | 21,78 |
| 6130 · Utilities Expense | 635,11 | 525,00 | 110,11 |
| 6140 · Office Expense | 507,87 | 1 250,01 | -742,14 |
| 6150 · Dues and Subscriptions | 88,89 | 91,67 | -2,78 |
| 6160 · Repairs & Maintenance | 0,00 | 208,33 | -208,33 |
| 6180 · Warehouse Supplies | 1 055,72 | 833,33 | 222,39 |
| 6190 · Tax Expense | 5,00 | 91,66 | -86,66 |
| 6200 · Bank & Merchant Fees | 5 881,25 | 2 162,50 | 3 718,75 |
| 6210 · Depreciation & Amortization | 1 083,00 | 1 460,75 | -377,75 |
| 9999 · Suspense | -113,05 | | |
| Total Expense | <u>49 083,67</u> | <u>53 667,81</u> | <u>-4 584,14</u> |
| Net Ordinary Income | <u>43 878,28</u> | <u>223,63</u> | <u>43 654,65</u> |
| Net Income | <u>43 878,28</u> | <u>223,63</u> | <u>43 654,65</u> |

| Status of Motions 2021 ABC Issue | Outcome | Status |
|--|---------------------------|---|
| To revise or develop Amazon Kindle editions of ACA literatureso that they correspond to the same page in hard copy publications | Board Motion prior to ABC | Publishing Committee is currently working to update the English BRB version, as well as add the Yellow Workbook and the new Loving Parent Guidebook to Kindle. Other publications and languages will follow. |
| International Literature Scholarship Fund | Board Motion prior to ABC | The 7 th Tradition page currently accepts fundsfor the fund. Finance Committee and Publishing have been tasked with setting up procedures for application and disbursement of those funds. |
| Creation of 12 Step & 12Tradition Book (12x12 or 12x12x12 to include the Concepts) | Motion did notpass | Groups, Intergroups and/or Regions who are interested in developing this literature are welcome to submit a draft to Literature Committee. Refer to Literature Committee as well. |
| Creation of a pamphlet/trifoldbe developed to outline/describe the significant differences between the ACAfellowship and other 12-step programs. | Referred to the Board | Refer to Literature Committee for assessment |
| We move that a new literature subcommittee begin planning a revised edition of the Big Red Book,with new testimonials and updatedcontent, to be more inclusive of allexperience of gender, sexual orientation, ethnicity,religion/spirituality, and a broader range of socioeconomic and cultural backgrounds. | Passed | Refer to Literature Committee |
| We propose that in future printings of Chapter 19 in the BRB, the second personal share under TRADITION THREE (p.503) be deleted entirely | Passed | Refer to Literature Committee |
| We propose that Adult Children of Alcoholics (ACA) officially changeits name to Adult Children of Alcoholics and Dysfunctional Families (ACADF). combined with: We propose that WSO use the acronym ACA/DF in order toinclude people whose parents are not alcoholics. | Referred to the Board | Refer to Executive Committee to refine theproposal - Task force to set up a series of TownHalls using KBDM to start a Fellowship Wide discussion? (Include Bill to address DBA and other issues brought forth during the ABC discussions.) Send out a multiple language survey of possible name change choices? |

| Issue | Outcome | Status |
|--|--|--|
| We propose that a Topic book that covers the very unique and specific challenges that ACA deals with be developed. Ideally this would be in a format that each individual topic could be read in 15 – 20 minutes, so can be used as the content of a topic meeting. | Referred to the Board | Groups, Intergroups and/or Regions who are interested in developing this literature are welcome to submit a draft to Literature Committee. Refer to Literature Committee as well. |
| We propose that WSO create an ACA app for mobile devices. | Referred to the Board | Refer to IT Committee to call for volunteers to form a group to study cost, feasibility, and scope |
| We propose that WSO assemble a committee—comprised (wholly or in part) by transgender, nonbinary, gender-fluid, and/or other gender-non-conforming ACAs—to determine whether and how to make future printings of the BRB more gender-inclusive. | Referred to the Board | Refer to Literature Committee |
| We propose that WSO produce a version of the BRB and other literature where the level of language is aimed at junior high school level rather than university-grade English, so that the content is more easily understandable to people for whom English is a second language, rather than their mother tongue. | Referred to the Board | Refer to Literature Committee |
| <p>Motion to approve a suggested allocation of a meeting's surplus funds be 60% to local IG, 30% to WSO, and 10% to Region.</p> <p>If the funds are coming from an IG, the suggested allocation would be 60% to WSO and 40% to the Region.</p> | Delegates deemed not time-sensitive | Referred back to Finance Committee - Suggest seeking feedback from IGs and Regions before finalizing. |
| General idea: Policy for listing or delisting meetings from the WSO meeting list. | Not discussed at ABC due to specificity of floor motion and prior Board action | WSO began a series of "Only Meeting" Town Halls to launch a Fellowship-wide discussion the issues (safety vs exclusion) in order guide the Board in developing a Traditions-based policy on which meetings can be listed or delisted from the website. |
| We propose WSO create a working group to investigate the viability of utilizing and implementing Knowledge Based Decision Making (KBDM) in future ACA business conferences. | Delegates deemed not time-sensitive | A group is currently meeting to study KBDM. Propose that this study group be incorporated into Governance CC. |



October 9, 2021
2PM EDT

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 Details: | Dial US | Dial International |
|-----------------------|--------------------------------|---|
| Zoom ID: 228 809 511 | US: +1-669-90-06833 (San Jose) | Zoom International Dial-in Numbers |
| Passcode: 90755 | US: 1-929-205-6099 (New York) | <ul style="list-style-type: none"> • DEN: +45 89 88 37 88 • SWE: +46 8 4468 2488 • +46 8 4468 6646 • Full list of international Numbers |
| | | https://zoom.us/j/adSv3hV19d |

Introductory Activities

- Call to Order:** Open with the ACA Serenity Prayer
- Roll Call of Board Members:** Bill D, Charlie H, Fredrik H, Jasmina T, Sharon F, Liz C.,
- Quorum established.
- Tradition Ten Read by Aleksandra:** Adult Children of Alcoholics has no opinion on outside issues; hence the ACA name ought never be drawn into public controversy.
- Guest Introductions

| | | | |
|--|---|--|---|
| Amber D – FL IG643, MSC, REA, IT, Global, Lit Eval | Donna, Philadelphia Area IGs | Marcia J. - IA-IL QCA Archives Chair | Sheryl, Alberta CAN |
| Alexandra E-Sweden Swedish IG Spirit. Inclus. Com. REA Lit Eval | Dove—AZ Co Chair Ad Hoc MSSC, Region 2, AZ IG | Marcin C - UK Polish Trans, REA, Region Subcommittee | Sherry-CA |
| Barbara – Northern California, Nominating Committee | Greg R – TX Nom Com Chair, Lit Eval SC Chair | Marcus H - East Bay of San Francisco, California, Delegate and Secretary IG 646 | Tom A – IG Rep for East Liberty and WED 531 |
| Ben G.—Wash. DC IG Rep | Jenny E. Sweden | Laura D, CO WSO Rep for Colorado IG | Victor G. Los Angeles |

| | | | |
|---|--|---|--|
| | | | |
| Brad L./MD WSO IT Chair, NE Region National Capitol Chair, | Jim R.—NY Ballot Prep | Lucia S. - FL WSO Controller Vice Chair Finance | |
| Carole C – Central Coast California - Vice Chair Region 2 | John N. Detroit | Pam – CA CentralCoast ACA IG | |
| Christine B – CN LiteratureChair | Kathy T.-SoCal IG837 IT MSSC Lit Eval | Pam O – CO Co-Chair IG, Voices Across America Speaker Meeting | |
| Denise, KS NomCom Vice Chair | Kelle J – FL OPPM Chair, MSSC, Concept Study Group TEL341 | Terra—CO | |

Charlie took a moment to orient new participants. This is a business call; it is primarily to inform members of main areas of service WSO is focused on. At the end, it is a time for questions from the participants. Questions and suggestions are very valuable. WSO is not an “authority.” Individual meetings and Intergroups have power over themselves by the 4th Tradition. We try to provide materials, literature, and services to help those groups.

F. **Minutes:** Motion to approve the August 14, 2021, Teleconference Minutes (Sharon F.)

Second: Jasmina T.

Decision: Motion passed unanimously.

Minutes: Motion to table the September 14, 2021, Teleconference Minutes (Charlie H.)

Second: Sharon F.

Decision: Motion passed unanimously.

Reports

G. **Chair Report:** Charlie H

Things have changed dramatically over the last 6 years for ACA WSO. In 2016, there were four Board Trustees, not much fellowship participation in committees, and the European Committee had just been formed. We were a 90% American and Canadian organization. We are much more global now. The ABC is virtual. We sell more books and have more revenue to account for, meaning more sophisticated business operations. The ABC was never virtual, but now we have voting delegates from all over the world. How do we take old service models and reimagine them for our current circumstances?

We are working on three areas in particular:

1. **Committees**—More committees more disconnect between committees and board. Discussing

creation of four collaboration committees. that take related activities and bring them together in one group. Business, Content Development, Fellowship Engagement, and Governance (new name?) More will be discussed in next few months. Executive Committee to work with committees to find a way to work this model out. We hope that committees will feel more heard.

2. **Business Operations** have had to become much more sophisticated. A 50-55 hours per week volunteer position made for too much demand on a trustee. We have made a move to look for more professional staff people so trustees can look at the needs of the fellowship instead of being unpaid staff. This has meant budget adjustments and new ways of doing business. Publishing worldwide is a good example. In the financial area, we have a controller. We need more quality and a higher level of support. We need to pay more to get these people. More of this will be happening. This theme will be discussed more. We need to structure ourselves to pay for needs.

3. **Signal Hill Warehouse.** We need a sophisticated representative at the warehouse that can do more than manage the warehouse; we need a general manager who can help the board with vision and oversight of this office. The person who has served as Operations Manager, Nick C. has given his resignation. So where do we go now? We need to create management for a Global business. 1. Get someone to SH for a month or two to professionally reorganize 2. Hire Interim Manager for about 5 months to continue the work and allow time to search through a search firm for a professional to lead the business.

Bill D. a member of the board since 2016, has been a pioneer in upgrading our business over that time. He offered to go as the first person to do this. One requirement since he will be paid is resignation from the Board. This is a one- or two-month job. We intend to do a full open search for a full time executive. We have made a motion to offer this one-month job to Bill D. and have begun the process of looking for the interim. We have looked at many options and felt Bill was the best candidate. He has given untold hours to this organization, and loves doing service. I want to thank Bill; I think your service will be valuable to lay the foundation for a more rigorous business.

Bill: This is a scenario I didn't anticipate. I love this fellowship and WSO'; it saved my life and the lives of many people. How to we sustain this organization with the immense growth we are seeing? How do we spread the message? How do we get from point A to point B? I will move to CA to see firsthand the operations there. I know we can do better in serving the fellowship. I hereby resign my position on the Board of Trustees. I can send that in writing to the secretary if it is needed. This program saved my life after 29 years in another program. You will have a better office when I leave this position.

Charlie H.: Nick C. brought many good things to our organization. He can leave with his head high. He is a great warehouse operator and did not pretend to be more. He brought a lot of stability to the workplace. If the organization had not changed so quickly, he would still be with us.

We just went from an 11 member board to a 10 member board. We no longer have a quorum. For the rest of this meeting, we will consider it Committee of the Whole and will not pass any new motions.

