



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

August 13, 2022

2:00 PM EDT

16:00 CEST

18:00 UTC

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 <a href="https://zoom.us/j/228809511?pwd=adSv3hv19d">https://zoom.us/j/228809511?pwd=adSv3hv19d</a>

#### I. Opening

- A. Call to Order – Open with the ACA Serenity Prayer
- B. Roll call of Board Members: Brad H., Charlie H., Dove H., Erin D., Fredrik H., Jasmina T., Justine F., Liz C., Sue V., Tamara P.  
Absent:  
Quorum -
- C. Meeting Support:
  - a. Notetaker: Trish I./ Assistant to Board Secretary
  - b. Tech Hosts: #1. Bill D. #2. Jim B.

- 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
- F. Tradition #8 -*Adult Children of Alcoholics should remain forever non-professional, but our service centers may employ special workers.*
- G. Concept #VIII - *The Trustees of the World Service Organization act in this primary capacity: with respect to the larger matters of over-all policy and finance, they are the principal planners and administrators. They and their primary committees directly manage these affairs.*

## II. Minutes

TC Minutes for July 9, 2022 – link to document: [2022-07-09 TC Minutes](#)

**Motion:** To approve the Minutes of the July 9, 2022 Teleconference Board Meeting (Tamara P.)

**Second:**

**Decision:**

## III. Administrative Reports

- A. Chair Report – Sue V.
- B. [Executive Committee | ACA WSO](#): Jasmina T.
- C. [Treasurer's Report | ACA WSO](#): Lucia S. on behalf of Fredrik H.
- 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

- A. [Finance Committee | ACA WSO](#): Lucia S.
- B. [IT Committee | ACA WSO](#): Brad L.
- C. Guest Questions/Comments (5 minutes)

### Fellowship & Public Engagement

- D. [European Committee | ACA WSO](#): Fredrik H.
- E. [Global Members Committee | ACA WSO](#): Sue V.
- F. [Member Services | ACA WSO](#): Tamara P.
- G. [Meeting and Service Safety Committee | ACA WSO](#): Rich R, Delinda H
- H. Public Services Committee
  - a. [Public Services | ACA WSO](#): Jim B.
  - b. [H-and-I Committee | ACA WSO](#): Rich R.
- I. [Representation, Equity and Accessibility Ad-Hoc Committee | ACA WSO](#): *This committee is pending board review as per the OPPM, and is not required to provide monthly reports.*
- J. Guest Questions/Comments (5 minutes)

### Policy & Structure

- K. [ABC AWC Committee | ACA WSO](#): Liz C.
- L. [ABC Proposals & Ballot Prep | ACA WSO](#): Jim R.
- M. [Archives | ACA WSO](#): Marcia J.
- N. [OPPM | ACA WSO](#): Vacant
- O. [Nominating Committee | ACA WSO](#): Denise R.
- P. [Volunteer Resource Committee](#): Jim R.
- Q. Guest Questions/Comments (5 minutes)

### Content Development

- R. [Literature Committee | ACA WSO](#): Christine B.
- S. [Publishing Committee | ACA WSO](#): Sue V.
- T. Guest Questions/Comments (5 minutes)

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

- A. Motion passed at a special vote at the Executive Committee Meeting on July 7, 2022

**Motion:** To approve a cost of 3,500 US dollars as a retainer for Luisa Beristain, a member of Upnetic Legal Services, (<https://upnetic.com/>) part of our ADP HR Pro package. (Fredrik H.)

**Background:** ACA WSO has a team working to set up a process for dealing with complaints that come to us from committee members who are not employees, but are integral to the work of ACA. We need legal advice to answer questions that will allow us to set up proper guidelines and procedures. ADP was contacted first and directed us to their legal services.

