



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 MINUTES
February 12, 2022
2:00PM EST

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)	List of International Numbers https://zoom.us/j/adSv3hv19d

I. Opening

- A. Call to Order – Open with the ACA Serenity Prayer (Zoe H.)
- B. Roll call of Board Members: Charlie H., Erin D., Fredrik H., Jim B., Justine F., Liz C., Sharon F., Tamara P.

Absent: Jasmina T., Sue V.

Notetaker: Trish I. - Assistant to Board Secretary
- C. Quorum - established
- D. 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.
- E. Guest Introductions: 35 guests attended
- F. Tradition Two – *For our group purpose there is but one ultimate authority – a loving God as expressed in our group conscience. Our leaders are but trusted servants, they do not govern.*

II. Minutes:

- A. October 2021- link to document: [TCM_2021_1009_October.pdf](#)
 - Move to approve Minutes of October 9, 2021 Teleconference Board Meeting (Charlie H.)

- Second: Justine
- Decision: Motion passed unanimously. Sharon F. abstained; Sue V. and Jasmina T. were absent.

B. December 2021 – link to document: [TCM_2021_1213_December.pdf](#)

- Move to approve Minutes of December 13, 2021 Teleconference Board Meeting (Tamara P.)
- Second: Liz C.
- Decision: Motion passed unanimously. Sharon F. abstained; Sue V. and Jasmina T. were absent.

C. January 2022 – link to document: [TCM_2022_0108_January.pdf](#)

- Move to approve Minutes of January 8, 2022 Teleconference Board Meeting (Tamara P.)
- Second: Liz C.
- Decision: Motion passed unanimously. Sharon F. abstained; Sue V. and Jasmina T. were absent.

III. Administrative Reports

A. [Treasurer's Report | ACA WSO](#) – Fredrik H.

[Fredrik - Presents December financial statements on screen and briefly goes through it - link:

<https://acawso.org/2022/01/06/finance-committee-report-december-2021>

Balance Sheet

- We ended the month with \$908,177 in Total Assets. The previous month was \$862,641, resulting in an increase of \$45,536.
- Our Total Cash and Cash Equivalents increased by \$44.3k. Prepaid Expenses decreased by \$18.8k which includes the write-off of the \$10k ABC/AWC 2022 hotel deposit. Inventory Assets show a net increase of \$23.3k, due to a large order of Loving Parent Guidebooks, and Meditation Books, less the normal sell-through of Inventory.
- WSO's Total Liabilities & Equity was \$908,177 at the end of the period. This is an increase of \$45,536 from the previous month. We end the year with a Net Income of \$130,114.

Profit and Loss Current and Previous Month:

- Total Income for the month was \$149.2k, showing an increase of \$3.6k from the prior month.
- WSO Expenses on the P&L include payroll, overhead and operating expenses. Overall WSO Total Expenses were \$68.9k this month, which were higher than the prior month by \$4.2k. Included in expenses is the write-off of the \$10k hotel deposit for the cancelled 2022 ABC/AWC. After deducting expenses from the Gross Profit, WSO was left with net Income of \$2,504 for the month.

Profit and Loss to Actual Budget

- Our Total Income of \$149.2k was \$18.6k more than the Budgeted amount of \$130.5k, or about 14.3% higher than what we budgeted. Shopify sales were \$48k and 2% lower than the budget. Amazon sales were \$49.3k and 17% lower than the budget. The 7th Tradition Contributions came in \$26.3k higher than what was budgeted.

- Our expenses for the month were \$7.3k higher than budgeted. Overall, for the month, our Actual Net Income of \$2,503 was higher than the Budgeted Net Loss of \$4,983.

7th Tradition Contribution Report

- WSO received \$44,727 in 7th Tradition Contributions for the month from members, groups, intergroups and regions. Contributions increased \$29.5k from the prior month.
 - See list on website for details.
- Contact Fredrik H. or Lucia S. if interested in serving on the Finance Committee.

B. Executive Committee | ACA WSO Charlie H.

- Charlie - This committee approves expenses under \$2,000 and previews motions before they come to the Board. It is made up of Board Chair, Secretary, Vice Chair, Treasurer and other Board members who can join these committee meetings.

C. Chair Report – Charlie H.

ABC and AWC

- After getting input at the January TC meeting which was overwhelmingly in favor of canceling the in-person meetings, the Board voted to hold these as virtual meetings this year due to the pandemic.
- The hotel agreed to just keep the \$10,000 deposit, and there are not any additional costs as we originally thought, which is significantly less than expected.

Posting Audio Recordings of Monthly TC Meetings

- We are now posting the audio recording of monthly TC's on WSO website since it is not realistic for those who live in certain parts of the world/different time zones to participate live.

[Brad L. demonstration on how to access these recordings on WSO website - link:

<https://acawso.org/monthly-telecom-recordings>]

Initial Consideration of Book Price Increase

- The Board approved the budget for 2022 this past week with one pending item. The Finance Committee has proposed a book price increase. The Board is considering this yet has never been enthusiastic about increasing the costs of our literature. If literature prices are increased, this will be the first time. We want to get your initial feedback on this proposal today so we can reflect on it as we consider this proposal.