- H. **Treasurer's Report:** Fredrik H <https://acawso.org/category/treasurer-reports/>
Here are the August 2021 Financial Statements for your review. Please bear in mind these are not audited statements and may be subject to revision later. These Financial Statements are posted on the blue ACA service website at acawso.org. Click on Board Treasurer's Report on the side menu to view this report. **See Addendum 2 for the financial reports.**

1. Balance Sheet

In reviewing the Balance Sheet, we can see ACA WSO ended the month with \$984,394 in Total Assets. The previous month was \$815,232, resulting in an increase of \$169,163.

Our Total Cash and Cash Equivalents (Account 1000) increased by \$77k, and Inventory Assets (Account 1400) show a net increase of \$90k. The purchase of hard cover Big Red Books and Loving Parent Guidebooks during the month contributed to this increase.

WSO's Total Liabilities & Equity was \$984,394 at the end of the period. This is an increase of \$169,163 from the previous month. Year-To-Date net income is \$127,928, which is an increase of \$43,878 from the prior month.

Note that starting the month of May, the Equity Section includes Restricted Net Assets. The Restricted Net Assets was created as a result of the International Literature Scholarship Fund. The month of August is showing a balance of \$2,162. Unrestricted Net Assets balance is \$682,469.

2. Profit and Loss Statement

Looking at the P&L we can see Total Income for the month was \$157.4k. This includes Shopify sales of \$105.5k, Amazon sales of \$30.7k, and 7th Tradition of \$13.9k. Book sales increased \$63.5k over the prior month, driven by strong membership interest in the purchase of the Loving Parent Guidebook. However, 7th Tradition contributions decreased \$4.9k from the prior month. Total Income increased by \$61.6k, a 64% increase from the prior month.

The combined Cost of Goods Sold (COGS) was \$64.4k which was higher than the prior month's \$51.7k COGS. This left WSO with a Gross Profit of \$93.0k before operating expenses.

WSO Expenses on the P&L include payroll, overhead and operating expenses. Overall WSO Total Expenses were \$49.1k this month, which were higher than the prior month by \$2.7k. This is primarily due to Bank and Merchant Fees increasing, driven by the increase in sales. After deducting expenses from the Gross Profit WSO was left with net Profit of \$43,878 for the month.

3. P&L Actual to Budget

This report that shows us how we are performing monthly compared to the approved budget. Our Total Income of \$157.4k was \$30.9k more than the Budgeted amount of \$126.5k, or about 24% higher than what we budgeted. Book sales for Shopify sales were \$60.6k and 135% higher than the budget, while Amazon sales were lower than budgeted by \$28.7k. The 7th Tradition Contributions came in \$4.6 lower than what was budgeted. See section below regarding 7th Tradition Contribution Report.

Our expenses were \$4.6k or 8.5% lower than budgeted. Overall, for the month, our Actual Net Income of \$43,878 was higher than the Budgeted Net Income of \$224.

If after reviewing these financial statements you have any questions, please feel free to contact me at treasurer@adultchildren.org or on Slack at Fredrik H Sweden.

4. 7th Tradition

WSO received \$13,864 in 7th Tradition Contributions for the month from members, groups, intergroups and regions. Contributions decreased \$4,9k from the prior month. There were 3 contributions that were \$500 or more, totaling \$2,013. We received 8 contributions of \$730 for the International Literature Scholarship Fund. 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 contacting either treasurer@adultchildren.org or finance@acawso.org for the details. 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 this link](#) or go to the 7th Traditions tab in the right-side menu of the acawso.org website.

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

- I. **Executive Committee:** Sharon F <https://acawso.org/category/executive-committee/>
No report.
- J. **Archive Committee:** Marcia J <https://acawso.org/category/archives/>
No report needed.
- K. Ad hoc Committee for Representation, Equity, and Accessibility: Joe H
<https://acawso.org/category/representation-equity-accessibility/> No report needed.
- L. **European Committee:** Fredrik <https://acawso.org/category/european-connection/>
European Annual Event 23 October Email to be sent out Takes place in Vilnius, Lithuania Hybrid.
- M. **Finance Committee:** Lucia <https://acawso.org/category/finance/>
 - Review of budget notifications and sent on Thursday. If your committee was overlooked, please reach out to me.
 - Overseeing the printing billing printing of LPG in Europe Orders beginning to be shipped. Started Friday and rest will happen next week.
 - Request to pay by check by a member of the fellowship. If we are required to be audited, we have to have procedures documented etc. We do not get many checks, which would make this cumbersome and might cause a large amount of time and added expense.
- N. **Global Members Committee** - Sue V - <https://acawso.org/category/global-members/>
No report.
- O. **Information Technology (IT) Committee:** Brad L <https://acawso.org/category/information-technology/>
We have moved all websites but 2 to a different host on GoDaddy. The main site will be moved tomorrow so there may be some delay in service.
- P. **Literature Committee:** Christine B <https://acawso.org/category/literature-committee/>
Open for submissions. Forms can be found on website. New Hope has been received. Updating and revising the website. Actively looking for fellowship input on what to include in fellowship review.
- Q. **Member Services Committee:** Sarah O <https://acawso.org/category/member-services/>
No report.

- R. **Public Services Committee with H&I:** Jim B, Rich R <https://acawso.org/category/public-information/> and <https://acawso.org/category/h-andi-committee/>
No report.
- S. **Publishing Committee** – Charlie H. <https://acawso.org/category/publishing-committee/>
- Charlie is substituting for Sue V.
 - Moving towards new publications, including ywb in Lithuania. Japanese BRB, Italy BRB
 - English Language LPG is being distributed into Europe. Publishing in UK. Same price as USA
 - Expanded license with SA for LPG being published in SA.
- T. **HR Committee Rich R** <https://acawso.org/category/human-resources/>
No report needed.
- U. **WSO Office:** <https://acawso.org/category/wso-office/>
Hand off from Nick to Bill coming up this week. Charlie thanked Nick for three years of service.
- V. **DCOC:** Bill D <https://acawso.org/category/dist-ctr-oversight/> No report.
- W. **Service Network Committee:** <https://acawso.org/category/service-network-committee/>
No report.
- X. **ABC AWC Committee:** Liz C <https://acawso.org/category/abc-committee/>
Fruitful discussions about a more accessible and palatable ABC. Hopefully the globe will come together for this event. Please come to the conversation. Liz would like a “tri-chair” with chairs from around the globe. Can we change the timing? Less committee reports, more fellowship interaction. The new ideas being generated are exciting.
- Y. **Ballot Prep Committee:** Jim R <https://acawso.org/category/ballot-prep/>
Our deadline for submitting proposals has been moved up a month to Sept. 30. Oct. 31 is the deadline for revisions. Reach out to the committee that would be implementing the suggestion to get critical information or find out if your suggestion is already happening.
- Z. **OPPM Committee:** Kelle J <https://acawso.org/category/oppm/>
Most recent copy of OPPM is on the website under Quick Links. We now have a project tracker.
- AA. **Ad Hoc Committee on Meeting and Service Safety** – Dove
<https://acawso.org/category/ad-hoc-meeting-and-service-safety-committee/>
MSSC addressing safety issues from virtual meetings. Long-term strategies, and resources for groups.
- BB. **Nominating Committee:** Denise <https://acawso.org/category/nominating-committee/>
We will be submitting a request to the Board to approve of Denise as chair. Looking for members, please apply. Please encourage members you know to apply.

IV. Reading of Motions into the Minutes

Motions passed at a Board Working Session September 9, 2021

1. **Motion:** 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.

Motions passed at a Board Working Session September 23, 2021 (*Acting Secretary was traveling and will report with Nov TC agenda)

Motions passed via Specific Concurrence (SC) during September 2021.

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

Motion: 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, 0 opposed and 1 abstention.

Motion: 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: 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: 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)

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 the board. The Finance Committee agreed the payment of the printer as a "grant" is in keeping with the purpose of furthering our exempt purposes. The SAIG needs to maintain reports to show that distribution of the literature does not benefit any individual or

organization, and transactions were made to further our purpose as an exempt organization. The Publishing Committee will follow up and coordinate the report.

Decision: Motion passed unanimously.

V. Guest Comments

- A. Marcia J.:** Motion 4—part of the background should be in the motion. It is all there, just in the wrong place. Marcia has sent a suggestion as to rephrasing.
- B. Carole C.:** As a member of the MSSC, she submitted a proposal. She would like to get some notification that the ballot proposal has been received. Charlie directed Jim R. to let her know. This is also true for one created by her intergroup. Jim will get back to her on Slack. What will be the process for revising? Will those making the proposals needing change be contacted? Jim R. said they are looking for clarity, as well as direction of some proposals to committees.
Charlie asked if who has the last word if the ballot committee thinks there needs to be a rewrite and the group who made the proposal doesn't want to do that. Charlie will look in the OPPM for guidance but does think the submitting group should have the last word.
- C. Kathy T.:** Knows someone who needs materials in Braille. Can the Board address this? Also, there is a pdf version of the YWB going around several different groups. People have been bootlegging forever. Christine B. thinks this is a matter for Publishing since it is about the distribution of materials. Charlie is the substitute Publishing chair so asked Kathy to submit that question in writing to the committee.
- D. Kelle:** Is there any qualification for the new General Manager that says whether or not that person is an ACA member. The trustees have always struggled with hiring staff. We are starting to think about a person who most knows how to do the job. We would need someone who has a lot of emotional sobriety and very good boundaries. The person needs critical thinking skills and is self-motivated. So far it is not an expectation, at least not yet. Charlie asked for her opinion. She has a forming opinion and would like to know when that would be decided, which would be when the job description is being created. Kelle hopes it will all be well thought out. Charlie is open to any insights people might have on the topic.
Fredrik says the topic has been discussed quite a bit and no consensus has been arrived at as of yet.
Jasmina: We are taking this seriously.
- E. Marcus H.:** How many proposals have come in? 17 unique proposals. There is a chart on the report that outlines the proposals and gives information about them. Committees are still deciding whether to send proposals to committees or to the ABC.
- F. Josh W.:** Pamphlets that aren't available as electronic copies. There is material we have that could be made more available electronically. Recommends an overview of all copies for decision about whether they can be made electronic. Please follow up in writing. Christine B. has already passed this on to the Publishing Committee. The Literature Committee wants to get things out as much as possible. How can we spread the message?

