



**Adult Children of Alcoholic and Dysfunctional Families  
World Service Organization**

**1458 E. 33rd Street, Signal Hill, CA 90755**

Mailing address: ACA WSO PO Box 811 Lakewood, CA 90714 (310) 543-1815

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

### **MONTHLY TELECONFERENCE AGENDA**

**May 14, 2022**

**2:00PM EDT**

#### **Zoom Meeting Details: Dial US Dial International**

**Zoom ID: 228 809 511**

**Passcode: 90755**

**US: 1-929-205-6099 (New York)**

**List of International Numbers**

<https://zoom.us/j/adSv3hv19d>

#### **I. Opening**

**US: +1-669-90-06833 (San Jose)**

A. Call to Order – Open with the ACA Serenity Prayer

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

Absent: On Leave: Erin D.

C. Quorum -

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. Voluntary Request: To add your service title to your Name on Zoom (e.g. Tamara P., Board Secretary; Christine B., Literature Committee Chair, etc.) for newcomers to see.

F. Guest Introductions

G. Tradition 5 - *Each group has but one primary purpose – to carry its message to the adult child who still suffers.*

H. Concept 5 - *Throughout our structure, a Right of Petition prevails, thus assuring us that minority opinion will be heard and that petitions for the redress of grievances will be carefully considered.*

## II. Minutes

A. April 2022 – link to document: [TC Minutes\\_2022\\_04\\_09](#) -Tamara P. **Motion:** To approve Minutes of the April 9, 2022 Teleconference Board Meeting **Second:**  
**Decision:**

## III. Administrative Reports

A. Chair Report (focus on ABC) – Charlie H. (15 min.)

- B. [Treasurer's Report | ACA WSO](#): Fredrik H.
- C. [Executive Committee | ACA WSO](#): Charlie
- D. [WSO Office | ACA WSO](#): Bill D.
- E. Guest Questions/Comments (5 minutes)

#### IV. Committee Reports:

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

##### Business Operations Committees

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

##### Fellowship & Public Engagement Committees

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

##### Policy & Structure Committees

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

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

#### Content Development Committees

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

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#### **V. Motions read into the Record**

Motions passed at a Board Working Session on April 14, 2022: None

Motions passed at an Executive Committee Meeting on April 21, 2022

- A. **Motion:** To approve the purchase of 500 Finnish language YWB from Solex International, a Canadian printing company, for an approximate cost of 3,108.28 plus shipping. (Charlie H.)

**Background:** The Finnish fellowship has pre-paid an invoice for 300 Finnish language YWB. The WSO office has investigated various printing alternatives and recommends doing this particular print project to vet a new printer who has a very good track record of 15 years of supplying the international literature for the largest 12 step program in the world.

**Second:** Fredrik H.

**Decision:** Motion approved by Executive Committee unanimously

- B. **Motion:** To approve the purchase of 10,000 English language softcover BRB, SKU 100-02, from Solex International for an approximate cost of \$47,000 plus shipping. (Fredrik H.)

**Background:** The current lead time on the printing being done in India is expected to be greater than 4 months to date of delivery. We currently have about 2.8 months of supply left. This order will ensure we have stock available to carry us through the period of production and the transoceanic crossing for the books being printed in India. **Second:** Tamara P.

**Decision:** Motion approved by Executive Committee unanimously

- C. **Motion:** To approve the purchase of 10,000 English language LPG from Solex International

for an approximate cost of \$38,000 plus shipping. (Fredrik H.) **Background:** The current lead time on the printing being done in India is expected to be greater than 3.5 months to date of delivery. We currently have about 2 months of supply left. This order will ensure we have stock available to carry us through the period of production and the transoceanic crossing for the books being printed in India. (Tamara P.) **Second:** Charlie H. **Decision:** Motion approved by Executive Committee unanimously.