The three main reasons for increasing the price of literature are:

1. Historically the books were published and available in the US and over the past several years we have moved to serve the whole world. Our literature is now published in four countries and in many languages. We went from local publishing to a worldwide publishing operation. This is exciting, however it is a much bigger/more complex business now with more expenses. The increase in book prices will allow us to make this leap to global production and availability of our literature.

2. COVID-19 has impacted costs and inflation too. Our publisher in the US raised costs 30% last year, and then said they could not print out books since they did not have paper. Our staff then moved to a publisher in India which has expense impacts (e.g. shipping, increase in warehouse storage, etc.).
3. There has been an increase in the cost of living over the past 16 years yet there has not been any increase in the costs of books and a lot of our revenue is from book sales.
 - We would have to cut approximately \$100,000 from this year's budget if we do not increase the book prices, and this would mean cutting staffing costs.
 - The Board wants to limit increases to only what is needed and we need to consider this option to adapt to our rapid growth. We want to get your initial input and the Board will come back at next month's TC with various options.
 - Fredrik - The main reason for this proposal is that our fellowship is growing which means our costs are growing rapidly. Initially this means expenses are more and in a few years then revenues will increase too. We also considered that unlike other fellowships, 80% of ACA's income is from book sales.

[Bill D., General Manager, presents a PowerPoint presentation on the history of book prices, book prices with inflation, warehouse costs increase, budget deficit without book price increase, etc.]. See: [2022 Book Price Increase v6 for TC.pdf](#)

D. Guest Questions/Comments on Possible Literature Price Increase (15 minutes)

Summary of Comments/Suggestions/Questions (13 Guests)

- All of the guests who spoke supported the idea of a price increase for ACA literature based on the presentation.
- One person requested a copy of the PowerPoint presentation that Bill gave.
- One person requested to see what percent of the expenses in the budget goes to publications since 80% of the revenues are from books.
- A few guests suggested the Board consider not raising prices just to the minimum required, so that they do not have to be raised again in 6 months or one year.
- A former Board member stated that one reason the Board did not raise prices in year's past was because we began to purchase in larger quantities which drove the unit cost down.
- A guest stated that book prices should be considered each year in regards to the cost of living increase. We need to think about not just today, but tomorrow too; add a little increase every year to get up to where it should be.
- In response to a question about what literature is published, a member of the Literature Committee clarified that the Literature Committee does not write literature. The function is to respond to literature submitted for review for approval. Committees can submit literature proposals to the Literature Committee for publication.
- Two people expressed concern about reducing staffing costs if literature prices are not raised - as this is not a direction we want to go in since we are growing worldwide and to prevent volunteers from getting "burned out."
- A guest asked if there will be an increase in the price of eBooks too.

- Bill D. - No, eBooks are not subject to the cost of goods sold. Also, if we increase the costs over \$9.99 then Amazon will get a higher percentage of profit (35% increase).
- A number of guests expressed concern that book sales revenue is covering a large part of the annual budget.
- One guest suggested considering whether publishing can be self-supporting and to explore other ways of covering expenses, such as looking at increasing 7th tradition contributions (e.g., the Board sending out a letter requesting contributions to keep operations going).
- One guest asked to see the history of how long books sales have been covering such a large part of the annual expenses.
- Others suggested the Board consider this proposal at the same time as looking at:
 - Increasing donations for meetings
 - Improving 7th tradition (fellowship donations) including re-looking at the percentage formula for 7th tradition
 - Determining how this will affect the 30% discount for Intergroups' book purchases.
 - Reconsidering the structure of WSO (e.g. publishing as a separate entity).
- A guest suggested a task force could be created for this topic and those related as indicated above points and whether this proposal should come to the next ABC.
- At the end of this section, Charlie said that the Board will work with IT to come up with a way on the website for how people can continue to provide their comments on this topic for consideration (e.g. email or online form).

IV. Committee Reports: *[Since the meeting was running late, Charlie requested that only urgent updates/announcements are given in this section due to time constraints]*

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

Business Operations

- A. [WSO Office | ACA WSO](#): Bill D.
- B. [Finance Committee | ACA WSO](#): Fredrik H.
- C. [IT Committee | ACA WSO](#): Brad L.
 - The ACA world convention website is open and you can register for the ABC and AWC.
 - If you registered for the event when the event was going to be in San Francisco, either in person or virtual, you need to register again.
 - We are looking for more applications for workshops at the AWC.
- D. [Distribution Center Oversight | ACA WSO](#): This committee is in a temporary pause, pending organization of the Business Operations Collaboration Committee.

Fellowship Engagement

- E. [Representation, Equity and Accessibility Ad-Hoc Committee | ACA WSO](#): Joe H.
- F. [European Committee | ACA WSO](#): Fredrik H.
 - There has been a re-launch of the translation subcommittee to Publishing and there will be a big meeting on February 16 at 7pm, central European time, 1:00pm eastern US time. If interested to join please contact me.
- G. [Global Members Committee | ACA WSO](#): Sue V.
- H. [Member Services | ACA WSO](#): Tamara P.
- I. Public Services Committee with H&I
 - [Public Services | ACA WSO](#): Jim B.
 - [H-and-I Committee | ACA WSO](#): Rich R.
- J. [Meeting and Service Safety Ad-Hoc Committee | ACA WSO](#): Rich R., Delinda H.