VI. Closing Activities

A. ANNOUNCEMENTS

1. Next WSO Board Teleconference Meeting is Saturday, November 13th at 2PM EDT
2. "Only" Meetings Town Hall #3 is Saturday, October 23rd at 1pm EDT – the focus will be developing options for the Fellowship to consider

B. Motion To close made by Fredrik H. Second: Jasmina **Motion passed unanimously.**

C. Closing Serenity Prayer led by Dove.

Addendum 1: Summary of 2021 ABC Proposals and Floor Motions

| Issue | Outcome | Status |
|--|--------------------------|---|
| To revise or develop Amazon Kindle editions of ACA literatureso that they correspond to the same page in hard copy publications | Board Motionprior to ABC | Publishing Committee is currently working to update the English BRB version, as well as add the Yellow Workbook and the new Loving Parent Guidebook to Kindle. Other publications and languages will follow. |
| International Literature Scholarship Fund | Board Motionprior to ABC | The 7 th Tradition page currently accepts fundsfor the fund. Finance Committee and Publishing have been tasked with setting up procedures for application and disbursement of those funds. |
| Creation of 12 Step & 12Tradition Book (12x12 or 12x12x12 to include the Concepts) | Motion did notpass | Groups, Intergroups and/or Regions who are interested in developing this literature are welcome to submit a draft to Literature Committee. Refer to Literature Committee as well. |
| Creation of a pamphlet/trifold be developed to outline/describe the significant differences between the ACAfellowship and other 12-step programs. | Referred to the Board | Refer to Literature Committee for assessment |
| We move that a new literature subcommittee begin planning arevised edition of the Big Red Book,with new testimonials and updatedcontent, to be more inclusive of all experience of gender, sexual orientation, ethnicity,religion/spirituality, and a broader range of socioeconomic and cultural backgrounds. | Passed | Refer to Literature Committee |
| We propose that in future printings of Chapter 19 in the BRB, the second personal share under TRADITION THREE (p.503) be deleted entirely | Passed | Refer to Literature Committee |
| We propose that Adult Children of Alcoholics (ACA) officially change its name to Adult Children of Alcoholics and Dysfunctional Families (ACADF). combined with: We propose that WSO use the acronym ACA/DF in order to include people whose parents are not alcoholics. | Referred to the Board | Refer to Executive Committee to refine theproposal - Task force to set up a series of TownHalls using KBDM to start a Fellowship Wide discussion? (Include Bill to address DBA and other issues brought forth during the ABC discussions.) Send |

Addendum 1: Summary of 2021 ABC Proposals and Floor Motions

| | | out a multiple language survey of possible name change choices? |
|--|--|--|
| Issue | Outcome | Status |
| We propose that a Topic book that covers the very unique and specific challenges that ACA deals with be developed. Ideally this would be in a format that each individual topic could be read in 15 – 20 minutes, so can be used as the content of a topic meeting. | Referred to the Board | Groups, Intergroups and/or Regions who are interested in developing this literature are welcome to submit a draft to Literature Committee. Refer to Literature Committee as well. |
| We propose that WSO create an ACA app for mobile devices. | Referred to the Board | Refer to IT Committee to call for volunteers to form a group to study cost, feasibility, and scope |
| We propose that WSO assemble a committee—comprised (wholly or in part) by transgender, nonbinary, gender-fluid, and/or other gender-non-conforming ACAs—to determine whether and how to make future printings of the BRB more gender-inclusive. | Referred to the Board | Refer to Literature Committee |
| We propose that WSO produce a version of the BRB and other literature where the level of language is aimed at junior high school level rather than university-grade English, so that the content is more easily understandable to people for whom English is a second language, rather than their mother tongue. | Referred to the Board | Refer to Literature Committee |
| Motion to approve a suggested allocation of a meeting's surplus funds be 60% to local IG, 30% to WSO, and 10% to Region. If the funds are coming from an IG, the suggested allocation would be 60% to WSO and 40% to the Region. | Delegates deemed not time-sensitive | Referred back to Finance Committee - Suggest seeking feedback from IGs and Regions before finalizing. |
| General idea: Policy for listing or delisting meetings from the WSO meeting list. | Not discussed at ABC due to specificity of floor motion and prior Board action | WSO began a series of "Only Meeting" Town Halls to launch a Fellowship-wide discussion the issues (safety vs exclusion) in order guide the Board in developing a Traditions-based policy on which meetings can be listed or delisted from the website. |
| We propose WSO create a working group to investigate the viability of utilizing and implementing Knowledge Based Decision Making (KBDM) in future ACA business conferences. | Delegates deemed not time-sensitive | A group is currently meeting to study KBDM. Propose that this study group be incorporated into Governance CC. |

Adult Children of Alcoholics World Service Organization Inc
Balance Sheet
As of August 31, 2021

| | <u>Aug 31, 21</u> | <u>Jul 31, 21</u> |
|--|--------------------------|--------------------------|
| ASSETS | | |
| Current Assets | | |
| Checking/Savings | | |
| 1000 · Cash & Cash Equivalents | 685 177,61 | 607 848,06 |
| Total Checking/Savings | <u>685 177,61</u> | <u>607 848,06</u> |
| Accounts Receivable | | |
| 1300 · Customer Receivable | 99,10 | 278,14 |
| Total Accounts Receivable | <u>99,10</u> | <u>278,14</u> |
| Other Current Assets | | |
| 1310 · Other Receivables | 42,43 | 39,98 |
| 1320 · SHOPIFY-Shopp'g cart receivable | 5 735,27 | 4 508,04 |
| 1330 · Interest Receivable | 108,53 | 105,92 |
| 1350 · Prepaid Expenses | 46 200,34 | 44 828,63 |
| 1400 · Inventory Asset | 196 622,11 | 106 131,05 |
| Total Other Current Assets | <u>248 708,68</u> | <u>155 613,62</u> |
| Total Current Assets | <u>933 985,39</u> | <u>763 739,82</u> |
| Fixed Assets | | |
| 1800 · Fixed Assets | 50 408,97 | 51 491,97 |
| Total Fixed Assets | <u>50 408,97</u> | <u>51 491,97</u> |
| TOTAL ASSETS | <u>984 394,36</u> | <u>815 231,79</u> |
| LIABILITIES & EQUITY | | |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable | | |
| 2000 · Accounts Payable | 128 555,02 | 6 886,92 |
| Total Accounts Payable | <u>128 555,02</u> | <u>6 886,92</u> |
| Credit Cards | | |
| 2011 · Bank of America-Corp Card #1794 | 6 094,34 | 9 706,89 |
| Total Credit Cards | <u>6 094,34</u> | <u>9 706,89</u> |
| Other Current Liabilities | | |
| 2100 · Payroll Liabilities | 24 610,41 | 21 124,36 |
| 2120 · Sales Tax Payable | 8 385,76 | 4 672,80 |
| 2200 · Accrued Liabilities | 4 190,00 | 4 160,27 |
| Total Other Current Liabilities | <u>37 186,17</u> | <u>29 957,43</u> |
| Total Current Liabilities | <u>171 835,53</u> | <u>46 551,24</u> |
| Total Liabilities | <u>171 835,53</u> | <u>46 551,24</u> |
| Equity | | |
| 32100 · Restricted Net Assets | 2 162,05 | 1 432,45 |
| 32000 · Unrestricted Net Assets.. | 682 468,81 | 683 198,41 |
| Net Income | 127 927,97 | 84 049,69 |
| Total Equity | <u>812 558,83</u> | <u>768 680,55</u> |
| TOTAL LIABILITIES & EQUITY | <u>984 394,36</u> | <u>815 231,79</u> |

For Management Purposes Only

Page 1 of 2

Adult Children of Alcoholics World Service Organization Inc
Balance Sheet
As of August 31, 2021

| | <u>\$ Change</u> |
|--|--------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 1000 · Cash & Cash Equivalents | 77 329,55 |
| Total Checking/Savings | <u>77 329,55</u> |
| Accounts Receivable | |
| 1300 · Customer Receivable | -179,04 |
| Total Accounts Receivable | <u>-179,04</u> |
| Other Current Assets | |
| 1310 · Other Receivables | 2,45 |
| 1320 · SHOPIFY-Shopp'g cart receivable | 1 227,23 |
| 1330 · Interest Receivable | 2,61 |
| 1350 · Prepaid Expenses | 1 371,71 |
| 1400 · Inventory Asset | 90 491,06 |
| Total Other Current Assets | <u>93 095,06</u> |
| Total Current Assets | <u>170 245,57</u> |
| Fixed Assets | |
| 1800 · Fixed Assets | -1 083,00 |
| Total Fixed Assets | <u>-1 083,00</u> |
| TOTAL ASSETS | <u>169 162,57</u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 2000 · Accounts Payable | 121 668,10 |
| Total Accounts Payable | <u>121 668,10</u> |
| Credit Cards | |
| 2011 · Bank of America-Corp Card #1794 | -3 612,55 |
| Total Credit Cards | <u>-3 612,55</u> |
| Other Current Liabilities | |
| 2100 · Payroll Liabilities | 3 486,05 |
| 2120 · Sales Tax Payable | 3 712,96 |
| 2200 · Accrued Liabilities | 29,73 |
| Total Other Current Liabilities | <u>7 228,74</u> |
| Total Current Liabilities | <u>125 284,29</u> |
| Total Liabilities | <u>125 284,29</u> |
| Equity | |
| 32100 · Restricted Net Assets | 729,60 |
| 32000 · Unrestricted Net Assets.. | -729,60 |
| Net Income | 43 878,28 |
| Total Equity | <u>43 878,28</u> |
| TOTAL LIABILITIES & EQUITY | <u>169 162,57</u> |

For Management Purposes Only

Page 2 of 2

PROFIT/LOSS

| | <u>Aug 21</u> | <u>Jul 21</u> | <u>\$ Change</u> |
|-------------------------------------|-------------------|------------------|------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 4010 · Shopify Revenue | 105 489,74 | 42 323,31 | 63 166,43 |
| 4030 · Amazon Revenue | 30 675,78 | 30 377,40 | 298,38 |
| 4050 · Barnes & Noble Revenue | 69,90 | 76,89 | -6,99 |
| 4060 · Audible Revenue | 2 144,98 | 1 833,28 | 311,70 |
| 4070 · Royalty Contract Revenue | 5 156,54 | 2 393,49 | 2 763,05 |
| 4080 · 7th Traditions Contributions | 13 863,62 | 18 781,12 | -4 917,50 |
| 4200 · Other Revenue | 6,60 | 6,73 | -0,13 |
| Total Income | <u>157 407,16</u> | <u>95 792,22</u> | <u>61 614,94</u> |
| Cost of Goods Sold | | | |
| 5000 · Shopify-Cost of Goods Sold | 44 960,35 | 30 190,82 | 14 769,53 |
| 5050 · Amazon COGS | 19 484,86 | 21 461,23 | -1 976,37 |
| Total COGS | <u>64 445,21</u> | <u>51 652,05</u> | <u>12 793,16</u> |
| Gross Profit | <u>92 961,95</u> | <u>44 140,17</u> | <u>48 821,78</u> |
| Expense | | | |
| 6010 · Payroll Expense | 21 806,89 | 21 859,47 | -52,58 |
| 6030 · Payroll Taxes | 1 589,38 | 1 687,35 | -97,97 |
| 6050 · Travel & Mileage Expense | 31,85 | 1 246,87 | -1 215,02 |
| 6054 · Contractors | 1 049,34 | 3 253,12 | -2 203,78 |
| 6057 · Events | 345,83 | 170,39 | 175,44 |
| 6070 · Program Initiatives | 53,55 | 67,31 | -13,76 |
| 6080 · Professional Fees | 8 220,06 | 5 809,47 | 2 410,59 |
| 6090 · Technology IT Support | 2 641,30 | 2 502,18 | 139,12 |
| 6110 · Insurance Expense | 252,25 | 252,25 | 0,00 |
| 6120 · Rent Expense | 3 949,43 | 3 949,43 | 0,00 |
| 6130 · Utilities Expense | 635,11 | 619,41 | 15,70 |
| 6140 · Office Expense | 507,87 | 798,13 | -290,26 |
| 6150 · Dues and Subscriptions | 88,89 | 88,89 | 0,00 |
| 6180 · Warehouse Supplies | 1 055,72 | 1 230,84 | -175,12 |
| 6190 · Tax Expense | 5,00 | 0,01 | 4,99 |
| 6200 · Bank & Merchant Fees | 5 881,25 | 1 976,45 | 3 904,80 |
| 6210 · Depreciation & Amortization | 1 083,00 | 1 083,00 | 0,00 |
| 9999 · Suspense | -113,05 | -196,25 | 83,20 |
| Total Expense | <u>49 083,67</u> | <u>46 398,32</u> | <u>2 685,35</u> |
| Net Ordinary Income | <u>43 878,28</u> | <u>-2 258,15</u> | <u>46 136,43</u> |
| Net Income | <u>43 878,28</u> | <u>-2 258,15</u> | <u>46 136,43</u> |

