



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.

**MONTHLY TELECONFERENCE AGENDA  
January 8, 2022  
2:00PM EST**

Zoom Meeting Details:	Dial US	Dial International
<b>Zoom ID:</b> 228 809 511	<b>US:</b> +1-669-90-06833 (San Jose)	<b>List of International Numbers</b>
<b>Passcode:</b> 90755	<b>US:</b> 1-929-205-6099 (New York)	<a href="https://zoom.us/j/228809511">https://zoom.us/j/228809511</a>

**I. Opening**

- Call to order and open with the Serenity Prayer
- Roll Call of Board Members: Charlie H., Erin D., Fredrik H.(absent), Jasmina T., Jim B., Justine F., Liz. C., Sue V., Tamara P., Sharon F. (absent on leave)
- Quorum established
- Notice of Recording: Starting in January 2022, audio-only recordings of the monthly teleconference will be posted online. We ask that you remain aware of this if you choose to speak during today’s call. To protect your personal anonymity, you may participate in the guest introductions by identifying yourself using the chat function. Similarly, during guest comment periods, you may choose to submit a question via the chat function, and your first name will not be mentioned. Thank you for your cooperation.
- Guest Introductions
- Tradition of the month: One – Our common welfare should come first; personal recovery depends on ACA unity.

**II. Minutes Approval:**

- October – tabled to February
- December – tabled to February

**III. Administrative Reports**

- [Treasurer’s Report | ACA WSO](#): Lucia S.
- [Executive Committee | ACA WSO](#): Much of our time has been devoted to a long-term search for a permanent Executive.
- **Chair Report** – Charlie H.: Focus on 2022 ABC AWC

- Given the circumstances of the pandemic, we ask you to consider whether you believe we should continue toward planning an in-person 2022 ABC/AWC. At this point there will be a potential loss of \$28k, but moving forward would incur other substantial logistical costs, as well as increased health risks resulting from COVID.
- There is also an upcoming study group to make ABC/AWC to have a virtual component that makes it as valuable as an in-person event.

#### Options with Poll Results

##### 1. 41/45 – 92%

Cancel the in-person 2022 ABC AWC meeting and begin planning an all-virtual ABC and AWC for 2022. At this time, our financial obligation to the hotel would be a maximum of \$28,000, and we would seek to reduce that because of the circumstances.

##### 2. 0/45 – 0%

Continue seeking to market the San Francisco event a month or two more under the current contract. On Jan. 17, this option would increase our obligation to the hotel by about \$10,000.

##### 3. 4/45 – 9%

Ask the hotel to revise the contract entirely, so that we can affordably stage an in-person ABC and AWC for 75-100 people coming to the hotel, and others attending virtually. This option would depend on cooperation from the hotel.

##### 4. 0/45 – 0%

Press on with the existing contract. Advertise and commit to a full-scale event in San Francisco. Options 3 and 4 require substantial operational costs to stage a live event. Option 4 also could expose WSO to substantial additional costs if attendance does not meet our contractual obligations.

##### 5. 0/45 – 0%

Any other options you may suggest.

#### Guest Questions/Comments Summary: on 2022 ABC/AWC options (see above) •

25 Guests gave a comment:

- 23 agreed with Option 1- Cancel in-person and hold virtual meetings. Some of the reasons included:
  - Virtual events have proven to be successful.
    - Increase the number of delegates who can participate.
    - Reduced health/safety risk due to the virus.
    - Cost/benefit analysis considering the additional logistical costs of in-person meeting and reduced participation.
    - Wearing masks at in person events isn't always easy/comfortable.
    - Alleviate cost of delegate travel.
    - Hybrid events are not equitable.
- 2 agreed with Option 3 – Revise contract for smaller in person meetings
  - Face-to-face is always preferable and important.

