



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

March 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
- B. Roll call of Board Members: Charlie H., Fredrik H., Jasmina T., Jim B., Justine F., Liz C., Sharon F., Sue V., Tamara P.

Absent: Erin D.

Notetaker: Trish I., Assistant to the 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 - 30 Guests
- F. 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.*

II. Minutes

- A. February 2022 – link to document: [TCM_2022_0212_February](#) : Tamara P.
Motion: To approve Minutes of February 12th Teleconference Board Meeting
Second: Jim B.
Decision: Motion passed unanimously, Erin D. was absent.

III. Administrative Reports

- A. Chair Report – Charlie H.
 - Since December we changed the structure of this meeting so that the Board can get comments and input from participants throughout the meeting. This allows us to get more focused input from the Fellowship. The concepts really talk about a service organization like ours, ACA World Service organization, a nonprofit that supports the fellowship in recovery and this work is informed by the fellowship, which is under the first concept. We are working on this type of format for the ABC too - with more space for input from the fellowship.
- B. [Treasurer's Report | ACA WSO](#): Fredrik H.
 - The January 2022 reports are on the ACA WSO website (see link above and appendix).
 - The balance sheet ended the month with \$932,223 in total assets which is an increase of \$25,299.
 - The literature scholarship fund is showing a balance of \$7,236 which is an increase over \$4,000 for January which is fantastic.
 - The total income of the month was \$170,100 including sales from Shopify and Amazon. The net income was \$13,373.
 - For the 7th Tradition we received \$35,077. Even though it was lower than last month it was a very good month since last month was an exceptionally good month.

- Thank you to everyone who contributed to help ACA continue to meet a growing need.
- Charlie - Can you speak about the Literature Scholarship fund?
- Fredrik - It was started about a year ago. It started out slow with contributions yet has increased a lot. This fund supports fellowships that have a hard time financially to buy literature such as when they are starting up.
- Sue- One of the questions I'm getting asked from different members is whether you can donate to this fund, and when doing this, put your name on it so they know that it was inspired by a meeting group in India or South Africa or Bangkok or wherever?
- Fredrik -It is in the 7th tradition list and so the Finance Committee can look at this.

C. [WSO Office | ACA WSO](#): Bill D.

- One very important aspect of our World Service Office function is providing literature to groups and intergroups around the world. We are seeing an unprecedented worldwide challenge in printing literature at this time, when we are reaching record sales.
- We may face supply chain disruptions in the coming months, due to the lack of paper and the lack of material to cover the big red book. We've tried to diversify our printing by reaching out across the world and printing in other continents. So we're working very hard to try to make sure we can keep books in stock. But the fellowship is expanding exponentially as we are looking at a 26.6% increase in book sales. The specific statistics are on the website in my report.
- Last year our US printers ran out of paper and members of the global members committee mentioned that they had books printed in India. We contacted the printer and they are now printing 43,000 of our books, including a new Japanese book. For our Big Red Book the red cover is specialized material. The printers in India said they did not have enough of this material for all our books. I then contacted our former printer in the US and they had the materia for the cover, and they are now brokering a deal to sell it to the printer in India. So we are doing what we can to keep our books in stock.

D. [Executive Committee | ACA WSO](#): Charlie

- Sharon F. - This is my last TC as a Board member as I am rotating off as of March 26. I wanted to say thanks to everyone that I have had the pleasure and honor of serving with. I have grown so much and with the expansion of the fellowship it has been exciting. Thanks to everyone.
- Charlie F. - Thank you very much for everything you have done, Sharon, not only on the Board but for all the years leading up to your time on the Board.
- *[Additional thanks to Sharon!]*

E. Guest Questions/Comments (5 minutes)

- Guest - I was going to inquire about the Literature Scholarship fund, how does it work so that you know if a place is having difficulty financially for literature; how is it applied for?

A: Sue V.- We have the Global Members Committee and the European Committee. The Global members committee started in 2019, this Committee has a communication coordinator from countries that are just starting up. We found that the number one request was for literature. South Africa was the very first country we supported with this fund. They really wanted ACA literature and said they would bankrupt themselves since it is so expansive and there are import issues. So this then went to the Publishing Committee and we had major discussions and finally a board motion was passed. So the scholarship fund has been used for South Africa's startup. WSO paid for the printing and they give a little bit of a royalty and pay for part of the shipping. The extra money they receive will accumulate until they can afford to pay for print runs themselves. They want to be self-supporting.