Profit & Loss Budget vs. Actual

| | <u>Aug 21</u> | <u>Budget</u> | <u>\$ Over Budget</u> |
|-------------------------------------|-------------------------|----------------------|-------------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 4010 · Shopify Revenue | 105 489,74 | 44 935,48 | 60 554,26 |
| 4030 · Amazon Revenue | 30 675,78 | 59 403,56 | -28 727,78 |
| 4050 · Barnes & Noble Revenue | 69,90 | 91,67 | -21,77 |
| 4060 · Audible Revenue | 2 144,98 | 2 150,00 | -5,02 |
| 4070 · Royalty Contract Revenue | 5 156,54 | 1 050,00 | 4 106,54 |
| 4080 · 7th Traditions Contributions | 13 863,62 | 18 416,67 | -4 553,05 |
| 4200 · Other Revenue | 6,60 | 483,33 | -476,73 |
| Total Income | <u>157 407,16</u> | <u>126 530,71</u> | <u>30 876,45</u> |
| Cost of Goods Sold | | | |
| 5000 · Shopify-Cost of Goods Sold | 44 960,35 | 33 523,84 | 11 436,51 |
| 5050 · Amazon COGS | 19 484,86 | 39 115,43 | -19 630,57 |
| Total COGS | <u>64 445,21</u> | <u>72 639,27</u> | <u>-8 194,06</u> |
| Gross Profit | <u>92 961,95</u> | <u>53 891,44</u> | <u>39 070,51</u> |
| Expense | | | |
| 6010 · Payroll Expense | 21 806,89 | 21 278,37 | 528,52 |
| 6030 · Payroll Taxes | 1 589,38 | 2 304,34 | -714,96 |
| 6050 · Travel & Mileage Expense | 31,85 | 1 341,67 | -1 309,82 |
| 6054 · Contractors | 1 049,34 | 6 583,33 | -5 533,99 |
| 6057 · Events | 345,83 | 1 026,67 | -680,84 |
| 6070 · Program Initiatives | 53,55 | 1 629,17 | -1 575,62 |
| 6080 · Professional Fees | 8 220,06 | 5 467,84 | 2 752,22 |
| 6090 · Technology IT Support | 2 641,30 | 3 222,11 | -580,81 |
| 6100 · License & Permits | 0,00 | 8,33 | -8,33 |
| 6110 · Insurance Expense | 252,25 | 255,08 | -2,83 |
| 6120 · Rent Expense | 3 949,43 | 3 927,65 | 21,78 |
| 6130 · Utilities Expense | 635,11 | 525,00 | 110,11 |
| 6140 · Office Expense | 507,87 | 1 250,01 | -742,14 |
| 6150 · Dues and Subscriptions | 88,89 | 91,67 | -2,78 |
| 6160 · Repairs & Maintenance | 0,00 | 208,33 | -208,33 |
| 6180 · Warehouse Supplies | 1 055,72 | 833,33 | 222,39 |
| 6190 · Tax Expense | 5,00 | 91,66 | -86,66 |
| 6200 · Bank & Merchant Fees | 5 881,25 | 2 162,50 | 3 718,75 |
| 6210 · Depreciation & Amortization | 1 083,00 | 1 460,75 | -377,75 |
| 9999 · Suspense | -113,05 | | |
| Total Expense | <u>49 083,67</u> | <u>53 667,81</u> | <u>-4 584,14</u> |
| Net Ordinary Income | <u>43 878,28</u> | <u>223,63</u> | <u>43 654,65</u> |
| Net Income | <u><u>43 878,28</u></u> | <u><u>223,63</u></u> | <u><u>43 654,65</u></u> |



**MONTHLY TELECONFERENCE
MINUTES**

**November 13, 2021
2PM Eastern**

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

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

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

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

- A. Call to Order – Open with the ACA Serenity Prayer
- B. Roll Call of Board Members – Present: Charlie H., Erin D., Fredrik H., Jasmina T., Jim B., Justine F., Tamara P., Sharon F., Sue; Joining the meeting after the roll call: Liz C.
- C. Quorum - Established
- D. Guest Introductions
- E. 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.
- F. Minutes:

Motion: To approve the September 11, 2022, TC Minutes

Second: Frederik H.

Decision: Motion passed unanimously. Sharon abstained

October TC Minutes– roll over to December

G. Chair Report – Charlie H

Introduce Collaboration Committees, which are designed to address the difficulties in getting input from the board and to make it easier for the Board to be informed of what the committees are working on, allows the committees to talk laterally with each other and to be aware of what other committees are working on. More dialogue, more transparency, more interaction, more trust. We will be hosting several Town Halls to introduce and get input from the Fellowship, first on Dec 4 and 11, and more to be announced that will meet in time zones that meet the needs of groups around the globe. Will also shorten the TC because it would be four CC reports that combine the reports. More info is in the General Channel or the Collaboration Channel.

- Business Operations
- Fellowship Engagement
- Service and Structure
- Content Development

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

- A. International Literature Scholarship (38:43)
- B. Shopify Sales – LPG increased during the prior month
- C. Combined cost of goods sold – higher than prior month
- D. Net Profit of \$12,444
- E. 7th Tradition Contributions – an increase of 8.3%. No questions from the Board.

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

1. **Executive Committee:** Charlie H. <https://acawso.org/category/executive-committee/> Report is in the repository.
2. **Archive Committee:** Marcia J <https://acawso.org/category/archives/>
Professional scanning of the nine boxes of materials that we have had for nine years. Received the files and forwarded to Brad to upload.
Creating digital archives and making it accessible to the Fellowship. We are looking at two different Cataloging platforms which will allow the fellowship to search the digital archives for any reason whatsoever.
We have submitted budget.
Looking for volunteers to take oral histories.
Looking for submissions from the Fellowship of whatever materials they might have.
3. Ad hoc Committee for Representation, Equity, and Accessibility: Joe H <https://acawso.org/category/representation-equity-accessibility/> Absent
4. **European Committee:** Fredrik <https://acawso.org/category/european-connection/>
Met with Lithuania, had speeches and workshop, visitors from all over the world, Result is a new

secretary, Wilma, and two representatives from Lithuania. Visited the Polish committee in early November.

Continue supporting countries with translation of the literature.

5. **Finance Committee:** Lucia <https://acawso.org/category/finance/> Met three times, worked on: O&S, CPA firm, reviewed financials for month of September

Bill D in his new role as interim General Manager can continue to attend committee meetings but is not able to vote.

Regions subcommittee met with them twice to discuss their Ballot Proposal about guidance on voluntary Seventh Tradition contributions.

6. **Global Members Committee** - Sue V - <https://acawso.org/category/global-members/> Absent

7. **Information Technology (IT) Committee:** Brad L <https://acawso.org/category/information-technology/>

8. **Literature Committee:** Christine B <https://acawso.org/category/literature-committee/>

Comline needs volunteers including a design person. Comline has been defunct for two years. The Comline in its current form is a blog.

Our membership is dying for information, and they want to be heard. We propose reinstituting Comline on the anniversary of its two years of going dark. We want to present to the board for go-ahead to trial this. Action: Meet with Charlie.

9. **Member Services Committee:** Tamara P. <https://acawso.org/category/member-services/>
No meetings are being held currently.

10. **Public Services Committee with H&I:** Jim B, Rich R <https://acawso.org/category/public-information/> and <https://acawso.org/category/h-and-i-committee/>

59 requests for literature from H&Is.

Therapist trifold is now available including a Spanish translation. We're putting a free insert in every purchase from Shopify.

We are exploring Social Media options and looking for volunteers.

11. **Publishing Committee** - Sue V <https://acawso.org/category/publishing-committee/> Absent.

12. **HR Committee** - Jasmina <https://acawso.org/category/human-resources/>

Combining HR and payroll into one company. Have a quote and a meeting scheduled with ADP.

Rich R. is stepping down as HR chair on Dec 1, 2021. We are

looking for volunteers for HR committee.

13. **WSO Office:** Bill D. <https://acawso.org/category/wso-office/> Report available on Reports page.

Q: What was the date of Book #1?

A: 2006, it is numbered 1 of 2,250 in the first run.

14. **DCOC:** Bill D <https://acawso.org/category/dist-ctr-oversight/> Same as WSO Office report.
15. **Service Network Committee:** Sharon F, Board Liaison <https://acawso.org/category/service-network-committee/> Absent
16. **ABC AWC Committee:** Liz C <https://acawso.org/category/abc-committee/>
Announcing that Nominations for Chair of ABC are requested.

Call for 2022 Workshops via Zoom or in person in San Francisco.
17. **Ballot Prep Committee:** MaryJo <https://acawso.org/category/ballot-prep/>
 - Report is posted on website.
 - Charlie H. -We had a productive meeting on Thursday with the Ballot Prep Committee (MaryJo, Jim R., Brad L., Jim B.) In recent years, as we've gotten more ~~lot~~ proposals, it caused some strain on the two-day annual meeting. In recent years the board has sometimes approved proposals that we essentially agreed with in early April. This year the board began an in-depth evaluation and we're looking at the possibility of, either where there are similar proposals or there are proposals where we might be able to initiate an action, we're hoping to do that so we can talk with sponsoring groups before the end of November in where they decide to go ahead and put a motion on the ballot if they're not 100% satisfied with our proposed response, we can at least reference it in the analysis. So, we want to really give people more information and where possible where we can come to agreement in November rather than waiting the whole time and having to get one more item on the ballot next April. We're trying to be proactive earlier in the process.
 - Jim B. – Just posted a call for proposals for workshops in AWC in 2022.
18. **OPPM Committee:** Kelle J <https://acawso.org/category/oppm/>
The most current version of the OPPM is posted.

Update the right to petition.
Update to section X committees, sub section CP Tracker
Continue to work with the Board on a better process for communicating with the board.
19. **Ad Hoc Committee on Meeting and Service Safety** – Dove <https://acawso.org/category/ad-hoc-meeting-and-service-safety-committee/> Working toward documenting procedures for three groups:
Newcomer
People who have more time in program
Those that are in or becoming part of the Service area of the program.
20. **Nominating Committee:** Denise <https://acawso.org/category/nominating-committee/>
We have openings for the Board of Trustees.
We have openings for the NomCom committee, both for members from North America and in other countries around the globe.
Even if it's not this year, but another year in the future, we always have need for volunteers.
Q. Would it make sense for someone who is thinking about one of these roles in the future to contact you now to learn about it?

A. Yes, of course, please do.

This process did not exist until 2018 and it has made a huge difference. The Board now has a very limited role in nominations and is unaware of who is going through the nominating process.

- J. Motions passed at a Board Working Session October 14, 2021 - No motions were passed on this working session.

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

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

Second Frederik 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 board have expressed about the office.

Decision: Motion passed unanimously.

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

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

Decision: Motion passed unanimously.

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

Second: Sharon F.

Decision: Motion passed unanimously. (Tamara abstained)

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

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

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

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: 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.

We're in the process of changing the model and criteria by which we hire paid workers. Bill was hired in the interim and has been approved for a three-month extension, of determining that model and hiring the staff.