- More powerful for fellowship to meet in person.
  - Other suggestions/comments/questions:
    - Weekends are best since not everyone can take off work.
    - Consider how we can engender in-person relationships via a remote meeting. ○ Consider changing the model to every country having their own ABC and having the AWC in January.
    - Look into whether we direct some of the 28k to next year by having it in San Francisco in 2023.
    - Ensure our contracts have a “walk-away”/cancellation clause and/or have an event insurance policy.
      - (Charlie) A legal and contractual consultant did a review which resulted in a great reduction of risk.

## V. Committee Reports

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

### Business Operations

- a. [WSO Office | ACA WSO](#): Bill D.
- b. [Finance Committee | ACA WSO](#): TBD
- c. [IT Committee | ACA WSO](#): Brad L

We need two types of business IT volunteers:

- Slightly techy type who can verify and update meeting listings
- High level tech type person, not necessarily specialized, but a good overall problem solver, e.g., when a shipping discrepancy occurred, I needed someone who could learn the application and then find the point of error.

- d. [Distribution Center Oversight | ACA WSO](#): No chair at present

### Fellowship Engagement

- a. [Representation, Equity and Accessibility Ad-Hoc Committee | ACA WSO](#): Joe H
- b. [European Committee | ACA WSO](#): Fredrik H.
- c. [Global Members Committee | ACA WSO](#): Sue V.

Antarctica has been added and a point-of-contact is in place to communicate with those traveling there in order to explore whether to start meetings.

- d. [Member Services | ACA WSO](#): Tamara P.
- e. [Public Services | ACA WSO](#): Jim B.
- f. [H-and-I Committee | ACA WSO](#): Rich R.
- g. [Meeting and Service Safety Ad-Hoc Committee | ACA WSO](#): Rich R, Delinda H

### Policy & Structure

- a. [ABC AWC Committee | ACA WSO](#): Liz C.
- b. [ABC Proposals & Ballot Prep | ACA WSO](#): Jim B

A ballot was published today in 13 languages. We will have two town hall meetings where we will speak with the authors of the proposals and be able to ask questions.

- c. [Archives | ACA WSO](#): Marcia J

- d. [Human Resources Committee | ACA WSO](#): Jasmina T.
- e. [OPPM | ACA WSO](#): Kelle J
- f. [Nominating Committee | ACA WSO](#): Denise R.  
There is still a need for nominations to Board positions and NomCom Committee.
- g. [Service Network Committee | ACA WSO](#)Charlie H.

Content Creation

- a. [Literature Committee | ACA WSO](#): Christine B  
Comline will be live on February 1.  
Two new subcommittees:
  - o Language committee: inclusive, non-directive language
  - o Literature and development: what we have and don't have that we should look to in the future.
 We are working toward a revised BRB.
- b. [Publishing Committee | ACA WSO](#): Sue V.

**VI. Motions read into the Record**

Motions passed from Board Working Session December 9, 2021

- a. **Motion:** To post monthly Teleconference (TC) meeting audio recordings online, beginning with the January 2022 teleconference, and devise a message to be read during TC meetings to ensure that guests do not unintentionally break their anonymity. (Charlie)  
**Second:** Fredrick  
**Background:** Monthly teleconferences are largely informational meetings for the fellowship. This motion promotes transparency and permits the fellowship to listen at any time convenient to them, and to double-check comments made during teleconference meetings.  
**Decision:** Motion passed unanimously. Tamara P. and Jim B. were absent.
- b. **Motion:** To change the composition of the General Manager Oversight Committee. The General Manager Oversight Committee will be made up of the following Board positions:
  - Chair
  - Vice-Chair (as observer only unless chair becomes unavailable)
  - Treasurer
  - Publishing Committee Chair
  - HR Board Liaison

(Sharon F.)

**Second:** Fredrick F.

**Background:** In June 2020, the Board appointed an Operations Manager Oversight Committee to take the place of a single Board Liaison to the Operations Manager (LOM). The composition of that committee was Executive Committee plus IT Chair (Board member at the time) and the HR Committee Chair (Board member at the time). With the addition of the Publishing Committee, it is imperative that the Publishing Committee Chair also be part of the General Manager Oversight Committee.