- Guest - On behalf of Concepts Study Group, we made a request to have on the Teleconference agenda to read the tradition of the month and the tradition concept too. Also, is there visibility into all the things the Board has in their "hopper" for greater transparency?

A: Charlie - It is a wonderful idea to read the concepts on the monthly call. We have simply not followed up on this request. It is a bandwidth issue. Can you read it right now?

Guest: *CONCEPT III As a means of creating and maintaining a clearly defined working relationship between the ACA meetings, the ACA WSO Board of Trustees and its staff and committees, and thus ensuring their effective leadership, it is herein suggested that we endow each of these elements of service with the traditional "Right of Decision."*

[Charlie takes a poll via raising hands to see how many guests are familiar with the Concepts which is about 50%].

A: Charlie - For those new to the Concepts, they talk about the rights and responsibilities and the various pieces of service, and how they interact with each other. It's very helpful guidance in terms of who is supposed to be doing what and when. So what I'm hearing affirms that the idea of reading one every month is a good idea. Josh, would you speak about the Concepts Study Group?

Josh: The concept study group currently meets every month. We've gone through two rounds of the concepts. One of the questions we're asking ourselves, now that we've gone through two rounds of study, is what comes next? Are there recommendations we might want to make based on the concepts? Do we want to undertake a comparison of the concepts in ACA versus other 12 Step programs? Are there implications of the concepts for how the ABC is conducted or how the WSO is organized? So if you're interested in those kinds of things, feel free to contact me [Josh W.].

IV. Committee Reports:

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

Business Operations Committees:

Finance Committee | ACA WSO: Fredrik H.

- We review the monthly financials each month.
- We are also working on bill payment and approval procedures to simplify the process.
- The budget is approved and it is also pending approval of price increases on books.
- We have worked with IT to update the 7th tradition webpage. Also, there is an extensive text to explain what the international literature scholarship fund does and it is on its way.
- We have also had a lot of meetings to upgrade our current general ledger system, because of the growth of ACA. I think that will take several months more, as there is so much to take in and think about with different programs and how they work with existing programs and so on. But the goal is to simplify everything.
- I want to talk a little bit about the price increases for the books that we talked about at last month's TC. We sent out a survey through the Traveler and we got 176 responses. So that was incredible.
 - It was lovely to see that 72% had heard about the book price increase.
 - We also asked if you would favor a smaller price increase every year until it reached a sustainable level or would you rather see the price is set at a level now that could delay future price increases.
 - 64% said that they would rather see prices set at the level now that could delay further price increases.
- We asked about setting the BRB at \$20 and 80% wanted it.
 - 31% wanted the book price set for \$25 or more.
- So with this data, the finance committee sent a recommendation to the Board that the big red book should be \$21 for the hardcover and \$20 for the softcover. This only included the consumer price index - inflation. So the price increase only covers the cost.
- Bill D. - The other reason for looking at a price increase is that we are the fourth largest 12 step program in the world. Other fellowships support 45-55% of their operating revenue and ours is 17%. We need to grow the infrastructure of the organization to keep up with the worldwide demand. There are many more costs for publications than just the printing of the books so basing the price on this is not realistic. Also, costs are increasing fast. We got a quote yesterday to print 3,500 more loving parent guidebooks in Europe and it was up 14% since October.
- Sue V. - My passion is affordable literature and I absolutely recognize the need to look at increasing the prices of books. Can we also look at reducing costs? For example, the Laundry List Workbook is hardcover- can we go softcover? How much would that save us? For the BRB, we've got a really great red cover and yet we just talked about the difficulties of getting the red paper. Would this be something to change to reduce costs? We also need to consider conversion costs such as in Canada as this is going to significantly impact them. I know Bill and I are looking at printing in Canada, which would certainly help. Perhaps we can get creative for how we can help our fellowships during this really challenging time worldwide.
- Charlie - My understanding is that we're looking at some type of formula where if there is a price increase, even if it's happening largely in the US and Canada, that it

isn't a hardship situation. We have some means of keeping a different price structure that's mindful of each country's economic ability to pay. Is that correct?