Policy & Structure

- K. [ABC AWC Committee | ACA WSO](#): Liz C.
 - Dates have been chosen and published. The correct dates for the ABC are Friday and Saturday, May 6 & 7- times TBD. And the dates for the AWC are Saturday and Sunday, May 21-22. This committee meets on the first and third Saturdays of the month at 10:30am EST and anyone who would like to help plan for these events is welcome to join.
- L. [ABC Proposals & Ballot Prep | ACA WSO](#): Jim B.
 - We had our town halls and reviewed all the proposals and audio of these are on the website. Voting will begin on February 15th and we will send out a mailing to all the registered groups, inner groups and regions.
- M. [Archives | ACA WSO](#): Marcia J.
 - We have close to 50 volunteers to do oral history. We are having a meeting next Saturday at 2:30pm EST to answer questions and information will be on Slack.
 - We have come to an agreement about a cataloging platform and it still needs to go to the Board for approval.
- N. [Human Resources Committee | ACA WSO](#): Jasmina T.
- O. [OPPM | ACA WSO](#): Kelle J.
- P. [Nominating Committee | ACA WSO](#): Denise R.
 - I would like to clarify the mission of this committee - it is to vet and identify ACA members from throughout the full range of the ACA world fellowship, whose skills, experience, wisdom and program knowledge support their ability to be trustees. The Committee is responsible for forwarding qualified candidates to the Board for consideration. We have openings for the Board and on this committee so if you know someone, please encourage them to apply.
 - Erin - The Delegate Engagement sub-committee is trying to “find its feet again.” We are planning an open house as a time for delegates and new delegates to give us their questions and be able to point them to different resources. There is also a Slack channel for delegate engagement and we will be communicating with the delegates as they register. The

committee does not currently have any officers so welcome anyone interested in getting involved.

Q. [Service Network Committee | ACA WSO](#): Charlie H.

Content Creation

R. [Literature Committee | ACA WSO](#): Christine B.

- Welcome to Justine. She has become the interim Chair of Literature in Development and will work with us to create a long-term strategy for literature. This includes a revision of the BRB. The ComLine is back in operation and we post new content on the 1st and 15th of the month. We thank all those who got it up and running. There is a link for comments on the blog.
- At the next quarterly meeting on April 1, we will be inviting all groups through fellowship who are working in any way shape or form on things that might end up being content and having an open conversation.

S. [Publishing Committee | ACA WSO](#): Sue V.

- The Publishing Committee is working all over the world actively working with a number of simultaneous translations. And we are also working to straighten out our copyrights so that we have consistent copyright pages on all of our documentation. There are regional print hubs all around the world so lots of exciting things going on with publishing.

V. Motions read into the Record

A. Motion passed at a special vote at the Executive Committee Meeting on January 6, 2022

Motion: To approve the order of 1,000 Softcover YWB at a cost of \$3,814.99 plus shipping from CHG Printing (Charlie H.)

Second: (Fredrik H.)

Background: This is the first order in almost 4 years with 500 ordered last time in late 2017. This is larger than previous orders due primarily to an increase in H&I activity, but also 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. Board Detail: This is the largest quantity ordered for this YWB book softcover style to date and is over \$2,000 so it will require full board approval. The current quote and 1 past order (we could not locate a prior order earlier than the late 2017 invoice) are attached per previous board request. We solicited quotes from other printers including Sheridan. While Sheridan was a little less expensive, their delivery estimate was the end of March 2022. CHG Printing lead time was 6 weeks which would put it in our hands a full six weeks ahead of Sheridan. The rationale for going with CHG is that we were recently asked for a quote of 191 units by the California Prison System and do not have but 135 remaining in stock. They can better accommodate the lead time we require to fill the Calif Prison order much faster than Sheridan. We have shipped about 100 per year for the last 4 years so we would normally not order for another 6 months but with the pending order from the prisons, we will need them sooner.

Decision: Motion passed unanimously. (Fredrik, Sharon and Justine absent)

B. Motions passed at a Board Working Session January 27, 2022

1. **Motion:** To approve the purchase and installation of 3-12' x 144" pallet racks in the amount of approximately \$2,900 to provide storage capacity for incoming book orders. (Sue V.)

Second: Sharon F.

Background: The additional storage space being secured needs pallet racks installed to accommodate all of the books being ordered. They will be similar to the racks currently installed in the warehouse.

Decision: Motion passed unanimously.

2. **Motion:** To authorize the GM to replace Sheridan Printers with another printer for the BRB HC, BRB SC, and LPG pending orders. (Sharon F.)

Second: Sue V.

Background: The printer we have used to print the BRB in the US cannot obtain the paper needed to fulfill these orders due to supply chain issues. They cannot predict when they will have it. We are at a critical point in our inventory level where these must be ordered now to prevent out of stock situations for all of these titles.

The GM and Publishing Staff have researched the world for printers who can handle this volume of books at a cost that WSO can buy them and not raise the prices drastically.

Two printers have been located that can do them for a competitive cost and deliver them to the Signal Hill address. We are in final negotiations with both printers and which books will be printed by which printer is to be determined.

Decision: Motion passed unanimously.