M. ANNOUNCEMENTS

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

N. Guest Comments

Q. How can I reach someone if I want to volunteer for the Comline?

A. The email info@adultchildren.org, or post in the chat.

Q. Sharing literature in meetings or between meetings. This has come up at the Intergroup level regarding sharing literature on Amazon Family or other digital platforms. Even sharing digital literature onscreen. Some fellowships are against that. What is the ACA position?

A. Christine B. The issue came up about a year ago related to posting copies of the literature in digital format. I did some research and asked AA, and the answer is not clear. What guides me is "who owns the intellectual property and are we violating someone's right to be paid for their work?", e.g., scanning copies and sending them out to members of your meeting.

A. Bill D. I realize loss of revenue is important, but we're also here to help people in recovery and the few dollars we lose in order to help someone in their recovery is worth it. We have a literature policy that says if people want to make copies of excerpts to share with their meetings, it is allowed. HP will provide and we don't need to be that rigid. ACA WSO Literature Policy is on page 28.

A. We have a literature policy that says if people want to make copies of excerpts to share with their meetings, it is allowed. This is the only policy we have.

A. Sometimes the scale matters – historically we have said that copying the entire book is against the

Tradition of being self-supporting. On a large scale that would impact our revenue. Screen sharing definitely doesn't seem like a problem. We used to charge for trifolds and have now made them available for free.

Q. Is there a method/vehicle to get guidance on step studies? I'm running into some issues in a step study where one member wants to dictate policy, and even in group conscience we've given into them. Its annually recurring step study and we're concerned about what might occur in the future.

A. Dove – we are working on some of these issues in the meetings and service safety subcommittee and you can talk to us.

A. We did a workshop on domineering behavior in online meetings, and it is recorded and available.

A. Christine B. - We at Literature Committee are looking at creating a Group Inventory for meetings, which would address issues of some folks becoming overly controlling. Stay tuned. It is currently posted under Best Practices.

A. #meeting_and_service_safety open forum Slack channel

A. A survey was done, and meeting safety was the number 1 concern.

Q. OKR (objective and key results - <https://www.whatmatters.com/get-started/>) – a model for organizational planning and goal setting, with metrics built in to measure if they're succeeding. Has the Board considered this?

A. Charlie – this is an emerging area; there's always been a push pull between a strategic framework (where are we going and how do we get there?) and putting out fires. Our project management tools are still rudimentary and there's room for exploration. Also, there's a special culture wherein volunteers come and go according to their passions and their life circumstances, so we have to be cautious that whatever model we use incorporates that sensitivity.

Q. Karin – Regarding the report presented to the 2017 ABC by the Service Structure AdHoc committee and posted in the 2017 ABC delegate binder. It shows ten recommendations resulting from their analysis. This shows that a lot of progress has actualized since then, such as Service Network Committee, Nominating Committee, Global Committee and Publishing Committee. I focus my question on Findings 3 and 4 pertaining to the role of the conference in our Fellowship and its relationship to WSO. I concur with the finding that there is lack of clarity related to the role of the conference in our Fellowship. The recommendation is to continue to review the role of the conference for other 12-step fellowships. I cannot find any further updates related to this recommendation. Do you have an update?

A. Charlie – this was built with full fellowship input. I would be very happy to talk about this. There's been a lot of talk about re-prioritizing. Something that was conspicuously lacking at the time was any quantity of volunteers. We could really use a conference charter like AA has. We are looking to have delegate involvement of this. Now is the time for the next evolution of transforming us into a true fellowship democracy. We felt there was a need to open up ACA and the passion has not gone away. Please Slack DM Charlie or Sharon if anyone wants to be a part of this. (Josh W and Laura L stated in Slack that they would like to participate.)

A. Marcia – We did proceed on quite a few of the recommendations. Sometimes the order in which we proceeded was based on priorities at the time. Within a year we changed the model of ACA. However, we then got working on other things and we lost focus. It would be good to continue to go back to that

roadmap every year. The difference in the organization now is amazing. I have all the paperwork for how we went about doing that analysis and I would be willing to mentor anyone who wants to reinvigorate that work. But remember that if you want to move forward with this it requires people to work on it.

A. Carole C. - We did look at other fellowships and their structure and who went to the ABC. We did reference that.

Q. Concern related to Jim B's report around Tradition 11 and public relations policy. The distinction between attraction and promotion. My hope is that if we're going to get involved in social media that we clearly define the difference between attraction and promotion. Some social media concerns me more than others, e.g., LinkedIn.

A. Jim B. – our biggest concern is “can we use social media to carry the message to the adult child safely?”. We don't know, we are still in investigation phase. We will find out and come to consensus with the fellowship. This is more of a multi-year investigation, and we will be doing this with the fellowship.

Q. Do we have a process in literature committee, either in monthly report or on the website, for tracking or seeing what is in the pipeline. I know there are items currently in the eval process, but we can't see them.

A. Christine B. – my intention in the committee report is to tell you what we're working on, so if you don't see it, let me know. Also, on WSO site, there is a list of “things in production” and this is updated often. We are also working with IT to create a graphic representation that makes it more clear on what is being worked on at the eval level.

Q. Communication and point of information on proposals. I think it is misunderstood that the Board just writes their information that says we're working on things and so the fellowship can withdraw those proposals.

A. Correct, we don't veto.

Q. The proposal regarding 7th Tradition by Region 5 submitted was started by Region 2 and taken to the subcommittee. It is a suggestion only. It was a compromise that everyone was happy with.

Q. Will the digital Yellowbook workbook reproduction be an exact replica?

A. Yes, it is exact, the updates have not been started yet.

O. **Motion To close** (Charlie) Second: Jasmina T. Decision: Motion passed unanimously.

P. Closing Serenity Prayer

APPENDIX:

Summary of 2021 ABC Proposals and Floor Motions

| Issue | Outcome | Status |
|---|---------------------------|--|
| To revise or develop Amazon Kindle editions of ACA literature so that they correspond to the same page in hard copy publications | Board Motion prior to ABC | Publishing Committee is currently working to update the English BRB version, as well as add the Yellow Workbook and the new Loving Parent Guidebook to Kindle. Other publications and languages will follow. |
| International Literature Scholarship Fund | Board Motion prior to ABC | The 7 th Tradition page currently accepts funds for the fund. Finance Committee and Publishing have been tasked with setting up procedures for application and disbursement of those funds. |
| Creation of 12 Step & 12 Tradition Book (12x12 or 12x12x12 to include the Concepts) | Motion did not pass | Groups, Intergroups and/or Regions who are interested in developing this literature are welcome to submit a draft to Literature Committee. Refer to Literature Committee as well. |
| Creation of a pamphlet/trifold be developed to outline/describe the significant differences between the ACA fellowship and other 12-step programs. | Referred to the Board | Refer to Literature Committee for assessment |
| We move that a new literature subcommittee begin planning a revised edition of the Big Red Book, with new testimonials and updated content, to be more inclusive of all experience of gender, sexual orientation, ethnicity, religion/spirituality, and a broader range of socioeconomic and cultural backgrounds | Passed | Refer to Literature Committee |

| | | |
|--|-----------------------|---|
| We propose that in future printings of Chapter 19 in the BRB, the second personal share under TRADITION THREE (p. 503) be deleted entirely | Passed | Refer to Literature Committee |
| <p>We propose that Adult Children of Alcoholics (ACA) officially change its name to Adult Children of Alcoholics and Dysfunctional Families (ACADF).</p> <p>- combined with</p> <p>We propose that WSO use the acronym ACA/DF in order to include people whose parents are not alcoholics.</p> | Referred to the Board | <p>Refer to Executive Committee to refine the proposal - Task force to set up a series of Town Halls using KBDM to start a Fellowship Wide discussion? (Include Bill to address DBA and other issues brought forth during the ABC discussions.)</p> <p>Send out a multiple language survey of possible name change choices?</p> |
| We propose that a Topic book that covers the very unique and specific challenges that ACA deals with be developed. Ideally this would be in a format that each individual topic could be read in 15 – 20 minutes, so can be used as the content of a topic meeting. | Referred to the Board | Groups, Intergroups and/or Regions who are interested in developing this literature are welcome to submit a draft to Literature Committee. Refer to Literature Committee as well. |
| We propose that WSO create an ACA app for mobile devices. | Referred to the Board | Refer to IT Committee to call for volunteers to form a group to study cost, feasibility, and scope |
| We propose that WSO assemble a committee—comprised (wholly or in part) by transgender, nonbinary, gender-fluid, and/or other gender-non-conforming ACAs—to determine whether and how to make future printings of the BRB more gender-inclusive. | Referred to the Board | Refer to Literature Committee |

| | | |
|---|---|---|
| <p>We propose that WSO produce a version of the BRB and other literature where the level of language is aimed at junior high school level rather than university-grade English, so that the content is more easily understandable to people for whom English is a second language, rather than their mother tongue.</p> | <p>Referred to the Board</p> | <p>Refer to Literature Committee</p> |
| <p>Motion to approve a suggested allocation of a meeting's surplus funds be 60% to local IG, 30% to WSO, and 10% to Region.</p> <p>If the funds are coming from an IG, the suggested allocation would be 60% to WSO and 40% to the Region.</p> | <p>Delegates deemed not time-sensitive</p> | <p>Referred back to Finance Committee - Suggest seeking feedback from IGs and Regions before finalizing.</p> |
| <p>General idea: Policy for listing or delisting meetings from the WSO meeting list.</p> | <p>Not discussed at ABC due to specificity of floor motion and prior Board action</p> | <p>WSO began a series of "Only Meeting" Town Halls to launch a Fellowship-wide discussion the issues (safety vs exclusion) in order guide the Board in developing a Traditions-based policy on which meetings can be listed or delisted from the website.</p> |
| <p>We propose WSO create a working group to investigate the viability of utilizing and implementing Knowledge Based Decision Making (KBDM) in future ACA business conferences.</p> | <p>Delegates deemed not time-sensitive</p> | <p>A group is currently meeting to study KBDM. Propose that this study group be incorporated into Governance CC.</p> |