- Sue V. - Yes, from a global and European perspective we are definitely looking at that. There may be different levels depending on the economic circumstances. With this current price increase I think we are going to feel it in Canada, Australia and the US. Yet I understand without the increase we will go into a deficit. Perhaps we can look at additional levels of discount for poorer fellowships in the US, Canada and Australia.

[IT Committee | ACA WSO](#): Brad L.

- The 2021 hacking report is online and a link to it will be in the Traveler.
- We have selected a vendor to develop the red website, ACA website. It will be much better designed and have an easier way to disseminate information. The company we are recommending is "Next Level." They are an international company with their headquarters in Latvia with a US presence. We did an extensive interview process for vendors. We also looked at what they produced and their reviews. Next Level has 15+ developers on staff. They also have coders that can take over and manage our plugins. The project should take maybe three to four months. There's a whole redesign committee that's rewriting these web pages to make them more relevant.
- *[Many thanks to the IT Committee were expressed, including to Sharon F., former Chair of the IT Committee]*

[Distribution Center Oversight | ACA WSO](#): This committee is in a temporary pause, pending organization of the Business Operations Collaboration Committee.

Guest Questions/Comments (5 minutes)

- Guest - In terms of the price of books going up, there was an ABC where we passed a motion that the price would be set at 1.5 times the cost of printing and delivery to the office. If you have this policy in place then you don't have to spend so much time discussing it. This policy was voted in by an ABC. It may have been in 1994. What was the criteria for this price increase; is it still 1.5 times the cost?
 - A: Bill D. - The WSO has been fortunate enough, in part due to new titles, to not need to increase the price before this year. I would estimate it is about 1.3%.
 - A: Fredrik - There are many costs for publishing/printing/storage of books, so it is not an easy thing to say what the cost of the book is. I would say though, it is not more than 1.5 times.
- Guest - My question is in regards to the IT report, you said a company will do our ACA website - is this because of security reasons? My second question is are we still going to have a discount on books for jails and hospitals?
 - A: Bill D. - In regards to your second question, this program of discounts will still be in effect. This is part of our charitable mission.
 - A: Brad L. - In regards to your first question, this is for a full redesign of the ACA website, the red website and professional enhancements for coding. The IT team will still do the maintenance of this website.

Fellowship Engagement Committees

[Representation, Equity and Accessibility Ad-Hoc Committee | ACA WSO](#): Joe H.

- No report

[European Committee | ACA WSO](#): Fredrik H.

- We are in process of restarting the Translation subcommittee, which now belongs to the Publishing committee. We had 20 people at the first relaunch meeting, and another meeting will take place next week.

[Global Members Committee | ACA WSO](#): Sue V.

- A reminder that the Global Committee members includes Asia, Africa, Oceania, which is Australia, New Zealand, South Pacific islands, as well as Mexico and South and Central America.
- We are proud that East Asia has now formed an East Asia intergroup and a hopeful future vision is that they would become a region.
- We've been providing service support for the Japanese intergroup for some challenges that they've been experiencing.
- Thailand has started to reach out to universities and counselors for the young adult program so that they have these meetings.
- Our very first Hindi meeting in India has just started. Also, we had our first Japanese American meeting for Japanese who grew up outside of Japan.
- Chinese translations are ongoing.

[Member Services | ACA WSO](#): Tamara P.

- Justine - We had a kind of a revisioning type of meeting. We only had one meeting because the second meeting was not well attended as some people had outside commitments. We are going to be meeting again this Tuesday at 4:30 ET. If anybody is interested in joining, that'd be great. The main thing that we discussed is getting all of the subcommittee's under the umbrella of MSC until there are enough volunteers involved to separate them back out again.
- Jim - Has it been considered to have one Members Committee combined with Global so that Global covers everything?
- Charlie - I would want to have the various groups talk about this before going down this road as I think the needs are different for the various committees.
- Sue - I am looking at the Collaboration Committee to do this.
- Justine - The meetings are on Tuesdays at 4:30pm Eastern US time. And there is a public Slack channel for this committee.