3. **Motion:** To approve the lease of additional warehouse space at 1406 E 33rd Street in the same business park as the WSO headquarters in Signal Hill, CA for a monthly lease cost of \$2,038 to accommodate the needed increase for storage available for books printed overseas. (Sharon F.)

Second: Sue V.

Background: The warehouse capacity of WSO needs to be increased substantially to accommodate incoming overseas print orders that is due to paper shortages in the US with our domestic printers.

These supply chain disruptions have occurred as a result of a major pulpwood and paper manufacturer closing its plant in Tennessee. We have searched all over the US for a printer who can print the books at a comparable cost to the existing printer.

We have gone overseas to Asia to obtain pricing including shipping. In order to receive these prices, which include ocean shipping, WSO must take shipment of the entire book orders and not

leave 50% of the books behind in the printer's warehouse.

This quantity of books will not fit into WSO's existing warehouse, so the only alternative is to lease warehouse space. We are fortunate this space is available, and we can use our forklift to shuttle pallets of books between the facilities as needed.

Here is a link about the closing of the mill:

<https://www.bloomberg.com/news/articles/2021-12-16/resolute-idling-u-s-pulp-mill-in-latest-hit-to-paper-supplies>

Decision: Motion passed unanimously.

4. **Motion:** To add the GM as an authorized signer on the ACA WSO financial accounts with two other Trustees, which would normally be the Chair and Treasurer providing both are eligible to serve. The Board may replace either the Board Chair or the Treasurer as signers on the account with other Board members by majority vote of the Board of Trustees. (Charlie H.)

Second: Fredrik H.

Background: The business operations of ACA WSO require a professional employee to be able to handle situations that arise due to non-routine financial needs such as check writing, Zelle transfers for electronic payments, credit card and debit card transactions, and issues with online account management that may arise from the controller or accountants during business hours.

This will also allow the GM to speak with the bank as an authorized signer to help resolve issues that may arise such as those related to the change in account signers.

This motion is in alignment with signing authority practices common to other 12 Step Fellowships' service organizations that has been documented by obtaining copies of the job descriptions of their executives.

Decision: Motion passed unanimously.

5. **Motion:** To create four Collaboration Committees (CC's), which each will meet at least once monthly to coordinate related committee and volunteer activity according to designated areas of responsibility. The Collaboration Committees will operate on a pilot basis for up to 18 months, with a scheduled review and possible reorganization to commence at the end of 2022. Additional information about the CC's during this pilot phase is as follows:

1) The following Collaboration Committees will be established. A full roster of the initial CC's will be listed in Section 6 of this motion.

- a. Business Operations
- b. Fellowship & Public Engagement
- c. Publishing, Literature, & Educational Resources

d. Policy & Structure

2) The CC's each will be made up of at least two board members and the chairs of participating committees and temporary working groups. The two board members and each participating committee/working group will each have one vote.

3) The CC's will hold their first meetings no later than March 2022 and take up to three months with committees and working groups to organize and set broad goals for 2022. As they become fully operational, the CC's will perform the following functions.

- a. Serve as a liaison between the board and individual committees/working groups. Each CC will report monthly to the board, and support an ongoing interactive dialogue between the board and committees/working groups. The board, in turn, will assign new goals to appropriate Collaboration Committees, rather than to an individual committee or working group.
- b. Convene monthly meetings and collectively set and assign new priorities for appropriate committees and working groups. All committees will be represented by their chair or another designated representative at the CC meetings, as part of their committee obligations.
- c. Ensure a thorough vetting of emerging proposals, checking them against a uniform "informed group conscience" process. When proposals are ready, the CC will submit them to the board for action. Except in emergency situations, as affirmed by a 2/3 board vote, the board will only consider motions submitted by the appropriate CC, and will not consider motions submitted directly to the board by committees that are part of a CC.
- d. Support committees/working groups in maintaining internal focus and clear priorities, using such tools as a group inventory, and balancing the values of informed group conscience against the need for tangible fellowship service in a timely manner.
- e. Provide combined Collaboration Committee reports at the monthly teleconference and Annual Business Conference. These reports will communicate major committee/working group activity. Committees will continue to post monthly written reports online.
- f. Create temporary or ad hoc working groups, as needed, to achieve goals that may require participation of more than one committee. Set timetables for delivery as required.
- g. Ratify committee officers, priority lists, and statements of purpose.
- h. Post monthly written reports with summaries of CC meetings, motions submitted to the board, and any other major actions.
- i. Oversee completion of assignments received from the Board and/or ABC.
- j. At the board's direction, or through mutual agreement between Collaboration Committees, supply liaisons to other CC's to ensure communication and collaboration when needed to complete shared business.
- k. Work collaboratively with the board in conducting an annual review of the WSO committee roster.

4) Each board member will be assigned to one CC every July 1 and serve a one-year term. Board members may serve as voting members on a maximum of two Collaboration Committees. When

board members cannot complete their terms as a CC member, the board will fill vacant positions. Board members may serve a maximum of three one-year terms on a CC. If they serve more than six months while completing another board member's term, they may serve a maximum of two full one-year terms on a CC. The board's chair and vice chair may participate as non-voting members of all CC's.

5) The board will maintain a written record of board assignments to Collaboration Committees, which will be included in the monthly Teleconference agenda. The most current listing of board assignments will be approved in a voice vote at each TC.