#### Motions passed at a Board Working Session on April 28, 2022

- A. **Motion:** To extend the term as Chair of the Archives Committee by one year for Marcia J. (Charlie H.)  
**Background:** No one currently on the committee is willing to take the position as chair. We have just purchased an online platform for the ACA Archives. Marcia has the expertise to get the system up and running as well as to collaborate with others to set up long-term policies and procedures that will keep information current within the system.  
**Second:** Tamara P.  
**Decision: Motion passed unanimously.**

- B. **Motion:** To expand the OPPM criteria for certifying new Regions; and establish an

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interim process for recertifying Regions and assessing complaints concerning a Region. Also work with relevant WSO Committees to draft a permanent policy on certification and recertification of Regions. The interim policy would add the following language to Appendix II of the OPPM, immediately following existing language on Region certification criteria. (Charlie H.)

#### Additional Expectations

While regions generally are autonomous in their decision-making, they are expected to adhere to the Traditions and Concepts of Service. This includes:

- a) Transparency and accountability to the fellowship they serve.
- b) A process that ensures regular rotation of trusted servants.
- c) Documentation of a bank account and institution (such as a bank).
- d) A designated member of the region's current officers, such as a treasurer, who will administer any treasury or financial reserve and provide regular reports to the regional membership.

#### Recertification

Because certified regions have a distinct formal role within the ACA World Service Organization, including the opportunity to submit a nominee for the Board of Trustees, they must accept a requirement to periodically verify that they are meeting WSO certification requirements.

Each registered region must provide current information regarding certification

requirements annually by February 1. Once that information is received, the region is presumed recertified for the following year, unless the Board of Trustees questions the certification information within two months of receipt.

If participating groups or intergroups believe a region is not complying with certification requirements, the process is to notify the Regions Subcommittee ([regions@acawso.org](mailto:regions@acawso.org)) and the Service Network Committee ([svc@acawso.org](mailto:svc@acawso.org)). Such complaints will be referred to the Board's Executive Committee, and the Board may choose to examine the issues raised. The primary goal will be to correct any violations, but in the event of severe or repeated violations, the Board may withdraw or modify a region's certification.

**Background:** This interim policy is being approved on an expedited basis so that fellowship concerns about any certified Region can be examined in a timely manner. WSO committees will help develop a permanent policy, clarifying criteria that all WSO-certified regions must follow in order to be part of WSO's service network. This ensures that Regions adhere to the Traditions and Concepts of Service.

**Second:** Justine F.

**Decision: Motion passed with 8 votes. Brad H. abstained.**

C. **Motion:** to change the Expenditure Approvals in OPPM Section VI. D, which relates Expenditure approval thresholds as follows: (Fredrik H.) [changes are highlighted]

Current OPPM	Proposed Changes
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#### **D. Expenditure Approvals**

The Board establishes guidelines for the expenditure of funds, and management of such expenditures to ensure the appropriateness of expenses. The Treasurer ensures that the appropriate level of approval is attained before expenditures are made. Any expenditure more than \$2,000 for the purchase of a single item or service should have bids from three (3) suppliers, if possible. Acceptance of the lowest bid is not

necessarily required. These bids will be reviewed and specifically approved in advance by the Board of Trustees.

Long term contracts such as those for recurring printing orders, office rent, etc., are excluded from this requirement.

All potential expenditures must be approved via motion of the Full Board, except as noted below:

1. Reorders of inventory for resale only require Executive Committee approval when the quantity does not exceed 10% of any previous order. The Board Vice Chairperson is responsible for reporting such purchases during the monthly Teleconference.
2. The Executive Committee is authorized to approve non-recurring expenditures of up to \$1,000 that are in addition to anything already specifically budgeted for.

#### **D. Expenditure Approvals**

The Board establishes guidelines for the expenditure of funds, and management of such expenditures to ensure the appropriateness of expenses. The Treasurer ensures that the appropriate level of approval is attained before expenditures are made. Any expenditure more than \$5,000 for the purchase of a single item or service should have bids from three (3) suppliers, if possible. Acceptance of the lowest bid is not

necessarily required. These bids will be reviewed and specifically approved in advance by the Executive Committee for up to \$10,000 and by the Board of Trustees if the expenditure is \$10,000 or higher. Long term contracts such as those for office rent, etc., are excluded from this requirement.