Public Services Committees

[Public Services | ACA WSO](#): Jim B.

- We meet twice a month and our report is on the website with our goals listed. Please feel free to join us.

[H-and-I Committee | ACA WSO](#): Rich R.

- We are preparing an H & I workshop for the AWC this year. We are going to go over how WSO can assist local H & I committees to set up meetings in jails and institutions.

[Meeting and Service Safety Ad-Hoc Committee | ACA WSO](#): Rich R, Delinda H

- Rich - We have three subcommittees:
 - Service Norms subcommittee - We are working on service norms that hopefully will be used for committees and adopted for any meeting setting. It is not finished yet, but we're making good progress in service norms.
 - The Virtual/Phone subcommittee is developing some documents and doing some workshops. They will be posted on the MSSC Slack channel.
 - The Health Meeting subcommittee finished their document. It is posted on the MSSC Slack channel.

Guest Questions/Comments

- Guest - I do not see anything from the Volunteer Resources Committee. Also, as a former member of the Member Services Committee, can you make a public service announcement about it and why I might be interested in joining as a volunteer?

A: Charlie - The Volunteer Resources is part of the Policy and Structure group which is next. The Members Services Committee are in early discussions of how to make it more outreach focused - to go out and try to engage with the fellowship more directly, as opposed to waiting for people to come to us.

Policy & Structure Committees

[ABC AWC Committee | ACA WSO](#): Liz C.

- We meet twice a month on the first and third Saturday at 10:30am ET.
- We are working on a process for synchronous voting so it is accessible to people in various time zones.
- We formed a small group to modify Robert's Rules of order and, in doing so, decided to move away from these rules almost entirely since Robert's Rules is common in the US, yet not in the rest of the world.
- We are creating an agenda that is accessible to the worldwide fellowship, which will include audio recordings that are available during the voting period. This way those who are unable to attend the meeting can access the information and make an informed vote.
- The AWC is a subcommittee being chaired by Alaska.

- Alaska - We extended the workshop application deadline to March 31. If anyone has applied to do a workshop or presentation at the previous venue and has not heard from us, please check your junk email or contact us at ABCAWC@acawso.org. One new thing this year is there will be one Zoom channel that will be running continuously. It will be open for groups to sign up and have a meeting. The sign-ups will be in a while and we just wanted to let groups know that that will be available.
- We are looking for members to join the AWC subcommittee. If you are interested in helping out, please come to one of our meetings. We're going to have one next weekend on Saturday.
- Liz - I would also like to remind all the Chairs of committees that you should have received a letter requesting your reports for the delegate binder. The deadline is April 2nd. Thank you.

[ABC Proposals & Ballot Prep](#) | [ACA WSO](#): Jim B

- We want to remind everyone that the ballot process is open until March 31st. So groups have until then to vote for the ballot proposals. The proposals are on the blue website and a letter went out to groups on how to vote. You can see the proposals and vote on the website and they are translated.

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

- Our big news from February was the first meeting of a group of about 17 to 20 people who were interested in doing oral history. Oral history has been part of the archives committee, but it is going to be leaving that committee and it will probably be part of just a general history committee. We had enthusiastic people and people with a lot of talent. We had people we'd never heard of before and for that I'd really like to point out the Traveler as an amazing instrument to reach people.
- We will have our next meeting next Saturday afternoon at 2:30. Eastern US time. It'll be organizing, getting their goals and getting their mission statement done and such things as that. It is an exciting time.

[OPPM](#) | [ACA WSO](#): Kelle J.

- Jasmina - In the month of February, we have been conducting the committee group inventory. The only things we added to the OPPM were three items from other committees which can be seen on the new version of OPPM posted on the website:
 - Financial Committee - a fiscal policy increasing the bequest limit
 - Ballot Prep Committee addition
 - Nominating Committee - we added a flowchart from them.

[Nominating Committee](#) | [ACA WSO](#): Denise R.

- You've been hearing all these reports, and there's a lot of work that our Board is doing as they are doing service and business for our entire worldwide fellowship.
- There can be up to 20 Board members. And currently, there are 10 and now Sharon is stepping down. There are term limits. So if you have been considering doing service, please consider applying now, or consider board services for the future because we

constantly need to add people to the board. The nominating committee does the important and critical service of seeking and vetting applicants for board service.