**Decision:** Motion passed unanimously. Tamara P. and Jim B. were absent.

- c. **Motion:** To ratify Sharon F. as the Interim Service Network Committee Chair (Charlie)  
**Second:** Sue  
**Background:** None  
**Decision:** Motion passed unanimously. Tamara P. and Jim B. were absent.
- d. **Motion:** To approve the following Statement of Purpose for the Service Network Committee:  
To serve as a point of contact and principal WSO committee focusing on the service structure initiatives approved by the ABC Delegates at the 2017 ABC and report to the 2022 ABC Delegates findings and progress made for increased role of the Conference in the active maintenance of the world service. (See attachment for details and current updates). (Sharon)  
**Second:** Charlie  
**Background:** None  
**Decision:** Motion passed unanimously. Tamara P. and Jim B. were absent.
- e. **Motion:** To authorize a third or overflow day to the Annual Business Conference (ABC) schedule within two months of the ABC, for any delegate conversation/voting not completed during the regularly scheduled ABC. This additional session will be held if at least 60% of the ABC delegates votes in favor of it. (Liz C.)  
**Second:** Charlie  
**Background:** Some of the complaints of previous ABC include scheduling too much in the time available, agenda items are rushed, there is not enough delegate input, proposals which are referred to the board may not be addressed in a timely fashion. For the 2022 ABC the date of May 21 is suggested for this overflow day.  
**Decision:** Motion passed unanimously. Tamara P. and Jim B. were absent.

#### Motions passed at a Board Working Session December 23, 2021

- a. **Motion:** To authorize the Literature Committee to re-launch ComLine as an online blog, linked to from the [www.adultchildren.org](http://www.adultchildren.org) site, instead of a quarterly PDF publication. (Sharon) **Second:** Erin  
**Background:** Comline has been a quarterly newsletter published by World Service Organization, which was heavily dependent on sophisticated layout software. It went on hiatus January 2020 due to losing our layout personnel. We envision a blog that will engage the worldwide membership with short (100 - 500 word) postings on several categories. The blog will update new content monthly and will use searchable tags for content topics.

Content will initially include 6 Categories (Voices of Recovery, Beyond Borders, ACA Toolbox, WSO News, Recovery Milestones, and Boundaries). We will assess whether these Categories engage readers and make changes as necessary. ComLine's editorial board intends to recruit writers and/or interview and write relevant content, including asking ACA members to write up shares they may make in meetings.

During an initial ramp-up period the reply posts will be disabled. The blog will function as a more typical newsletter. The title will be ComLine Blog during the ramp-up period. We will later solicit the membership for a new title for the blog with the goal of being easy to find and related to

ACA recovery.

Brad H is Interim Chair of the ComLine editorial subcommittee. The subcommittee includes Brad L and Marcin C (technical and posting), Christine B, Toni A, Cindy D (for general editorial/writing) Charlie H., and Sue V.

**Decision:** Motion passed unanimously. Fredrik, Justine, and Tamara were absent.

b. **Motion:** To approve the contract extension of Markus Sjöborg, publishing staff from Jan 31, 2022 to July 31, 2022 with the same terms of the original contract. (Sue V.) **Second:** Jim  
**Background:** Mr Sjöborg has been working for WSO ACA since late 2020 on publishing activities. There has been a significant increase in the requests from our ACA fellowship to publish English and translated literature for publication. The general manager is in agreement with this motion.

**Decision:** Motion passed unanimously. Fredrik, Justine, and Tamara were absent.

c. **Motion:** To approve the order of 20,000 Hardcover BRB at a cost of \$96,519 plus shipping from Sheridan Printing. (Jim)

**Second:** Jasmina

**Background:** The order is larger than previous orders due to a dramatic increase in lead times because of supply chain disruptions and raw goods market instability. These disruptions have led to much higher printing costs with more price increases forecast for 2022. At the most recent sales rates, this order will eliminate the need to go to print two separate times in the same year.

**Decision:** Motion passed unanimously. Fredrik, Justine, and Tamara were absent.

d. **Motion:** To approve the order of 10,000 Softcover BRB at a cost of \$30,812 plus shipping from Sheridan Printing. (Jim B.)