**Second:** Sue V.

**Decision:** Motion passed unanimously

B. Motions passed at a Board Working Session on July 14, 2022

1. **Motion:** To authorize Jasmina T. and Bill D. to offer the IT Manager special worker part-time position as outlined in the position description to Brad L. (Brad H.)  
**Second:** Dove H.  
**Decision:** Motion passes unanimously.
2. **Motion:** To accept the agenda for the third day of ABC as presented by Liz C. (Liz C.)  
**Second:** Tamara P.  
**Decision:** Motion passed unanimously.
3. **Motion:** To approve the renewal of the contract for publishing work with Markus Sjöborg Firm for 12 months, effective August 1, 2022 with a 4% increase to fees and a 45 day notice for the next renewal. (Sue V.)  
**Background:** Mr. Sjöborg Firm has been working with us on our publishing work on a contract basis since October 2021. The 4% increase in professional fees is due to the cost of living increase.  
**Second:** Jasmina T.  
**Decision:** Motion passed unanimously. Justine F. and Charlie H. were absent.
4. **Motion:** To set the following interim policy for International Translation Pricing: 1st print run of 300 newly translated books will be 60% of retail, unless the print cost is higher, then the price will be set at the print cost, plus shipping and taxes. The base selling price will be at the equivalent USD pricing.  
If the order is greater than 300 books, the additional books cost will include the usual 30% discount for Intergroups off retail price. (Fredrik H.)  
**Background:** Historically the sales method for newly translated publications was based on royalties paid to WSO above the costs to produce and deliver the books with there being a 50/50 split between WSO and the IG for the work performed by their Translation Committee. The royalties were waived on the first 300 copies purchased with the buyers paying only the print and shipping costs.  
Since WSO is transitioning to an invoice purchase method and away from royalties method due to complexity of accounting required to continue the process as WSO enters into more and more translation agreements, it became clear we needed to establish a pricing policy that still rewards translation teams for their contributions to the books being published.  
**Second:** Brad H.  
**Decision:** Motion passed unanimously. Justine F. and Charlie H. were absent.

C. Motions/Resolutions passed at a Board Working Session on July 28, 2022

1. **Resolution:** To implement the motion adopted by the 2022 ABC on 2022 Ballot Proposal #8 by directing the WSO Business Operations Collaboration Committee and the WSO Information Technology (IT) Committee to:
  1. develop proposed policy and procedures to implement this motion,

2. include proposed policy and procedures to delist meetings that do not abide by the ACA Twelve Traditions, and
3. submit the proposal to the Board of Trustees for approval and inclusion in the OPPM. (Fredrik H.)

**Background:** This resolution implements the motion adopted by the 2022 Annual Business Conference regarding 2022 Ballot Proposal #8.

Motion Adopted on Proposal #8: *I move that "only" meetings for marginalized or oppressed communities (eg BIPOC, LGBTQ+, women), as well as men's groups, continue to be listed on the WSO website, as they already are, to provide safe spaces in service of carrying the message (Tradition 5); and that the fellowship maintain its Tradition 4 option to delist any "only" group that negatively affects ACA as a whole, for example by using offensive language or by alienating marginalized or oppressed adult children, which would violate Tradition 5.*

**Second:** Brad H.

**Decision:** Resolution passed unanimously. Liz C., Jasmina T. and Charlie H. were absent.

Note: This resolution was initially passed at the June 9 board meeting, pending minority opinion of the approved motion at the July 23 ABC. This is completed.

2. **Resolution:** To implement the motion adopted by the 2022 ABC on 2022 Ballot Proposals #10, #11, and #12 with the following provisions and guidelines: (Brad H.)

1. The ABC AWC Committee is assigned to complete the study described in that motion.
2. All 2022 ABC Delegates and other members of the fellowship will be invited to participate in the study.
3. The participants will determine ground rules, number of voting members, how decisions are made, scope statement/mission of how the resolution will be implemented using the Traditions and Concepts of Service.
4. The Board will select one or more designated liaisons to support the committee and be voting members.
5. The Chair of the Committee will give monthly progress reports to the fellowship, the Policy and Structure Collaboration Committee, the Board of Trustees, and business meetings. These reports will be made available to the fellowship by posting on the ACA website and other communication avenues.

**Background:** This resolution implements the motion adopted by the 2022 Annual Business Conference regarding 2022 Ballot Proposals #10, #11, and #12.

Motion Adopted on Proposals #10, #11, #12: *I move to direct the ABC AWC Committee to coordinate an in-depth and inclusive study regarding possible changes to the ABC and AWC structures. The study will consider all fellowship viewpoints, and all delegates and members of the fellowship will be invited to participate. Findings will be presented to the 2023 ABC, and regular updates will be provided to 2022 ABC delegates and the fellowship.*

**Second:** Justine F.

**Decision:** Resolution passed unanimously

Note: This resolution was initially passed at the June 16 board meeting, pending minority opinion of the approved motion at the July 23 ABC. This is completed.

3. **Resolution:** To implement the motion adopted by the 2022 ABC on creating a Data Analysis Committee by creating a Data Analysis Committee with the following provisions and guidelines: (Brad H.)
- Develop and describe the purpose and responsibilities of the committee in a way that is consistent with the contents of the adopted motion and present the description to the Business Operations Collaboration Committee for approval.
  - The members will determine ground rules, number of voting members, how decisions are made, scope statement/mission of how the resolution will be implemented using the Traditions and Concepts of Service.
  - Identify and designate an Interim Chair with relevant experience to serve for up to six months.
  - Recruit members to serve on the committee with relevant experience to the extent feasible.
  - The Chair of the Committee will give monthly progress reports to the fellowship, the Business Operations Collaboration Committee, the Board of Trustees, and business meetings. These reports will be made available to the fellowship by posting on the ACA website and other communication avenues.