- And in addition to seeking more board members, we also need more members in the nominating committee, we can have a maximum of five on our committee. One space is reserved for a member who is outside of North America. After the ABC will need three more members. This service is fun, you get to virtually travel the world, you meet some very special people who have good recovery and they are passing it on.
- An important service that each one of you right here today can do is encourage members who may make good board members or nominating members to apply now or to consider applying in the future. All of our information is on the website. If you have any questions about applying for the board or nominating committee, please feel free to contact me. I'm more than happy to talk to you about how to apply now, or how to prepare for either position in the future. Here is my contact information: See <https://acawso.org/category/nominating-committee/> for application guidelines, forms, and process information. Email is: chairnomcom@acawso.org

Service Network Committee | ACA WSO: Charlie H.

- I want to thank Sharon F. She helped get people in to work on the Service Network Committee.
- We look at how all the various pieces of the fellowship work together.
- Our biggest priority, which we're working in collaboration with the ABC committee, is to bring together a presentation on the role of the conference, the role of delegates - and is there a need to change these. The Service Network tries to create connections so that there's more two way interaction.
- We are putting together a presentation also to gauge delegate sentiment and there's work going on about a fellowship survey as it relates to service that's a little less far along.
- On the delegate engagement subcommittee, but we're pulling together a better explainer on what the ABC is and the role of delegates. We are trying to get a little more educational literature about a very critical service position and so that's the main thing we've been doing there.
- Lastly, moving over to the other committee I've been more involved in lately, we have had a relatively new WSO Volunteer Resources Committee. The HR Committee disbanded in February since it was more focused on paid staff needs that are now being handled by Bill, our General Manager. We are trying to work on resources that will support both emotional sobriety and just healthy effective function at the committee level. Also to find other ways to support volunteers so they have a positive experience. We're really still in the organizational stage. One short term priority is to get together a five page explainer - a welcome to ACA volunteer service with things you should know. Our goal is to provide better resources to help integrate volunteers to support committees so they have a better sense of what they're supposed to be doing. Also, to look for ways to just ensure that committees are geared to deal with any kind of disagreements and conflicts in a way that uses program tools.

Guest Questions/Comments

- Guest: A question for Marcia in Archives, the software went to the Board and did this get approved? And when will it be implemented? And once it is implemented, will the documents prior to 2006, mentioned in proposal one, be available to the fellowship or will there be any stipulations for access to the archives database?

A: Marcia - It will take time for Brad and I to get with the company and find out how to implement the installation of the new software as we are at the beginning of this. We will certainly need a policy on documents and privacy yet I think most of the documents will be available that you are talking about. In fact, if you want to get a hold of me on Slack, or email me at [archives@adult children.org](mailto:archives@adultchildren.org) and tell me what you want, I'll try and get it for you. The only problem right now is not

that people can't have access to the archives, it is that we don't have a way for you to look on your own.

- Guest: This is for Denise, you mentioned in your report that the OPPM was updated regarding the Nominating Committee. What has changed?

A: Denise - Basically it is the same. We made it more step by step to make it clear. We made it clear what the board does, what the applicant does, etc.

Guest: I worked on the original with Charlie, what has changed?

A: Charlie - There was one thing that became unclear last year that led to a lot of discussions about the role of the Board. There are eight criteria that every candidate is supposed to meet and the Board cannot say, we don't like your nominee to the Nominating Committee. As Denise said we created a step-by-step flowchart to get rid of any ambiguities.

Guest: So the Board gets to interview them before they are accepted?

A: Charlie - Just to simply decide whether we feel they meet the criteria or not. The members of the Nominating Committee are present. I can speak with you about the specifics.

Guest: OK.

- Guest: I am new to the whole WSO scene. How do I get a “bird’s eye view” of the WSO as a whole such as all of the committees and a short description of what they do, and maybe a chart of how they depend upon each other?

A: Bill D. - If you go to the blue website and scroll down on the right hand side toward the bottom side of the menu, there is an organizational chart and this will get you started. It's not up to date, but it'll get you started. Now that I am in the position of General Manager, I'll take it on myself to update it as part of the general manager's job. I will give myself till after the ABC, because there's going to be a lot of changes.