6) The initial makeup of the Collaboration Committees is listed here. However, all CC's will examine their appropriate activity lists and may work together to reorganize committees, working groups, and areas of responsibility, so this initial lineup is subject to change.

1. Business Operations

1. Finance
2. Business IT
3. Publishing (New titles and distribution channels, including translations)
4. Merchandising, Inventory & Distribution (reprints & maintenance of established channels, medallions, etc.)
5. Law firm Liaison/Copyright Protection
6. HR firm liaison
7. General Manager

2. Fellowship & Public Engagement

1. Global Member Services
2. European Committee
3. Member & Public Services
 - i. Regions & Intergroup outreach
 - ii. Public Services/H&I
4. Events & Workshop partnerships (including AWC programming support)
5. Representation, Equity, and Accessibility
6. Meeting Directory

3. Content Development

1. Literature
2. Publishing Interface (standards for pre publishing, translation policy and support)
3. ComLine
4. Fellowship Service Manual
5. Oral Histories
6. Online Educational Resources
7. Website & IT Support

- i. Newsletters & special mailings (eg, Traveler)
- ii. Web content
- iii. IT support for committees

4. Policy & Structure

- 1. Policy Manual & By-Laws
- 2. Archives & Document Retention
- 3. Service Network
- 4. ABC/Ballot Prep/Delegate Engagement
- 5. Nominating Committee
- 6. Volunteer Resources
 - i. Service Safety policy & resources
 - ii. WSO volunteer service policies & support

(Charlie H.)

Second: Sharon F.

Background: The growth in ACA World Service committee activity has caused growing frustration and slowness in completing important strategic priorities. One key element has been the board's inability to effectively manage communications with roughly 18 committees, or to effectively process complex motions when they arrive with little advance education about the key issues. In addition, committees often have few resources to reset themselves if they lose focus or unity. After extensive discussion with committee volunteers, the board is seeking to launch an extended pilot program in which committee activity can be organized and harmonized by four Collaboration Committees. This motion effectively launches the pilot by giving the four Collaboration Committees enough authority and definition to convene organizational meetings with their particular committees and working groups, and to harmonize committee activity once fully functioning.

Decision: Motion passed unanimously.

Motions passed via Specific Concurrence (SC) during January and early February 2022

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

1. **Motion:** To authorize the GM to be the primary contact for WSO Amazon accounts using the acabooks@acawso.org email account as the official login for the primary account and as the primary contact email. (Charlie H.)

Second: Jim B.

Background: The GM needs to have access to the primary contact account because it is the account that Amazon recognizes as the primary contact. The treasurer email currently is the account that receives notices that are time sensitive or used to log in to Amazon to resolve account issues that the lower tiered acabooks cannot resolve. It has been our experience that

certain communications with Amazon accounts must emanate from the primary contact login or Amazon won't recognize it and respond.

By having the GM as the primary contact using the acabooks email and the board listed as beneficial owners, the board is still able to exercise its fiduciary responsibility. By having the acabooks login and email account available to the Treasurer and a designated board member the board could maintain its active oversight role of the accounts.

Decision: Motion passed unanimously. Sharon F. was absent. (1/21/2022)

2. **Motion:** To update the OPPM for the Ballot Preparation Committee section C on proposal submission. The changes reflect format changes for the ballot proposal submission process, clarifies who can submit a proposal and provides contact information. (Jim B.)

Second: Sue V.

Background: The 2021 Proposal submission process was changed and new sections added. The new format details are provided. Also it was not clear who could submit proposals, this information is explicitly provided now. Please see the attached document for the proposed updated section and what it is currently. These changes have been reviewed by the OPPM and BPC members. These changes have been reviewed by the OPPM and BPC members, and provided to the Board of Trustees.

See this link to the document with the specific changes proposed:

 [BPC Proposal of Changes.pdf](#)

Decision: Motion passed unanimously. Sharon F. abstains. (2/7/2022)

3. **Motion:** To authorize the office to extend the 30% discount to non-profit organizations and government entities who request discounts for literature purchases. (Sue V.)

Second: Jim B.

Background: Non-profit organizations and government entities do work for the common public good and as such often have limited funds. By discounting the literature for these non-commercial entities, WSO is supporting the carrying of the message to the still suffering adult children and others who have been affected by trauma and dysfunction in their lives. These entities would not normally purchase from Intergroups or Regions as they require detailed invoices for documentation of the expenditure for their auditors.

Decision: Motion passed unanimously. Sharon F. absent (1/17/2022)

4. **Motion:** To immediately invoke force majeure on a hotel contract connected with a planned in-person 2022 ABC/AWC, on the grounds that Covid has made it impossible to attract sufficient attendance, and instead plan an all-virtual annual meeting this year. In addition, make full

refunds to everyone who paid food and event registration fees. Hotel consultant Helms Briscoe is authorized to negotiate next steps with the San Francisco Downtown Hilton. (Charlie H.)

Second: Liz C.

Background: The Omicron variant has made it impossible to market an in-person ABC and AWC this year, creating unacceptable health risks, as well as risks of financial losses if attendance targets cannot be met. Discussions at the Jan. 8, 2022, WSO monthly teleconference, and at a Jan. 9, 2022, meeting of the San Francisco local host committee, identified that a strong majority favor holding an all-virtual annual meeting this year.