**Second:** Jasmina T.

**Background:** The order is larger than previous orders due to a dramatic increase in lead times because of supply chain disruptions and raw goods market instability. These disruptions have led to much higher printing costs with more price increases forecast for 2022. At the most recent sales rates, this order will eliminate the need to go to print two separate times in the same year.

**Decision:** Motion passed unanimously. Fredrik, Justine, and Tamara were absent.

#### Motions passed via Specific Concurrence (SC) during November/December 2022

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

a. **Motion:** To move forward with the hotels proposed 2022 menus for the Annual Business Conference (ABC) and Annual World Conference (AWC). (Jim B.)

**Second:** Liz C.

**Background:** The menu description and pricing are needed for the event registration website. We want to allow members to order meals at the same time as they register for the ABC and AWC. We would like to have the registration website live early in December to allow members time to schedule their travel. The meals registration will provide space for members to note any special dietary requests with a message that we will work with the hotel to address them where possible.

**Decision:** Motion passed unanimously.

b. **Motion:** To have the IT Committee, with a group of ACA member volunteers, handle the [meetings@acawso.com](mailto:meetings@acawso.com) email and the meeting list maintenance for WSO. (Jim B.) **Second:** Sharon F.

**Background:** The IT Committee has been actively involved in the definition and implementation of the current meeting list database system. A Meeting List Maintenance Procedures manual has been created to help database users maintain meetings and handle special cases, such as Tradition issues and missing contact information.

The office has been handling the meeting list updates, but the current workload does not really allow extra time to take care of the meeting list updates.

Additionally, we are concerned that the office staff is not necessarily well informed enough to handle the many questions and concerns that come into the [meetings@acawso.com](mailto:meetings@acawso.com) email about handling problems with creating and updating meetings, or safety concerns.

It is our recommendation that ACA members, with the proper training, are better suited to handle the meeting updates and answer questions about meetings. The IT Committee currently has and is aware of volunteers from other committees who are ready to support this effort. Longer term we see Global Members and Member Services being more involved. Our IT Committee also will continue to make improvements to the system to address the fellowships needs. There is a framework in place to allow intergroups and regions to support meeting list updates.

**Decision:** Motion passed unanimously

## VII. Guest Comments

a. Bonnie K. – Q: Did the server protections go through the same things that Zoom went through for bombers?

A: (Brad L.) No, Zoom is a different platform, and this was a different vulnerability.

b. Josh W. – Q: Re the newly-created role of Interim General Manager, in light of the Concepts III, X, and XI: What is the job description of the Interim General Manager? Is there any Authority that has traditionally resided with the Board might that be appropriately handed over to the IGM? (Delegation of Authority/Decision-Making)? Are there other changes in how decisions have traditionally been made at the Board level that might be helpful to empower that role to effectively perform the envisioned duties? The special rights and duties of our executives, staff and consultants, together with a proper basis for the financial compensation of these special workers, will always be matters of serious care and concern.

A: (Charlie) With our current level of growth, our needs have evolved to hire topic-specific professionals, and to have a professional manager that they report to. This is rather than Board members stepping in to manage them which creates a stressful environment for all due to confusion and inconsistency. We are currently searching for an Executive Professional to begin forming this staff infrastructure.

c. Amber D. – Q: RE: the plan to re-launch the planning meeting on February 18, how will it address meeting the eight goals that have been outstanding for some time, but have not been met?

A: (Joe) REA has had a shortage of volunteers, and the re-launch will begin to address the 7 out of 8 goals that are “in progress.” In the future, the progress report will be more detailed. Operational interventions such as how many meetings there are, how the meeting time is used, producing minutes for every meeting - these things help pull the team together to understand who are the actual participating members. The re-launch will attract participation from all fellowship.

d. Joe H. – Q: As a committee, if we have an expense that needs to be approved, how do we submit it for approval.

A: (Lucia) We are in the process of defining that and publishing it in the OPPM.