- Guest: This seems like something that would fall under the Volunteer Resources Committee (referring to above question). We had started a google document about this - with what each committee does etc. so anyone could see where they wanted to “plug in.” I'm going to recommend that the Volunteer Resources Committee take this, perhaps in collaboration with Bill D.

A: Charlie - I think this is a valuable way of presenting this information.

- Guest: Is there a resource for how to do a step study? I help facilitate a step study every Tuesday night, and we started in the first week of January. What I'm noticing is, as the step study grows, there are some seriously new complexities and logistical hurdles. Because we want to have it be in a way that is pleasant for everybody and productive. We have 195 people on the roster and every Tuesday night, we get about 80 people. So we have 20 breakout rooms, because there's four people per room, five or six questions in the yellow workbook per night. So what I'm saying is, there's a lot of buttons to push and levers to pull in Zoom. I am wondering, am I blazing a new trail here or reinventing the wheel?

A: Charlie - There are certainly a number of practitioners who do different types of step studies. And I think that's been affected a lot in recent years as things have gone from in person to virtual. I'm not sure that we quite have in our best practices section for dealing with something like this. I'm wondering whether this might actually make a good panel program for two or three people doing step studies come together, and we just start sharing experience, strength and hope. Would this be valuable to you?

Guest: Yes, because the complexity of how to navigate through Zoom is really the hindrance and it is hard to get their customer service on the phone.

Another guest: The agnostic community is pretty robust. We have a secular step study, we have a discord community, we have six meetings a week, and I'm absolutely willing to share any and all "growing pain" information with you. So please do reach out to me at secularstepstudy@gmail.com.

[Thank you again to Sharon F. for her service from everyone! (she had to leave the call)].

Content Creation Committees

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

- In case you did not know our ComLine newsletter is back. And I want you to specifically know that the kind of news that we're sharing here at this meeting is completely appropriate to go up on the ComLine. The Traveler is an important resource, no question, yet the Comline gives us the ability to share longer stories. Usually after this meeting, I end up writing something to go up in the ComLine just to add to what I've heard. So I highly recommend that you get in touch with the ComLine. For example, a board member could write about being a board member, which would be a terrific article to help recruit for our nominating committee. So let's think outside the box about how we communicate with our fellowship.
- On April 2nd at 11:30 ET, we will have our quarterly literature committee meeting. And that meeting is inviting anyone in our fellowship who's doing anything that involves writing, to come together and share what they're doing, collaborate, and talk.
- We have a new Literature in Development Committee and Justine is the interim Chair. There is an open Slack channel called LitDevelopment. We are looking for members so anyone who would like to be involved in setting our long term goals can join.

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

- The Publishing Committee is where we bring English and translated materials to be published and our business operations to make it all happen.
- For publications being worked on right now we have:
 - Six translated publications are in production in about five countries.
 - The online e publication conversions for the English yellow workbooks are almost ready. We are working on the Japanese BRB, and yellow workbook. And in future, we are going to be working on the laundry lists, workbook, etc.

Ultimately, everything will have an E publication but that's a long production plan.

- We've also started implementing the ABC motions from 2021 including removing a Tradition three share, and the E pub pagination. This is very involved, because it's not just the English BRB, we have to also make sure the changes are in all the translated publications as they come up for reprint.
- The Translation Committee is now under publishing, and we're excited that our first meeting had 20 people. We are hoping to get a lot of additional things to help support them, such as a new Google Drive shared system to access materials to do their translations, maybe down the road with AI translation software as a tool.
- We are always looking for volunteers.

Guest Questions/Comments

- Bill D. - During the break the question about the 1.5 ratio for book pricing resonated with me, and I wanted to do a quick analysis on our financials.

[Bill shares his screen to provide financial information].

- Based on this information we are realizing a ratio of 1.3 of the costs, instead of 1.5.
- Guest: These figures are just for one month so we don't really know for sure.
- Guest: Based on what you said, Bill, should we have been raising the price of books already?
- Bill D.: Yes, theoretically we should have been looking at it but it wasn't a huge factor because we were smaller and able to print on larger scales. So we were holding our own against inflation yet it was time to do it.
- Guest: Hindsight is always great.