Decision: Motion passed unanimously. Sharon F. was absent. (1/12/2022)

5. **Motion:** To hold the virtual 2022 ABC/AWC on the following dates (Times TBA) (Liz C.)

- ABC: Friday and Saturday May 6-7, 2022
- AWC: Saturday and Sunday May 21-22, 2022

Second: Tamara P.

Background: In 2021 the virtual ABC/AWC were held on two consecutive weekends. It is the opinion of the ABC AWC committee that having two consecutive weekends of recovery and service was difficult and overwhelming for mind, body, and spirit. These dates were chosen with an attempt to avoid conflict with religious and national holidays.

Decision: Motion passed unanimously. (2/5/2022)

6. **Motion:** To approve the sale of the Japanese BRB directly to the fellowship at a cost of \$15 USD including shipping. (Sue V.)

Second: Jim B.

Background: The cost to print each Japanese BRB is approximately \$7.31 plus a shipping cost of \$3.45 per book for a total of \$10.58. This will yield a profit margin of 29% which is in line with a publisher to bookstore profit margin of 30%. There will be a separate motion made later to set the price for selling on Amazon Japan.

Decision: Motion passed unanimously. Sharon F. was absent. (1/15/2022)

7. **Motion:** To sell the Japanese YWB direct to the fellowship for 1,450 Yen (USD \$12.50 equivalent) including shipping to Japan. (Bill D.)

Second: Sue V.

Background: The cost to print each Japanese YWB is approximately \$4.63 plus a shipping cost of \$3.45 per book for a total of \$8.08. This will yield a profit margin of 35% which is in line with a publisher to bookstore profit margin of 30%. The initial print run may have partial shipping subsidization in lieu of the IG receiving royalty free books. This is a similar motion to the Japanese BRB motion approved by the board on January 13th.

Decision: Motion passed unanimously. (2/1/2022)

8. **Motion:** To approve the printing of 500 Japanese YWB by Thomson Press for approximately \$2,314 USD. (Sue V.)

Second: Jamina T.

Background: The Japanese Fellowship has successfully translated the YWB into Japanese and turned the file over to WSO. They want WSO to print the book and handle the IG sales. They also would like WSO to sell it on Amazon Japan. It is cost prohibitive to print it in the US and ship orders to Japan so WSO has sought quotes from two international printers. The lowest per unit cost printer with the quickest delivery time was Thomson Press in India. The initial print run will have partial shipping subsidization in lieu of the IG receiving royalty free books. This is a similar motion to the Japanese BRB motion approved by the board on January 13th.

See calculation of selling costs at this link:



Decision: Motion passed unanimously. (2/1/2022)

9. **Motion:** To approve the maximum list price for all eBooks is \$9.99 USD with the understanding that specific countries may be adjusted downwards for economic reasons. (Sue V.)

Second: Jim B.

Background: The eBooks of our ACA literature are set for \$9.99 USD. Kindle pays a 35% royalty on eBooks priced above \$9.99, but pays a 70% royalty on eBooks priced at or below \$9.99. Amazon will adjust downwards automatically for economic conditions and the Publishing Committee will further adjust downwards if there is a concern for "ACA affordability" in our specific countries.

We would like a broad-based agreement for e-books. The Publishing Committee does not believe we need to take the board's time for each eBook. Currently eBooks can be kindle or Barnes Noble. There is excellent oversight from the Publishing Committee. We will keep the board informed.

Decision: Motion passed unanimously. Sharon F. was absent. (1/17/2022)

10. **Motion:** To authorize the printing of 500 copies of the Japanese language BRB with Thomson Press in India for a total cost of approximately \$3,565 USD. (Sue V.)

Second: Jim B.

Background: The Japanese Fellowship has successfully translated the BRB into Japanese and turned the file over to WSO. They want WSO to print the book and handle the IG sales. They also would like WSO to sell it on Amazon Japan.

It is cost prohibitive to print it in the US and ship orders to Japan so WSO has sought quotes from two international printers. The lowest per unit cost printer with the quickest delivery time was Thomson Press in India. The initial print run will have partial shipping subsidization in lieu of the IG receiving royalty free books.

Decision: Motion passed unanimously. Sharon F. was absent. (1/17/2022)

11. **Motion:** To approve the registration of the names of our organization currently used in our ACA literature to comply with the law as follows: “Adult Children of Alcoholic/ Dysfunctional Families”, “Adult Children of Alcoholics Dysfunctional Families World Service Organization, Inc” and “Adult Children of Alcoholics and Dysfunctional Families World Service Organization” (Sue V.)

Second: Jim B.

Background: This motion is different from the ballot proposal about ACA's name. WSO did not register the names listed below for our organization. These different names are currently listed in our BRB, YWB, LLWB, SMR and LPG. Registration of the additional business name (s) protects our interests and brings our literature in alignment with business requirements.

Decision: Motion passed unanimously. Sharon F. was absent. (1/17/2022)

12. **Motion:** To approve the purchase of Smartsheet project workflow management software at a cost of approximately \$2,720 for the first-year subscription and training. (Charlie H.)