Adult Children of Alcoholics World Service Organization Inc
Balance Sheet
As of October 31, 2021

| | <u>Oct 31, 21</u> | <u>Sep 30, 21</u> |
|--|--------------------------|--------------------------|
| ASSETS | | |
| Current Assets | | |
| Checking/Savings | | |
| 1000 · Cash & Cash Equivalents | 590 458,89 | 606 579,97 |
| Total Checking/Savings | <u>590 458,89</u> | <u>606 579,97</u> |
| Accounts Receivable | | |
| 1300 · Customer Receivable | 344,10 | 463,05 |
| Total Accounts Receivable | <u>344,10</u> | <u>463,05</u> |
| Other Current Assets | | |
| 1310 · Other Receivables | 997,12 | 0,00 |
| 1320 · SHOPIFY-Shopp'g cart receivable | 6 521,59 | 6 272,05 |
| 1330 · Interest Receivable | 113,68 | 111,15 |
| 1350 · Prepaid Expenses | 50 850,66 | 54 163,10 |
| 1400 · Inventory Asset | 157 513,82 | 172 262,93 |
| Total Other Current Assets | <u>215 996,87</u> | <u>232 809,23</u> |
| Total Current Assets | <u>806 799,86</u> | <u>839 852,25</u> |
| Fixed Assets | | |
| 1800 · Fixed Assets | 50 936,37 | 52 161,53 |
| Total Fixed Assets | <u>50 936,37</u> | <u>52 161,53</u> |
| TOTAL ASSETS | <u>857 736,23</u> | <u>892 013,78</u> |
| LIABILITIES & EQUITY | | |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable | | |
| 2000 · Accounts Payable | 10 193,54 | 8 190,18 |
| Total Accounts Payable | <u>10 193,54</u> | <u>8 190,18</u> |
| Credit Cards | | |
| 2011 · Bank of America-Corp Card #1794 | 2 052,97 | 7 955,77 |
| 2012 · Bank of America-Corp Card #0904 | 0,00 | 504,48 |
| Total Credit Cards | <u>2 052,97</u> | <u>8 460,25</u> |
| Other Current Liabilities | | |
| 2100 · Payroll Liabilities | 14 084,04 | 22 129,25 |
| 2120 · Sales Tax Payable | 7 286,92 | 11 296,62 |
| 2130 · Other Liabilities | 2 818,00 | 4 778,00 |
| 2200 · Accrued Liabilities | 11 726,00 | 11 587,73 |
| Total Other Current Liabilities | <u>35 914,96</u> | <u>49 791,60</u> |
| Total Current Liabilities | <u>48 161,47</u> | <u>66 442,03</u> |
| Total Liabilities | <u>48 161,47</u> | <u>66 442,03</u> |
| Equity | | |
| 32100 · Restricted Net Assets | 2 579,37 | 2 370,68 |
| 32000 · Unrestricted Net Assets.. | 684 887,05 | 685 095,74 |
| Net Income | 122 108,34 | 138 105,33 |
| Total Equity | <u>809 574,76</u> | <u>825 571,75</u> |
| TOTAL LIABILITIES & EQUITY | <u>857 736,23</u> | <u>892 013,78</u> |

| | <u>\$ Change</u> |
|--|--------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 1000 · Cash & Cash Equivalents | -16 121,08 |
| Total Checking/Savings | <u>-16 121,08</u> |
| Accounts Receivable | |
| 1300 · Customer Receivable | -118,95 |
| Total Accounts Receivable | <u>-118,95</u> |
| Other Current Assets | |
| 1310 · Other Receivables | 997,12 |
| 1320 · SHOPIFY-Shopp'g cart receivable | 249,54 |
| 1330 · Interest Receivable | 2,53 |
| 1350 · Prepaid Expenses | -3 312,44 |
| 1400 · Inventory Asset | -14 749,11 |
| Total Other Current Assets | <u>-16 812,36</u> |
| Total Current Assets | <u>-33 052,39</u> |
| Fixed Assets | |
| 1800 · Fixed Assets | -1 225,16 |
| Total Fixed Assets | <u>-1 225,16</u> |
| TOTAL ASSETS | <u>-34 277,55</u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 2000 · Accounts Payable | 2 003,36 |
| Total Accounts Payable | <u>2 003,36</u> |
| Credit Cards | |
| 2011 · Bank of America-Corp Card #1794 | -5 902,80 |
| 2012 · Bank of America-Corp Card #0904 | -504,48 |
| Total Credit Cards | <u>-6 407,28</u> |
| Other Current Liabilities | |
| 2100 · Payroll Liabilities | -8 045,21 |
| 2120 · Sales Tax Payable | -4 009,70 |
| 2130 · Other Liabilities | -1 960,00 |
| 2200 · Accrued Liabilities | 138,27 |
| Total Other Current Liabilities | <u>-13 876,64</u> |
| Total Current Liabilities | <u>-18 280,56</u> |
| Total Liabilities | <u>-18 280,56</u> |
| Equity | |
| 32100 · Restricted Net Assets | 208,69 |
| 32000 · Unrestricted Net Assets.. | -208,69 |
| Net Income | -15 996,99 |
| Total Equity | <u>-15 996,99</u> |
| TOTAL LIABILITIES & EQUITY | <u>-34 277,55</u> |

Adult Children of Alcoholics World Service Organization Inc

Profit & Loss

October 2021

| | <u>Oct 21</u> | <u>Sep 21</u> | <u>\$ Change</u> |
|-------------------------------------|-------------------|-------------------|-------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 4010 · Shopify Revenue | 75 647,73 | 83 693,96 | -8 046,23 |
| 4030 · Amazon Revenue | 56 403,17 | 45 719,44 | 10 683,73 |
| 4050 · Barnes & Noble Revenue | 41,94 | 62,91 | -20,97 |
| 4060 · Audible Revenue | 1 918,18 | 2 379,33 | -461,15 |
| 4070 · Royalty Contract Revenue | 2 328,05 | 0,00 | 2 328,05 |
| 4080 · 7th Traditions Contributions | 20 378,10 | 22 172,42 | -1 794,32 |
| 4150 · European Sales | 12,74 | 14,00 | -1,26 |
| 4200 · Other Revenue | 8,70 | 9,82 | -1,12 |
| Total Income | <u>156 738,61</u> | <u>154 051,88</u> | <u>2 686,73</u> |
| Cost of Goods Sold | | | |
| 5000 · Shopify-Cost of Goods Sold | 64 886,02 | 56 019,98 | 8 866,04 |
| 5050 · Amazon COGS | 46 644,83 | 34 929,34 | 11 715,49 |
| 5560 · European Sales-COGS | 5,21 | 5,21 | 0,00 |
| Total COGS | <u>111 536,06</u> | <u>90 954,53</u> | <u>20 581,53</u> |
| Gross Profit | <u>45 202,55</u> | <u>63 097,35</u> | <u>-17 894,80</u> |
| Expense | | | |
| 6010 · Payroll Expense | 22 861,41 | 14 332,89 | 8 528,52 |
| 6030 · Payroll Taxes | 1 755,64 | 1 135,71 | 619,93 |
| 6050 · Travel & Mileage Expense | 5 570,43 | 2 831,44 | 2 738,99 |
| 6054 · Contractors | 6 749,36 | 11 647,36 | -4 898,00 |
| 6057 · Events | 1 808,30 | 313,68 | 1 494,62 |
| 6070 · Program Initiatives | 0,00 | 3,15 | -3,15 |
| 6080 · Professional Fees | 6 926,06 | 5 650,14 | 1 275,92 |
| 6090 · Technology IT Support | 2 541,31 | 2 717,13 | -175,82 |
| 6110 · Insurance Expense | 252,25 | 252,25 | 0,00 |
| 6120 · Rent Expense | 3 484,43 | 4 414,43 | -930,00 |
| 6130 · Utilities Expense | 590,05 | 654,76 | -64,71 |
| 6140 · Office Expense | 1 701,50 | 290,70 | 1 410,80 |
| 6150 · Dues and Subscriptions | 56,04 | 56,04 | 0,00 |
| 6160 · Repairs & Maintenance | 0,00 | 145,00 | -145,00 |
| 6180 · Warehouse Supplies | 73,52 | 0,00 | 73,52 |
| 6190 · Tax Expense | -0,04 | 594,21 | -594,25 |
| 6200 · Bank & Merchant Fees | 6 389,34 | 5 748,71 | 640,63 |
| 6210 · Depreciation & Amortization | 1 225,16 | 1 083,00 | 142,16 |
| 9999 · Suspense | -785,22 | 249,41 | -1 034,63 |
| Total Expense | <u>61 199,54</u> | <u>52 120,01</u> | <u>9 079,53</u> |
| Net Ordinary Income | <u>-15 996,99</u> | <u>10 977,34</u> | <u>-26 974,33</u> |
| Net Income | <u>-15 996,99</u> | <u>10 977,34</u> | <u>-26 974,33</u> |

Adult Children of Alcoholics World Service Organization Inc
Profit & Loss Budget vs. Actual
October 2021

| | <u>Oct 21</u> | <u>Budget</u> | <u>\$ Over Budget</u> |
|-------------------------------------|-------------------|-------------------|-----------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 4010 · Shopify Revenue | 75 647,73 | 48 935,48 | 26 712,25 |
| 4030 · Amazon Revenue | 56 403,17 | 59 403,56 | -3 000,39 |
| 4050 · Barnes & Noble Revenue | 41,94 | 91,67 | -49,73 |
| 4060 · Audible Revenue | 1 918,18 | 2 150,00 | -231,82 |
| 4070 · Royalty Contract Revenue | 2 328,05 | 1 050,00 | 1 278,05 |
| 4080 · 7th Traditions Contributions | 20 378,10 | 18 416,67 | 1 961,43 |
| 4150 · European Sales | 12,74 | | |
| 4200 · Other Revenue | 8,70 | 483,33 | -474,63 |
| Total Income | <u>156 738,61</u> | <u>130 530,71</u> | <u>26 207,90</u> |
| Cost of Goods Sold | | | |
| 5000 · Shopify-Cost of Goods Sold | 64 886,02 | 34 697,32 | 30 188,70 |
| 5050 · Amazon COGS | 46 644,83 | 39 115,43 | 7 529,40 |
| 5560 · European Sales-COGS | 5,21 | | |
| Total COGS | <u>111 536,06</u> | <u>73 812,75</u> | <u>37 723,31</u> |
| Gross Profit | <u>45 202,55</u> | <u>56 717,96</u> | <u>-11 515,41</u> |
| Expense | | | |
| 6010 · Payroll Expense | 22 861,41 | 29 311,35 | -6 449,94 |
| 6030 · Payroll Taxes | 1 755,64 | 2 304,34 | -548,70 |
| 6050 · Travel & Mileage Expense | 5 570,43 | 16 541,67 | -10 971,24 |
| 6054 · Contractors | 6 749,36 | 6 583,33 | 166,03 |
| 6057 · Events | 1 808,30 | 25 626,67 | -23 818,37 |
| 6070 · Program Initiatives | 0,00 | 1 629,17 | -1 629,17 |
| 6080 · Professional Fees | 6 926,06 | 5 467,84 | 1 458,22 |
| 6090 · Technology IT Support | 2 541,31 | 3 222,11 | -680,80 |
| 6100 · License & Permits | 0,00 | 8,33 | -8,33 |
| 6110 · Insurance Expense | 252,25 | 255,08 | -2,83 |
| 6120 · Rent Expense | 3 484,43 | 3 927,65 | -443,22 |
| 6130 · Utilities Expense | 590,05 | 525,00 | 65,05 |
| 6140 · Office Expense | 1 701,50 | 1 250,01 | 451,49 |
| 6150 · Dues and Subscriptions | 56,04 | 91,67 | -35,63 |
| 6160 · Repairs & Maintenance | 0,00 | 208,33 | -208,33 |
| 6180 · Warehouse Supplies | 73,52 | 833,33 | -759,81 |
| 6190 · Tax Expense | -0,04 | 91,66 | -91,70 |
| 6200 · Bank & Merchant Fees | 6 389,34 | 2 162,50 | 4 226,84 |
| 6210 · Depreciation & Amortization | 1 225,16 | 1 460,75 | -235,59 |
| 9999 · Suspense | -785,22 | | |
| Total Expense | <u>61 199,54</u> | <u>101 500,79</u> | <u>-40 301,25</u> |
| Net Ordinary Income | <u>-15 996,99</u> | <u>-44 782,83</u> | <u>28 785,84</u> |
| Net Income | <u>-15 996,99</u> | <u>-44 782,83</u> | <u>28 785,84</u> |

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



MONTHLY TELECONFERENCE MINUTES

December 11, 2021

2PM Eastern

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

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

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

Opening

- Call to Order – Open with the ACA Serenity Prayer
- Roll Call of Board Members: Charlie H., Erin D., Fredrik H., Jasmina T., Jim B., Justine F., Liz. C., Sue V., Tamara P. Absent: Sharon F. (LOA)
- Quorum
- Tradition Twelve – Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.
- Guest Introductions

BOARD AND COMMITTEE REPORTS

All reports can be found at acawso.org on the committee pages listed on the right-hand side.