### VIII. Closing Activities

- Announcements: Next WSO Board Teleconference Meeting is Saturday, February 12 at 2PM EDT.
- Motion to Adjourn -Charlie  
Second: Fredrik  
Decision: Motion passed unanimously.
- Closing Serenity Prayer

*[End of meeting minutes]*

## APPENDIX

### A. 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	The 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 <sup>th</sup> Tradition page currently accepts funds for the fund. The 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 the Literature Committee. Refer to the 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

Issue	Outcome	Status
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

<p>We propose that in future printings of Chapter 19 in the BRB, the second personal share under TRADITION THREE (p. 503) either be deleted entirely, or be edited to remove any reference to the speaker’s dislike of gay people.</p> <p>Friendly-amended version reads, “We propose that in future printings of Chapter 19 in the BRB, the second personal share under TRADITION THREE (p. 503) be deleted entirely.”</p>	<p>Passed - Friendly amendment passes to remove the idea of rework, in favor of simply dropping the passage entirely.</p>	<p>Refer to Literature Committee</p> <p>Status: The Publishing staff have added this change to be done on future print, online and translation publications.</p>
<p>We propose that Adult Children of Alcoholics (ACA) officially change its name to Adult Children of Alcoholics and Dysfunctional Families (ACADF).</p> <p>- combined with</p> <p>We propose that WSO use the acronym ACA/DF in order to include people whose parents are not alcoholics.</p>	<p>Referred to the Board</p>	<p>Refer to the Executive Committee to refine the proposal - Task force to set up a series of Town Halls using KBDM to start a Fellowship Wide discussion? (Include Bill to address DBA and other issues brought forth during the ABC discussions.) Send out a multiple language survey of possible name change choices?</p>

Issue	Outcome	Status
<p>We propose that a Topic book that covers the very unique and specific challenges that ACA deals with be developed. Ideally this would be in a format that each individual topic could be read in 15 – 20 minutes, so can be used as the content of a topic meeting.</p>	<p>Referred to the Board</p>	<p>Groups, Intergroups and/or Regions who are interested in developing this literature are welcome to submit a draft to the Literature Committee. Refer to the 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><b>Issue</b></p>	<p><b>Outcome</b></p>	<p><b>Status</b></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 the Finance Committee - Suggest seeking feedback from IGs and Regions before finalizing.</p>

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.

**B. Treasurer Financial Reports**

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

	<u>Dec 31, 21</u>	<u>Nov 30, 21</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
1000 · Cash & Cash Equivalents	648 444,93	604 128,14
<b>Total Checking/Savings</b>	<u>648 444,93</u>	<u>604 128,14</u>
<b>Accounts Receivable</b>		
1300 · Customer Receivable	5 366,10	7 916,08
<b>Total Accounts Receivable</b>	<u>5 366,10</u>	<u>7 916,08</u>
<b>Other Current Assets</b>		
1320 · SHOPIFY-Shopp'g cart receivable	7 525,22	6 954,85
1330 · Interest Receivable	118,92	116,29
1350 · Prepaid Expenses	44 148,12	62 986,89
1400 · Inventory Asset	154 087,64	130 827,91
<b>Total Other Current Assets</b>	<u>205 879,90</u>	<u>200 885,94</u>
<b>Total Current Assets</b>	<u>859 690,93</u>	<u>812 930,16</u>
<b>Fixed Assets</b>		
1800 · Fixed Assets	48 486,05	49 711,21
<b>Total Fixed Assets</b>	<u>48 486,05</u>	<u>49 711,21</u>
<b>TOTAL ASSETS</b>	<u><b>908 176,98</b></u>	<u><b>862 641,37</b></u>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2000 · Accounts Payable	43 430,30	4 195,00
<b>Total Accounts Payable</b>	<u>43 430,30</u>	<u>4 195,00</u>
<b>Credit Cards</b>		
2011 · Bank of America-Corp Card #1794	5 777,21	8 788,65
<b>Total Credit Cards</b>	<u>5 777,21</u>	<u>8 788,65</u>
<b>Other Current Liabilities</b>		
2100 · Payroll Liabilities	20 212,71	16 444,77
2120 · Sales Tax Payable	9 679,52	9 188,74
2130 · Other Liabilities	2 205,10	0,00
2200 · Accrued Liabilities	9 291,42	8 947,09
<b>Total Other Current Liabilities</b>	<u>41 388,75</u>	<u>34 580,60</u>
<b>Total Current Liabilities</b>	<u>90 596,26</u>	<u>47 564,25</u>
<b>Total Liabilities</b>	<u>90 596,26</u>	<u>47 564,25</u>
<b>Equity</b>		
32100 · Restricted Net Assets	3 010,58	3 537,47
32000 · Unrestricted Net Assets..	684 455,84	683 928,95
Net Income	130 114,30	127 610,70
<b>Total Equity</b>	<u>817 580,72</u>	<u>815 077,12</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>908 176,98</b></u>	<u><b>862 641,37</b></u>