All potential expenditures must be approved prior to the order of goods or services as follows:

1. Orders of Inventory for resale require approval of the General Manager for purchases up to \$25,000; Executive Committee approval for purchases of \$25,000 to \$99,999; and the full Board for purchases of \$100,000 or greater. These purchases shall be reported by the approving party during the monthly Teleconference.

This should be #3. (see below for #2) 2. Non-recurring or non-budgeted expenditures of up to \$2,000 may be authorized by the General Manager. Anything exceeding \$2,000 and less than \$10,000 requires approval by

	<p>the Executive Committee. Expenditures of \$10,000 or higher, must be approved by the Board.</p>
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3. Committees with annual budgets are authorized to spend those funds as needed within the bounds of the committee's work. For other than routine, recurring expenses, sub-committees must get sign-off from the Primary Committee Chair, e.g., the MPS Chair signs off on H&I non-routine expenditures. Appropriate paperwork must be completed and submitted to the Treasurer or designate as soon as possible.

4. The Operations Manager is authorized to approve/purchase budgeted operating expenditures for the Distribution Center of up to \$2,000. In the OMs absence, the Treasurer is authorized to approve the same.

5. The Distribution Center Oversight Committee (DCOC) is authorized to approve non-routine expenditures of up to \$500 as well as inventory management costs for up to \$1,000. An account of such expenditures over \$250 must be made at the Board's monthly teleconference.

Requests for software should first be vetted by the IT Committee for integrity of the program, overall company usage and longevity, and cost effectiveness.

3. Committees with annual budgets are authorized to spend those funds as needed within the bounds of the committee's work. For other than routine, recurring expenses, or expenditures exceeding budget requests, appropriate paperwork must be completed and submitted to the

Treasurer or designee as soon as possible. Amounts less than \$10,000 must be approved by the Executive

Committee. Amounts of \$10,000 or greater must be approved by the Board. Sub-committees must get sign-off from the Primary Committee, e.g., the PSC Committee signs off on H&I non-routine expenditures.

This should be #2.

4. The General Manager is authorized to approve/purchase budgeted operating expenditures for the Distribution Center of up to \$5,000. In the General Manager's absence, the Treasurer is authorized to approve the same.

5. No changes.

**Decision:** Motion passed unanimously.

**D. Motion** to change the Signatory in OPPM Section VI. C, which relates the Treasurer as signatory as follows: (Fredrik H.)

<b>Current OPPM Proposed Changes</b>	
<p><b>C. Signatory</b></p> <p>The Treasurer is the official signatory on all WSO accounts. An additional Board member shall be authorized by the Board to be listed on WSO accounts as a back-up signatory.</p> <p>When possible, this should be a Board Officer.</p>	<p><b>C. Signatory</b></p> <p>The Board Chair, the Treasurer, and General Manager are the authorized signatories on all ACA WSO accounts.</p> <p>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.</p>

**Background:** Motion on January 27, 2022, approved unanimously by the ACA WSO Board of Trustees.

<p><b>Motion for Bank Account Procedures</b></p> <p><b>Motion:</b> 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.</p>
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**Second:** Jim B.

**Motion passed unanimously.**

Motions passed via Specific Concurrence (SC) (An SC is considered time sensitive and is voted on electronically after discussion at a Board Meeting).

A. **Motion** - To move all WSO Board, committee, subcommittee, working group, and office/business data to WSO's google shared drives. (Jim B.)

**Background** - WSO currently does not have a standardized data storage policy. Consequently, this had led to the Board and committees storing data in multiple places. These include personal Google drives, Microsoft Sharepoint, Microsoft One Drive, and Dropbox. And due to rotation of service this had led to many members not being able to find the data they

needed. WSO Google Shared Drives are associated with our Google workplace account (formerly G Suite) and not tied to any specific email. Therefore, if shared drives are labeled sensibly (eg. by committee, WSO office, WSO Board) it will be much easier to keep the fellowship's data organized. For those that want a backup cloud storage for very important documents, a second (smaller) cloud storage account, with a different company, can be maintained to provide space for backup copies that are already on the WSO Google shared drive.