- Minutes – Tamara P.:
October – Tabled to January TC

November – **Motion:** Motion to approve the November 13, 2021 Teleconference Minutes (Tamara P.)

Second: Liz C.

Decision: Motion passes unanimously; Jim abstained.

Board Reports:

B. Chair Report – Charlie H.

The hack of Adultchildren.org and acawso.org was immense but is resolved. We did not communicate as thoroughly as we should have. We will be defining a plan for how to handle these emergencies in the future. We urge the Fellowship to volunteer for the IT committee if they have any type of technological skills.

C. Treasurer’s Report – Fredrik H. <https://acawso.org/category/treasurer-reports/>

D. Executive Committee: Sharon F. <https://acawso.org/category/executive-committee/>

Committee Reports:

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

Business Operations

A. WSO Office: Bill D. <https://acawso.org/category/wso-office/>

B. Finance Committee: Fredrik H. <https://acawso.org/category/finance/>

C. Information Technology (IT) Committee: Brad L. <https://acawso.org/category/information-technology/>

We experienced a hack two days ago. We have been working tirelessly to resolve it. We miscommunicated by not notifying the Fellowship as soon as possible. The hack is corrected, and we will be building a recovery plan for future emergencies.

D. DCOC: No chair at present <https://acawso.org/category/dist-ctr-oversight/>

In a period of reorganization. No report at present.

Guest Questions/Comments (5 minutes)

Bonnie K. – Is there a list of committees and their descriptions, as well as a list of open roles.

Charlie – the monthly agenda has a list of committees, but also on the acawso.org service site, in the right-hand column are all the pages of the committees. Also, in Slack. I’d like to give appreciation for the service from the IT committee.

Karin S – Thank the IT committee for efforts in resolving the hack attack. I recall that there was discussion to hire a paid worker for IT. I believe it should be prioritized. Is there an update?

Charlie – it’s in the budget.

Brad L. - We explored having a half-time worker, but I’m re-thinking that it would be more useful to get contractors that could work on a temporary, project basis. I don’t agree that we need a paid permanent worker to protect the safety; we didn’t act quickly enough or prioritize this

above other IT volunteer work this time, but in the future, we have the bandwidth to handle this. There are other solutions and softwares that we can put in place.

Julianne -How does WSO communicate about signs of a potential hack, and what to do if we see the signs.

If you see the signs, communicate via Slack or email.

Brad: We could re-prioritize the page to a website that is working, and we could provide the update there, rather than sending an email.

What data if any was exposed, i.e., 7th traditions?

Bill D.: Our payment gateways and shopping sites are hosted on other servers that have high-security procedures in place.

Brad L.: We don't host any personal information on our ACA data servers.

If you're not in Slack, how do we receive communications about things like this.

Brad: We could re-prioritize the page to a website that is working, and we could provide the update there, rather than sending an email.

Julianne: Other sensitive organizations do send emails and I feel like it would be worth it.

Charlie: We are building the response plan for future emergencies and that is worth considering.

Jim B.: We are also exploring a social media presence where we could publish this. We are investigating to be sure that social media presence respects anonymity, traditions and concepts.

Carole C. - If we get a special worker, it should be dedicated to keep up the website and protect it. A paid worker is worth prioritizing rather than people who come and go.

Fellowship Engagement

- A. Ad hoc Committee for Representation, Equity, and Accessibility: Joe H <https://acawso.org/category/representation-equity-accessibility/> Absent.
- B. European Committee: Fredrik H. <https://acawso.org/category/european-connection/>
- C. Global Members Committee - Sue V - <https://acawso.org/category/global-members/>
- D. Member Services Committee: Tamara P. <https://acawso.org/category/member-services/>
We're in a period of reorganization. No report at present.
- E. Public Services Committee with H&I: Jim B., Rich R. <https://acawso.org/category/public-information/> and <https://acawso.org/category/h>
- F. Ad Hoc Committee on Meeting and Service Safety – Rich R, Delinda H. <https://acawso.org/category/ad-hoc-meeting-and-service-safety-committee>

Guest Questions/Comments (5 minutes)

Julianne - Do we now have meetings in Antarctica?

Sue V. We haven't received any requests from there yet, but I will validate that we don't have any.

Carole C. - Where is the Distracting Behaviors workshop listed on acawso.org?

Dove. It's on the events calendar <https://acawso.org/calendar/meeting-and-service-safety-ad-hoc-committee-distracting-behavior-in-virtual-meetings/>

Policy & Structure

- A. ABC/AWC Committee: Liz C <https://acawso.org/category/abc-committee/>
- B. Ballot Prep Committee: Jim B <https://acawso.org/category/ballot-prep/>
- C. Archive Committee: Marcia J <https://acawso.org/category/archives/>
- D. HR Committee Jasmina T. <https://acawso.org/category/human-resources/>
HR Committee in a period of reorganization. No report at present.
- E. OPPM Committee: Kelle J <https://acawso.org/category/oppm/>
- F. Nominating Committee: Denise R. <https://acawso.org/category/nominating-committee/>
It is nominating time and we are looking for self-nominees to the Board of Trustees.
We are looking for volunteers to the Nominating Committee.
- G. Service Network Committee: Absent <https://acawso.org/category/service-network-committee/>
Charlie We are in the process of developing some models that would help service work and committee work to be more efficient and effective that can be introduced to the delegates at ABC.
Karin S. The concept study group is building some proposals that could work well with the above models.

Guest Questions/Comments (5 minutes)

Pam: If you change the role of ABC, it has to also be changed with the State of CA articles of incorporation.

Content Creation

- A. Literature Committee: Christine B <https://acawso.org/category/literature-committee/>
- B. Publishing Committee - Sue V <https://acawso.org/category/publishing-committee/>

Guest Questions/Comments (5 minutes)

Carole C. Literature – when Pam originally got all the shares together for BRB, they didn't all get in – please look at those when updating the shares in the BRB.

Christine: We will try to locate them.

Julianne: In the last Comline discussion, there was a discussion about censorship of language. Is that still open and if so, which language are we using for censorship language.

Christine: We're not at that point yet. We're still investigating whether we will make replies available.

Bonnie: When are these minutes available?

Approximately a month, before the next TC.

Pam: We have multiple workbooks now so we should begin referring to them by name.

Motions passed at a Board Working Session, November 11, 2021

No motions were passed on this working session. We spent much of the meeting reviewing WSO analysis and other potential actions related to the ABC Ballot measures.

Motions passed at a Board Working Session November 23, 2021

1. **Motion:** 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.

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.

Charlie; Sharon – second. Decision: All in favor

Motions passed via Specific Concurrence (SC) during November 2021

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

1. **Motion:** Approve changes in the OPPM to Right of Petition section.

Background: Right of petition already exists in the OPPM, however it is not very clear and has some gaps which make it confusing as well as offer lack of protection to both, petitioners and the board. OPPM committee spent some time with this section and hope this new version outlines clearly the procedure and different resolution options. (Jasmina T.)

Second: Tamara P.

Decision: Motion Passed Unanimously

2. **Motion:** Approve Denise R for Chair of the Nominating Committee.

Background: Denise has mentored into the position over the last 6 months and has been on the committee since November 2020. (Erin D.)

Second: Jasmina T.

Decision: Motion Passed Unanimously

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

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.

Second: Jim B.

Decision: Motion Passed Unanimously

ANNOUNCEMENTS

Next WSO Board Teleconference Meeting is Saturday January 8, 2022, at 2PM EDT

Guest Comments

Marcus H. -I'm interested to hear more about prudent reserve. Is there any thought given to using the International Book fund toward 5th Tradition of spreading the word, for instance, free or highly discounted books to prisons?

Jim B. We've had an increase in H&I requests, we've increased the budget for that and to create a policy for how to handle large orders and what to do when we go over our budget. We expect our budget to be larger next year.

Fredrik H. Related to prudent reserve, we're investigating to design a successful model, e.g., what do other fellowships do, when do we use prudent reserve for other things, how are book sales doing, how is 7th Tradition donations as compared to other 12-step fellowships.

Motion To close – Liz C; Justine – second; Decision: Unanimous

Closing Serenity Prayer

APPENDIX

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

| Issue | Outcome | Status |
|---|---------------------------|---|
| To revise or develop Amazon Kindle editions of ACA literature so that they correspond to the same page in hard copy publications | Board Motion prior to ABC | Publishing Committee is currently working to update the English BRB version, as well as add the Yellow Workbook and the new Loving Parent Guidebook to Kindle and other online systems. Other publications and languages will follow. |
| International Literature Scholarship Fund | Board Motion prior to ABC | The 7 th Tradition page currently accepts funds for the fund. Finance Committee and Publishing have been tasked with setting up procedures for application and disbursement of those funds. |
| Creation of 12 Step & 12 Tradition Book (12x12 or 12x12x12 to include the Concepts) | Motion did not pass | Groups, Intergroups and/or Regions who are interested in developing this literature are welcome to submit a draft to Literature Committee. Refer to Literature Committee as well. |
| Creation of a pamphlet/trifold be developed to outline/describe the significant differences between the ACA fellowship and other 12-step programs. | Referred to the Board | Refer to Literature Committee for assessment |
| We move that a new literature subcommittee begin planning a revised edition of the Big Red Book, with new testimonials and updated content, to be more inclusive of all experience of gender, sexual orientation, ethnicity, religion/spirituality, and a broader range of socioeconomic and cultural backgrounds | Passed | Refer to Literature Committee |

| | | |
|--|-----------------------|---|
| We propose that in future printings of Chapter 19 in the BRB, the second personal share under TRADITION THREE (p. 503) be deleted entirely | Passed | Refer to Literature Committee |
| <p>We propose that Adult Children of Alcoholics (ACA) officially change its name to Adult Children of Alcoholics and Dysfunctional Families (ACADF).</p> <p>- combined with</p> <p>We propose that WSO use the acronym ACA/DF in order to include people whose parents are not alcoholics.</p> | Referred to the Board | Refer to Executive Committee to refine the proposal - Task force to set up a series of Town Halls using KBDM to start a Fellowship Wide discussion? (Include Bill to address DBA and other issues brought forth during the ABC discussions.) Send out a multiple language survey of possible name change choices? |
| We propose that a Topic book that covers the very unique and specific challenges that ACA deals with be developed. Ideally this would be in a format that each individual topic could be read in 15 – 20 minutes, so can be used as the content of a topic meeting. | Referred to the Board | Groups, Intergroups and/or Regions who are interested in developing this literature are welcome to submit a draft to Literature Committee. Refer to Literature Committee as well. |
| We propose that WSO create an ACA app for mobile devices. | Referred to the Board | Refer to IT Committee to call for volunteers to form a group to study cost, feasibility, and scope |
| We propose that WSO assemble a committee—comprised (wholly or in part) by transgender, nonbinary, gender-fluid, and/or other gender-non-conforming ACAs—to determine whether and how to make future printings of the BRB more gender-inclusive. | Referred to the Board | Refer to Literature Committee |

| | | |
|---|---|---|
| <p>We propose that WSO produce a version of the BRB and other literature where the level of language is aimed at junior high school level rather than university-grade English, so that the content is more easily understandable to people for whom English is a second language, rather than their mother tongue.</p> | <p>Referred to the Board</p> | <p>Refer to Literature Committee</p> |
| <p>Motion to approve a suggested allocation of a meeting's surplus funds be 60% to local IG, 30% to WSO, and 10% to Region.</p> <p>If the funds are coming from an IG, the suggested allocation would be 60% to WSO and 40% to the Region.</p> | <p>Delegates deemed not time-sensitive</p> | <p>Referred back to Finance Committee - Suggest seeking feedback from IGs and Regions before finalizing.</p> |
| <p>General idea: Policy for listing or delisting meetings from the WSO meeting list.</p> | <p>Not discussed at ABC due to specificity of floor motion and prior Board action</p> | <p>WSO began a series of "Only Meeting" Town Halls to launch a Fellowship-wide discussion the issues (safety vs exclusion) in order guide the Board in developing a Traditions-based policy on which meetings can be listed or delisted from the website.</p> |
| <p>We propose WSO create a working group to investigate the viability of utilizing and implementing Knowledge Based Decision Making (KBDM) in future ACA business conferences.</p> | <p>Delegates deemed not time-sensitive</p> | <p>A group is currently meeting to study KBDM. Propose that this study group be incorporated into Governance CC.</p> |