Second: Jim B.

Background: WSO staff and volunteers need tools to do their jobs. Specifically, project and workflow management tools. Staff and 3 committees (Publishing, IT, and Literature) have examined various other software products with these capabilities and find Smartsheet the best suited program for our needs. These committees and staff have endorsed its use. By acting today, we will receive one free license for one year during their promotion.

Decision: Motion passed unanimously. (1/31/2022)

13. **Motion:** To authorize the General Manager to change the HR consultants currently under contract with ACA WSO as long as there is no cost increase or unacceptable performance degradation. (Fredrik H.)

Second: Justine F.

Background: The Finance Committee, General Manager and HR Liaison have examined the services offered by our current HR consulting firm compared to the HR services offered by the firm we currently use for Payroll processing. By consolidating the two services under one vendor we can save approximately \$4,000 per year.

Decision: Motion passed unanimously. Sharon was absent. (1/19/2022)

14. **Motion:** To approve the following ACA Workshop and Event Policy (Erin D.)

ACA Workshop and Event Policy

In order for an individual or ACA service body to present a Workshop or Event under the umbrella of the ACA name, it must adhere to the following criteria:

- Events listed on the Service Website Calendar must be sponsored by a registered ACA service body (eg, group IG, Region or WSO).
- The content must support the principles of the ACA Program, including the Steps, the Traditions, the ACA Solution our Conference-Approved Literature, including literature in development, literature approved for fellowship review, pending conference approval.

- The Presenters must be active members of the ACA Fellowship and cannot promote their professional services and outside literature during the Workshop or Event.
- The content of the Workshop or Event must address the various topics of specific interest to our Fellowship of recovering adult children that promote recovery in ACA.
- If a flyer is presented, it must include the ACA service body that is sponsoring the Workshop or Event, or that WSO is the sponsor.
- 7th Tradition Contributions may only be solicited to cover the direct costs of the Workshop or Event, and to support the purpose of the sponsoring ACA service bodies.

Second: Justine F.

Decision: Motion passed unanimously. (1/24/2022)

VI. Guest Comments - Summary

- A guest commented on the last motion about Event Policies and how important this was based on a recent personal experience she had. She reached out to someone about a posted workshop and the person was upset. She was not sure if she handled it well.
 - Erin D. responded that it sounded like she did a wonderful job handling this situation, and these situations/questions can be posted on the Events channel for everyone to see and learn from.
 - Mary Jo, from the IT/Meeting List Committee, said that they will add an extra step into the process, to contact the sponsoring group to confirm that they actually are sponsoring the event before it is posted.
- A guest asked about a Meeting listing that she requested be posted and initially heard it was an “outside issue” so it was not approved. She asked for clarification as to the definition of an “outside issue.”
 - Mary Jo, from the Meeting List Committee, stated that the workshop she submitted will be approved/posted. Also, the committee is still figuring out how to define “outside issues” and is working on this. The committee is trying to be as sensitive as possible to all the different issues/traumas that come up. They also have a large volume of requests to handle.
 - Brad D. added that the volunteers on this committee work many hours a week to handle the meeting requests/updates and with the workload, mistakes can be made. The committee would love to have more volunteers.
 - A guest shared that she thought it was important that any event that is approved keeps to the principles of the tradition.
 - Another guest was concerned that if racial trauma was considered an “outside issue” that religious trauma would also be this, and she hoped this would not be the case.
 - Charlie H. responded that “racial trauma” listing was approved and this raises the question as to what “traumas” are within the scope of ACA. There needs to be a holistic way of evaluating these questions.
- A guest asked about the information posted on the Events channel about the ABC and if it was ready to be shared with the entire fellowship.

- Liz stated that “yes” this information can be shared.
- A guest from Poland asked about an issue that has not been resolved via email. Their group had placed an order for the Loving Parent Guidebook and wanted to distribute them, yet they were not able to since they were still waiting for an invoice for the cost of delivery. It has been several months and the book is waiting to be sold and people want to have it.
 - Bill D., General Manager explained that due to the unusual set-up of having the shipping paid for by WSO for the Intergroups who bought this book, it has taken time to get the VAT tax costs. He finally got this information yesterday and Lucia will be sending an email with the invoices this Monday or Tuesday, then these books can be sold.
- A guest asked that since the Board has historically and currently is overwhelmed with tactical day-to-day issues and therefore not able to address bigger and longer-term things, is there a plan for the transition of these items to the General Manager.
 - Charlie replied that one necessity for becoming more professional, is to have paid staff under a General Manager. This is the direction we are going in and is a high priority. We have begun to fundamentally define a new role for the General Manager and will be “test driving” this over the year. In addition, the Board does have quarterly strategic planning meetings that are focused on long-term matters.

VII. Closing Activities

A. Announcements

- Next WSO Board Teleconference Meeting is on Saturday, March 12, at 2:00pm EST

B. Motion to adjourn (Liz C.)

Second: Tamara P.

Decision: Motion passed unanimously.