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

	<u>Dec 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4010 - Shopify Revenue	47 966,61	48 935,48	-968,87
4030 - Amazon Revenue	49 280,01	59 403,58	-10 123,57
4050 - Barnes & Noble Revenue	0,00	91,67	-91,67
4060 - Audible Revenue	4 457,55	2 150,00	2 307,55
4070 - Royalty Contract Revenue	0,00	1 050,00	-1 050,00
4080 - 7th Traditions Contributions	44 726,83	18 416,67	26 310,16
4150 - European Sales	14,00		
4200 - Other Revenue	2 725,25	483,33	2 241,92
<b>Total Income</b>	<u>149 170,25</u>	<u>130 530,73</u>	<u>18 639,52</u>
<b>Cost of Goods Sold</b>			
5000 - Shopify-Cost of Goods Sold	34 625,34	34 697,32	-71,98
5050 - Amazon COGS	40 227,73	39 115,43	1 112,30
5560 - International Printing Costs	2 887,12		
<b>Total COGS</b>	<u>77 740,19</u>	<u>73 812,75</u>	<u>3 927,44</u>
<b>Gross Profit</b>	<u>71 430,06</u>	<u>56 717,98</u>	<u>14 712,08</u>
<b>Expense</b>			
6010 - Payroll Expense	22 256,69	29 277,23	-7 020,54
6030 - Payroll Taxes	2 252,81	2 300,29	-47,48
6050 - Travel & Mileage Expense	4 439,98	1 341,67	3 098,31
6054 - Contractors	5 104,64	6 583,33	-1 478,69
6057 - Events	10 174,93	1 026,67	9 148,26
6070 - Program Initiatives	4 207,89	1 629,17	2 578,72
6080 - Professional Fees	7 700,35	5 467,84	2 232,51
6090 - Technology IT Support	2 929,73	3 222,11	-292,38
6100 - License & Permits	104,00	8,33	95,67
6110 - Insurance Expense	239,58	255,08	-15,50
6120 - Rent Expense	3 949,43	3 927,65	21,78
6130 - Utilities Expense	331,47	525,00	-193,53
6140 - Office Expense	1 212,66	1 250,01	-37,35
6150 - Dues and Subscriptions	56,04	91,67	-35,63
6160 - Repairs & Maintenance	0,00	208,33	-208,33
6180 - Warehouse Supplies	0,00	833,33	-833,33
6190 - Tax Expense	97,00	91,66	5,34
6200 - Bank & Merchant Fees	4 045,49	2 162,50	1 882,99
6210 - Depreciation & Amortization	1 225,16	1 460,75	-235,59
9999 - Suspense	-1 401,39		
<b>Total Expense</b>	<u>68 926,46</u>	<u>61 662,62</u>	<u>7 263,84</u>
<b>Net Ordinary Income</b>	<u>2 503,60</u>	<u>-4 944,64</u>	<u>7 448,24</u>
<b>Net Income</b>	<u>2 503,60</u>	<u>-4 944,64</u>	<u>7 448,24</u>

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

[End of Appendix