- Guest: What is the status of the REA committee?

A: Charlie - We are just starting to roll out our collaboration committees and getting an assessment of the status of each committee will be a part of the first checklist for each of those committees. So, we will have a better answer in a month or so.

- Guest: I hear the General Manager is an interim position and I don't know if it has become permanent. What would the job description be and would this be something the fellowship could have a discussion about?

A: Charlie - We will be discussing this at the ABC. In fact, we had a motion we can reference yet we ultimately decided since we're going through so many changes right now, and kind of ripping and tearing up of the model of management, that we hired Bill for an extension from February of this year to February of next year. We will be going into the long term hiring process, probably in six to seven months. The Board concluded that we were better off having some continuity right now rather than creating more disruptions until we could go through like a multi point overhaul both of how we're delivering books, how we're managing personnel, etc.

- Jim - I wanted to address the question about the chart of the Committees asked earlier. I put in the chat a link to the 2021 ABC binder see:
<https://acawso.org/wp-content/uploads/2020/09/The-2021-ABC-Binder-4-19.pdf> . On page 27 there's a listing of the organization from meetings to committees so this might be helpful. It is a year out of date.

V. Motions read into the Record

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

1. **Motion:** To disband the Human Resources Committee. (Charlie H.)

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

Second: Tamara P.

Decision: Motion passed unanimously.

2. **Motion:** To establish the WSO-Volunteer Resources Committee and assign it to the Policy and Structure Collaboration Committee. The focus of the WSO-Volunteer Resources Committee will be on supporting and providing resources for WSO committee volunteers. Specifically, that will include developing onboarding materials, training workshops, and a policy section of the ACA service manual. WSO-Volunteer Resources also will work directly with committees, with a larger goal of supporting WSO volunteers and promoting emotional sobriety and healthy function in WSO committees. This committee also will serve as a resource to other committees to assist them with their volunteer needs. Because of the special role this committee will play in supporting WSO volunteer service, the committee will have eligibility criteria to ensure there is a critical mass of service experience and emotional sobriety. Similar to the Nominating Committee, all voting members must be ratified by the Board of Trustees, for a maximum of three one-year terms. The committee initially will have a maximum of seven voting members, two of whom may have less than five years of ACA recovery. No more than two WSO Board members can serve as voting members of the committee. (Charlie H.)

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

Eligibility criteria to be a voting member include:

1. History of successfully completing work assignments in a WSO Committee or Board setting.

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

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

Second: Justine F.

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

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

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

Second: Fredrik H.

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

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

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

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

Second: Jasmina T.

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

C. Motion passed via Specific Concurrence (SC)

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

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

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

Second: Sue V.

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

VI. Closing Activities

A. Announcements

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

B. Motion to Adjourn Meeting (Jasmina T.), Second: Liz; Motion passed unanimously.

C. Closing Serenity Prayer

Appendix

Treasurer's Balance Sheet and Profit and Loss Sheet for January 2022:

Adult Children of Alcoholics World Service Organization Inc
Balance Sheet
As of January 31, 2022