C. Closing Serenity Prayer

APPENDIX

From Treasurer's Report:

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>
ASSETS		
Current Assets		
Checking/Savings		
1000 · Cash & Cash Equivalents	648 444,93	604 128,14
Total Checking/Savings	<u>648 444,93</u>	<u>604 128,14</u>
Accounts Receivable		
1300 · Customer Receivable	5 366,10	7 916,08
Total Accounts Receivable	<u>5 366,10</u>	<u>7 916,08</u>
Other Current Assets		
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
Total Other Current Assets	<u>205 879,90</u>	<u>200 885,94</u>
Total Current Assets	<u>859 690,93</u>	<u>812 930,16</u>
Fixed Assets		
1800 · Fixed Assets	48 486,05	49 711,21
Total Fixed Assets	<u>48 486,05</u>	<u>49 711,21</u>
TOTAL ASSETS	<u><u>908 176,98</u></u>	<u><u>862 641,37</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	43 430,30	4 195,00
Total Accounts Payable	<u>43 430,30</u>	<u>4 195,00</u>
Credit Cards		
2011 · Bank of America-Corp Card #1794	5 777,21	8 788,65
Total Credit Cards	<u>5 777,21</u>	<u>8 788,65</u>
Other Current Liabilities		
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
Total Other Current Liabilities	<u>41 388,75</u>	<u>34 580,60</u>
Total Current Liabilities	<u>90 596,26</u>	<u>47 564,25</u>
Total Liabilities	<u>90 596,26</u>	<u>47 564,25</u>
Equity		
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
Total Equity	<u>817 580,72</u>	<u>815 077,12</u>
TOTAL LIABILITIES & EQUITY	<u><u>908 176,98</u></u>	<u><u>862 641,37</u></u>

Adult Children of Alcoholics World Service Organization Inc
Profit & Loss
December 2021

	<u>Dec 21</u>	<u>Nov 21</u>	<u>\$ Change</u>
Ordinary Income/Expense			
Income			
4010 · Shopify Revenue	47 966,61	74 164,57	-26 197,96
4030 · Amazon Revenue	49 280,01	56 025,66	-6 745,65
4050 · Barnes & Noble Revenue	0,00	118,83	-118,83
4060 · Audible Revenue	4 457,55	0,00	4 457,55
4080 · 7th Traditions Contributions	44 726,83	15 234,03	29 492,80
4150 · European Sales	14,00	0,00	14,00
4200 · Other Revenue	2 725,25	8,76	2 716,49
Total Income	<u>149 170,25</u>	<u>145 551,85</u>	<u>3 618,40</u>
Cost of Goods Sold			
5000 · Shopify-Cost of Goods Sold	34 625,34	44 657,20	-10 031,86
5050 · Amazon COGS	40 227,73	30 711,70	9 516,03
5560 · International Printing Costs	2 887,12	0,00	2 887,12
Total COGS	<u>77 740,19</u>	<u>75 368,90</u>	<u>2 371,29</u>
Gross Profit	<u>71 430,06</u>	<u>70 182,95</u>	<u>1 247,11</u>
Expense			
6010 · Payroll Expense	22 256,69	22 791,00	-534,31
6030 · Payroll Taxes	2 252,81	1 871,69	381,12
6050 · Travel & Mileage Expense	4 439,98	7 302,78	-2 862,80
6054 · Contractors	5 104,64	7 199,74	-2 095,10
6057 · Events	10 174,93	860,82	9 314,11
6070 · Program Initiatives	4 207,89	0,00	4 207,89
6080 · Professional Fees	7 700,35	6 498,46	1 201,89
6090 · Technology IT Support	2 929,73	3 310,36	-380,63
6100 · License & Permits	104,00	0,00	104,00
6110 · Insurance Expense	239,58	239,58	0,00
6120 · Rent Expense	3 949,43	3 949,43	0,00
6130 · Utilities Expense	331,47	871,81	-540,34
6140 · Office Expense	1 212,66	1 293,00	-80,34
6150 · Dues and Subscriptions	56,04	206,04	-150,00
6160 · Repairs & Maintenance	0,00	2 000,00	-2 000,00
6190 · Tax Expense	97,00	5,00	92,00
6200 · Bank & Merchant Fees	4 045,49	4 328,81	-283,32
6210 · Depreciation & Amortization	1 225,16	1 225,16	0,00
9999 · Suspense	-1 401,39	726,91	-2 128,30
Total Expense	<u>68 926,46</u>	<u>64 680,59</u>	<u>4 245,87</u>
Net Ordinary Income	<u>2 503,60</u>	<u>5 502,36</u>	<u>-2 998,76</u>
Net Income	<u>2 503,60</u>	<u>5 502,36</u>	<u>-2 998,76</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>
Ordinary Income/Expense			
Income			
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
Total Income	<u>149 170,25</u>	<u>130 530,73</u>	<u>18 639,52</u>
Cost of Goods Sold			
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		
Total COGS	<u>77 740,19</u>	<u>73 812,75</u>	<u>3 927,44</u>
Gross Profit	<u>71 430,06</u>	<u>56 717,98</u>	<u>14 712,08</u>
Expense			
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		
Total Expense	<u>68 926,46</u>	<u>61 662,62</u>	<u>7 263,84</u>
Net Ordinary Income	<u>2 503,60</u>	<u>-4 944,64</u>	<u>7 448,24</u>
Net Income	<u>2 503,60</u>	<u>-4 944,64</u>	<u>7 448,24</u>

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](#)