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**Second:** Sue V.

**Decision:** Motion passed unanimously.

B. **Motion:** To approve and adopt this ACA Bill of Rights as Conference-approved, Beta testing, literature. See: Bill of Rights FINAL 1.24.2022 .docx or Appendix A

**Second:** Jim B.

**Decision:** Motion passed unanimously.

C. **Motion:** To set the prices for the following list of hard-cover and soft-cover ACA books and workbooks shall be set in US dollars at [www.shop.adultchildren.org](http://www.shop.adultchildren.org) as indicated below with the effective date of June 1, 2022. (Fredrik H.)

ACA Fellowship Text (“big red book”), hard cover \$21.00

ACA Fellowship Text (“big red book”), soft cover \$20.00

Twelve Steps of Adult Children (“yellow workbook”) \$14.00

Strengthening My Recovery, hard cover \$14.00

Strengthening My Recovery, soft cover \$12.00

The Laundry Lists Workbook \$14.00

In order not to create issues for local group sales, WSO will increase its Amazon prices proportionately to allow the groups to maintain a pricing advantage.

**Background:** The WSO Finance Committee has reviewed the prices for ACA books and the costs to provide and deliver those books to the purchasers and found ample evidence that the first ever increase in those prices is necessary. Based on the Consumer Price Index, the \$15 price of the hard cover “Big Red Book” 16 years ago would be \$21.27 in today’s dollars, for example. WSO is experiencing significant increases in costs for printing, storing, and shipping books to a global ACA Fellowship. Warehouse storage costs for books are increasing (by 54% in 2022). WSO is facing a budget deficit without an increase in income from book sales and is more dependent upon such income than similar recovery organizations, while struggling to meet the needs of the sharp growth in global membership. A recent survey of ACA members indicates strong support for these price increases.

**Second:** Liz C.

**Decision:** Motion passed unanimously on April 26, 2022.

## VI. Guest Comments



## VII. Closing Activities

### A. Announcements

- Next WSO Board Teleconference Meeting is on June 11 at 2:00pm EDT

### B. Motion to Adjourn Meeting

### C. Closing Serenity Prayer

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## APPENDIX

### A. The ACA Bill of Rights

Many of us come into ACA not knowing that we could give ourselves permission to attend to our most basic needs. The journey of recovery in ACA can include learning to identify our needs, feelings, and rights, and to take responsibility for getting them met in a healthy fashion. At the same time, the rights we discover and determine for ourselves do not imply that others have the responsibility to fulfill those rights. With the help of these rights, we are able to develop healthier relationships, and with a power greater than ourselves of our own understanding, we can begin to live life as our True Selves.

1. I have the right to say no.
2. I have the right to say, "I don't know."
3. I have the right to be wrong.
4. I have the right to make mistakes and learn from them.
5. I have the right to detach from anyone in whose company I feel humiliated or manipulated.
6. I have the right to make my own choices and decisions in my life.
7. I have the right to grieve any actual or perceived loss.
8. I have the right to all of my feelings.
9. I have the right to feel angry, including towards someone I love.
10. I have the right to change my mind at any time.
11. I have the right to a spiritually, physically, and emotionally healthier existence, though it may differ entirely or in part from my parents' way of life.
12. I have the right to forgive myself and to choose how and when I forgive others.
13. I have the right to take healthy risks and to experiment with new possibilities.
14. I have the right to be honest in my relationships and to seek the same from others.
15. I have the right to ask for what I want.
16. I have the right to determine and honor my own priorities and goals, and to allow others to do the same.
17. I have the right to dream and to have hope.
18. I have the right to be my True Self.
19. I have the right to know and nurture my Inner Child.
20. I have the right to laugh, to play, to have fun, and the freedom to celebrate this life, right here, right now.