	<u>Jan 31, 22</u>	<u>Dec 31, 21</u>
ASSETS		
Current Assets		
Checking/Savings		
1000 · Cash & Cash Equivalents	652 912,62	649 103,49
Total Checking/Savings	<u>652 912,62</u>	<u>649 103,49</u>
Accounts Receivable		
1300 · Customer Receivable	5 366,10	3 553,02
1302 · Sales Credit Memo	0,00	-129,55
Total Accounts Receivable	<u>5 366,10</u>	<u>3 423,47</u>
Other Current Assets		
1320 · SHOPIFY-Shopp'g cart receivable	7 566,22	7 540,20
1330 · Interest Receivable	121,44	118,92
1350 · Prepaid Expenses	45 731,88	44 148,12
1400 · Inventory Asset	171 581,65	154 103,39
Total Other Current Assets	<u>225 001,19</u>	<u>205 910,63</u>
Total Current Assets	<u>883 279,91</u>	<u>858 437,59</u>
Fixed Assets		
1800 · Fixed Assets	48 943,00	48 486,05
Total Fixed Assets	<u>48 943,00</u>	<u>48 486,05</u>
TOTAL ASSETS	<u>932 222,91</u>	<u>906 923,64</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	48 144,84	43 430,30
Total Accounts Payable	<u>48 144,84</u>	<u>43 430,30</u>
Credit Cards		
2011 · Bank of America-Corp Card #1794	11 947,59	5 777,21
Total Credit Cards	<u>11 947,59</u>	<u>5 777,21</u>
Other Current Liabilities		
2100 · Payroll Liabilities	21 265,91	20 212,71
2120 · Sales Tax Payable	11 576,34	9 679,52
2130 · Other Liabilities	1 531,91	2 205,10
2200 · Accrued Liabilities	8 055,76	9 291,42
Total Other Current Liabilities	<u>42 429,92</u>	<u>41 388,75</u>
Total Current Liabilities	<u>102 522,35</u>	<u>90 596,26</u>
Total Liabilities	<u>102 522,35</u>	<u>90 596,26</u>
Equity		
32100 · Restricted Net Assets	7 235,55	3 010,58
32000 · Unrestricted Net Assets..	809 091,83	684 455,84
Net Income	13 373,18	128 860,96
Total Equity	<u>829 700,56</u>	<u>816 327,38</u>
TOTAL LIABILITIES & EQUITY	<u>932 222,91</u>	<u>906 923,64</u>

Adult Children of Alcoholics World Service Organization Inc
Profit & Loss
January 2022

	Jan 22	Dec 21	\$ Change
Ordinary Income/Expense			
Income			
4010 · Shopify Revenue	63 487,60	47 981,59	15 506,01
4030 · Amazon Revenue	68 658,84	49 101,05	19 557,79
4050 · Barnes & Noble Revenue	125,82	0,00	125,82
4060 · Audible Revenue	2 127,42	4 457,55	-2 330,13
4070 · Royalty Contract Revenue	609,40	0,00	609,40
4080 · 7th Traditions Contributions	35 077,28	44 726,83	-9 649,55
4150 · European Sales	39,69	14,00	25,69
4200 · Other Revenue	8,80	2 725,25	-2 716,45
Total Income	170 134,85	149 006,27	21 128,58
Cost of Goods Sold			
5000 · Shopify-Cost of Goods Sold	45 442,29	34 620,60	10 821,69
5050 · Amazon COGS	55 380,40	41 312,75	14 067,65
5560 · International Printing Costs	19,92	2 887,12	-2 867,20
Total COGS	100 842,61	78 820,47	22 022,14
Gross Profit	69 292,24	70 185,80	-893,56
Expense			
6010 · Payroll Expense	21 975,91	22 256,69	-280,78
6030 · Payroll Taxes	2 107,58	2 252,81	-145,23
6050 · Travel & Mileage Expense	4 732,21	4 439,98	292,23
6054 · Contractors	4 885,68	5 104,64	-218,96
6057 · Events	178,25	10 174,93	-9 996,68
6070 · Program Initiatives	17,79	4 207,89	-4 190,10
6080 · Professional Fees	5 290,35	7 700,35	-2 410,00
6090 · Technology IT Support	3 466,33	2 929,73	536,60
6100 · License & Permits	391,00	104,00	287,00
6110 · Insurance Expense	278,25	239,58	38,67
6120 · Rent Expense	3 990,85	3 949,43	41,42
6130 · Utilities Expense	642,04	331,47	310,57
6140 · Office Expense	1 619,90	1 212,66	407,24
6150 · Dues and Subscriptions	56,04	56,04	0,00
6160 · Repairs & Maintenance	495,85	0,00	495,85
6190 · Tax Expense	0,00	97,00	-97,00
6200 · Bank & Merchant Fees	4 007,72	4 045,49	-37,77
6210 · Depreciation & Amortization	1 169,24	1 225,16	-55,92
9999 · Suspense	614,07	-1 392,32	2 006,39
Total Expense	55 919,06	68 935,53	-13 016,47
Net Ordinary Income	13 373,18	1 250,27	12 122,91
Net Income	13 373,18	1 250,27	12 122,91