Adult Children of Alcoholics World Service Organization Inc

Balance Sheet

As of November 30, 2021

| | <u>Nov 30, 21</u> | <u>Oct 31, 21</u> |
|--|--------------------------|--------------------------|
| ASSETS | | |
| Current Assets | | |
| Checking/Savings | | |
| 1000 · Cash & Cash Equivalents | 604 128,14 | 590 458,89 |
| Total Checking/Savings | <u>604 128,14</u> | <u>590 458,89</u> |
| Accounts Receivable | | |
| 1300 · Customer Receivable | 7 816,10 | 344,10 |
| Total Accounts Receivable | <u>7 816,10</u> | <u>344,10</u> |
| Other Current Assets | | |
| 1310 · Other Receivables | 0,00 | 997,12 |
| 1320 · SHOPIFY-Shopp'g cart receivable | 6 954,85 | 6 521,59 |
| 1330 · Interest Receivable | 116,29 | 113,68 |
| 1350 · Prepaid Expenses | 62 986,89 | 50 850,66 |
| 1400 · Inventory Asset | 130 842,94 | 157 513,82 |
| Total Other Current Assets | <u>200 900,97</u> | <u>215 996,87</u> |
| Total Current Assets | <u>812 845,21</u> | <u>806 799,86</u> |
| Fixed Assets | | |
| 1800 · Fixed Assets | 49 711,21 | 50 936,37 |
| Total Fixed Assets | <u>49 711,21</u> | <u>50 936,37</u> |
| TOTAL ASSETS | <u>862 556,42</u> | <u>857 736,23</u> |
| LIABILITIES & EQUITY | | |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable | | |
| 2000 · Accounts Payable | 4 195,00 | 10 193,54 |
| Total Accounts Payable | <u>4 195,00</u> | <u>10 193,54</u> |
| Credit Cards | | |
| 2011 · Bank of America-Corp Card #1794 | 7 788,65 | 2 052,97 |
| Total Credit Cards | <u>7 788,65</u> | <u>2 052,97</u> |
| Other Current Liabilities | | |
| 2100 · Payroll Liabilities | 16 444,77 | 14 084,04 |
| 2120 · Sales Tax Payable | 9 188,74 | 7 286,92 |
| 2130 · Other Liabilities | 0,00 | 2 818,00 |
| 2200 · Accrued Liabilities | 8 947,09 | 11 726,00 |
| Total Other Current Liabilities | <u>34 580,60</u> | <u>35 914,96</u> |
| Total Current Liabilities | <u>46 564,25</u> | <u>48 161,47</u> |
| Total Liabilities | <u>46 564,25</u> | <u>48 161,47</u> |
| Equity | | |
| 32100 · Restricted Net Assets | 3 537,47 | 2 579,37 |
| 32000 · Unrestricted Net Assets.. | 683 928,95 | 684 887,05 |
| Net Income | 128 525,75 | 122 108,34 |
| Total Equity | <u>815 992,17</u> | <u>809 574,76</u> |
| TOTAL LIABILITIES & EQUITY | <u>862 556,42</u> | <u>857 736,23</u> |

Adult Children of Alcoholics World Service Organization Inc
Profit & Loss Budget vs. Actual
November 2021

| | Nov 21 | Budget | \$ Over Budget |
|-------------------------------------|-------------------|-------------------|------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 4010 - Shopify Revenue | 74 164,57 | 48 935,48 | 25 229,09 |
| 4030 - Amazon Revenue | 55 925,68 | 59 403,56 | -3 477,88 |
| 4050 - Barnes & Noble Revenue | 118,83 | 91,67 | 27,16 |
| 4060 - Audible Revenue | 0,00 | 2 150,00 | -2 150,00 |
| 4070 - Royalty Contract Revenue | 0,00 | 1 050,00 | -1 050,00 |
| 4080 - 7th Traditions Contributions | 15 234,03 | 18 416,67 | -3 182,64 |
| 4200 - Other Revenue | 8,76 | 483,33 | -474,57 |
| Total Income | 145 451,87 | 130 530,71 | 14 921,16 |
| Cost of Goods Sold | | | |
| Cost | 0,00 | | |
| 5000 - Shopify-Cost of Goods Sold | 43 657,20 | 34 697,32 | 8 959,88 |
| 5050 - Amazon COGS | 30 696,67 | 39 115,43 | -8 418,76 |
| Total COGS | 74 353,87 | 73 812,75 | 541,12 |
| Gross Profit | 71 098,00 | 56 717,96 | 14 380,04 |
| Expense | | | |
| 6010 - Payroll Expense | 22 791,00 | 29 311,35 | -6 520,35 |
| 6030 - Payroll Taxes | 1 871,69 | 2 304,36 | -432,67 |
| 6050 - Travel & Mileage Expense | 7 302,78 | 1 341,67 | 5 961,11 |
| 6054 - Contractors | 7 199,74 | 6 583,33 | 616,41 |
| 6057 - Events | 860,82 | 1 026,67 | -165,85 |
| 6070 - Program Initiatives | 0,00 | 1 629,17 | -1 629,17 |
| 6080 - Professional Fees | 6 498,46 | 5 467,84 | 1 030,62 |
| 6090 - Technology IT Support | 3 310,36 | 3 222,11 | 88,25 |
| 6100 - License & Permits | 0,00 | 8,33 | -8,33 |
| 6110 - Insurance Expense | 239,58 | 255,08 | -15,50 |
| 6120 - Rent Expense | 3 949,43 | 3 927,65 | 21,78 |
| 6130 - Utilities Expense | 871,81 | 525,00 | 346,81 |
| 6140 - Office Expense | 1 293,00 | 1 250,01 | 42,99 |
| 6150 - Dues and Subscriptions | 206,04 | 91,67 | 114,37 |
| 6160 - Repairs & Maintenance | 2 000,00 | 208,33 | 1 791,67 |
| 6180 - Warehouse Supplies | 0,00 | 833,33 | -833,33 |
| 6190 - Tax Expense | 5,00 | 91,66 | -86,66 |
| 6200 - Bank & Merchant Fees | 4 328,81 | 2 162,50 | 2 166,31 |
| 6210 - Depreciation & Amortization | 1 225,16 | 1 460,75 | -235,59 |
| 9999 - Suspense | 726,91 | | |
| Total Expense | 64 680,59 | 61 700,81 | 2 979,78 |
| Net Ordinary Income | 6 417,41 | -4 982,85 | 11 400,26 |
| Net Income | 6 417,41 | -4 982,85 | 11 400,26 |

Adult Children of Alcoholics World Service Organization Inc
Balance Sheet
As of November 30, 2021

| | <u>\$ Change</u> |
|--|------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 1000 · Cash & Cash Equivalents | 13 669,25 |
| Total Checking/Savings | 13 669,25 |
| Accounts Receivable | |
| 1300 · Customer Receivable | 7 472,00 |
| Total Accounts Receivable | 7 472,00 |
| Other Current Assets | |
| 1310 · Other Receivables | -997,12 |
| 1320 · SHOPIFY-Shopp'g cart receivable | 433,26 |
| 1330 · Interest Receivable | 2,61 |
| 1350 · Prepaid Expenses | 12 136,23 |
| 1400 · Inventory Asset | -26 670,88 |
| Total Other Current Assets | -15 095,90 |
| Total Current Assets | 6 045,35 |
| Fixed Assets | |
| 1800 · Fixed Assets | -1 225,16 |
| Total Fixed Assets | -1 225,16 |
| TOTAL ASSETS | 4 820,19 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 2000 · Accounts Payable | -5 998,54 |
| Total Accounts Payable | -5 998,54 |
| Credit Cards | |
| 2011 · Bank of America-Corp Card #1794 | 5 735,68 |
| Total Credit Cards | 5 735,68 |
| Other Current Liabilities | |
| 2100 · Payroll Liabilities | 2 360,73 |
| 2120 · Sales Tax Payable | 1 901,82 |
| 2130 · Other Liabilities | -2 818,00 |
| 2200 · Accrued Liabilities | -2 778,91 |
| Total Other Current Liabilities | -1 334,36 |
| Total Current Liabilities | -1 597,22 |
| Total Liabilities | -1 597,22 |
| Equity | |
| 32100 · Restricted Net Assets | 958,10 |
| 32000 · Unrestricted Net Assets.. | -958,10 |
| Net Income | 6 417,41 |
| Total Equity | 6 417,41 |
| TOTAL LIABILITIES & EQUITY | 4 820,19 |

| | <u>% of Budget</u> |
|-------------------------------------|--------------------|
| Ordinary Income/Expense | |
| Income | |
| 4010 · Shopify Revenue | 151,56% |
| 4030 · Amazon Revenue | 94,15% |
| 4050 · Barnes & Noble Revenue | 129,63% |
| 4060 · Audible Revenue | 0,0% |
| 4070 · Royalty Contract Revenue | 0,0% |
| 4080 · 7th Traditions Contributions | 82,72% |
| 4200 · Other Revenue | 1,81% |
| Total Income | 111,43% |
| Cost of Goods Sold | |
| Cost | |
| 5000 · Shopify-Cost of Goods Sold | 125,82% |
| 5050 · Amazon COGS | 78,48% |
| Total COGS | 100,73% |
| Gross Profit | 125,35% |
| Expense | |
| 6010 · Payroll Expense | 77,76% |
| 6030 · Payroll Taxes | 81,22% |
| 6050 · Travel & Mileage Expense | 544,31% |
| 6054 · Contractors | 109,36% |
| 6057 · Events | 83,85% |
| 6070 · Program Initiatives | 0,0% |
| 6080 · Professional Fees | 118,85% |
| 6090 · Technology IT Support | 102,74% |
| 6100 · License & Permits | 0,0% |
| 6110 · Insurance Expense | 93,92% |
| 6120 · Rent Expense | 100,56% |
| 6130 · Utilities Expense | 166,06% |
| 6140 · Office Expense | 103,44% |
| 6150 · Dues and Subscriptions | 224,76% |
| 6160 · Repairs & Maintenance | 960,02% |
| 6180 · Warehouse Supplies | 0,0% |
| 6190 · Tax Expense | 5,46% |
| 6200 · Bank & Merchant Fees | 200,18% |
| 6210 · Depreciation & Amortization | 83,87% |
| 9999 · Suspense | |
| Total Expense | 104,83% |
| Net Ordinary Income | -128,79% |
| Net Income | -128,79% |

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