**Background:** This resolution implements the motion adopted by the 2022 Annual Business Conference regarding creation of a Data Analysis Committee.

*Floor Motion Adopted: I move that WSO should create a Data Analysis Committee and designate an interim chair for up to six months with relevant experience. The committee would be responsible for organizing existing data sets, conducting future data-oriented projects (including surveys and presenting results), developing data stewardship practices and procedures, and be available for consultation to other service groups within ACA. The committee should be composed of members with previous experience in survey design, human subjects research, data science, data analytics, database management, reporting, and/or data ethics.*

**Second:** Fredrik H.

**Decision:** Resolution passed unanimously.

**Note:** This resolution was initially passed at the June 16 board meeting, pending minority opinion of the approved motion at the July 23 ABC. This is completed.

4. **Board Resolution:** To implement the motion adopted by the 2022 ABC on quarterly Delegate meetings with the following provisions and guidelines:
1. Everyone in the fellowship will be invited to participate in the planning of the quarterly business conference (QBC) meetings.
  2. The ABC AWC Committee will determine ground rules, number of voting members, how decisions are made, scope statement/mission of how the resolution will be implemented using the Traditions and Concepts of Service.
  3. The ABC AWC Committee will coordinate this project.
  4. The Committee Chair or designee will give timely progress reports to the fellowship, the Policy and Structure Collaboration Committee, and the Board of Trustees. These reports will be made available to the fellowship by posting on the ACA website and other communication avenues.
- (Brad H.)

**Background:** This resolution implements the motion adopted by the 2022 Annual Business Conference regarding future meetings of the 2022 ABC Delegates.

Motion Adopted on Delegate Meetings: Schedule quarterly delegate meetings of 2-4 hours, in July/August, November, and February. The July/August quarterly meeting will handle spillover business.

**Second:** Dove H.

**Decision:** Motion passed unanimously. Absent: Fredrik H., Sue V. & Charlie H.

5. **Motion:** To conduct the 2023 Annual Business Conference, 2022/2023 Quarterly Business Meetings, and ACA World Convention entirely virtually. This motion will be considered final after it is presented to and ratified by the 2022 ABC. (Liz C.)

**Background:** It is strongly recommended by the ABC/AWC Committee to continue holding our annual meetings virtually next year. No host has been identified to date and it is well past time to start planning. Also, it would behoove us to focus on conducting the study regarding future annual meetings rather than planning an in-person event.

**Second:** Charlie H.

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

Note: This was initially passed at the June 23 board meeting and ratified at the July 23 ABC.

6. **Motion:** To approve the immediate execution and electronic filing with the US Internal Revenue Service of the IRS Form 990 Tax Return for the year 2021 that has been prepared by O&S Accountants for the Adult Children of Alcoholics World Service Organization. See:

■ Copy of ACA 990 Rev2.pdf (Brad H.)

**Background:** The WSO Finance Committee has finished its review of the 2021 IRS Form 990 Tax Return. Everything is in order, and the Committee recommends that the Board of Trustees approve it to be signed by the Board Chair and filed electronically by the O&S Accountants that prepared the return. This return must be filed before the WSO can apply for and obtain a bank line-of-credit as a prudent precaution in the event of cash flow issues that might interfere with timely payment of obligations.

**Second:** Charlie H.

**Decision:** Motion passed unanimously. Sue V. and Fredrik H. were absent

7. **Motion:** For the ACA WSO Board of Trustees to adopt the Prudent Reserve Policy as amended that is presented below - see Appendix [A: ACA WSO Prudent Reserve Policy](#) (Brad H.)

**Background:** The purpose of the ACA WSO Prudent Reserve Policy is to ensure the stability of the mission, programs, employment, and ongoing operations of ACA WSO. The Prudent Reserve is intended to provide an internal source of funds for situations such as a sudden increase ACA WSO Prudent Reserve Policy in expenses, one-time unbudgeted expenses, unanticipated loss in funding, or uninsured losses. This policy defines and sets goals for reserve funds, clearly describes authorization of the use of reserves, and outlines requirements for reporting and monitoring. Having a written and approved policy on operating reserves will help to ensure that the Board uses consistent definitions and calculations and that the authority and operational guidelines for using funds in reserve are clear to all. Specific motions to place funds into the reserve will be presented to the Board for approval.

**Second:** Tamara P.

**Decision:** Motion passed unanimously. Sue V. and Fredrik H. were absent.

8. **Motion:** Make the following changes to the ACA WSO by-laws and, upon completion of the amendment process, publish the amended bylaws on the website. (Charlie H.)

Amend Article Four, Section 7, to read, “The following officers shall be elected from among ~~its members~~ Trustees: Chairperson, ~~Vice Chairperson~~ one or two Vice Chairpersons, Secretary and Treasurer. One Trustee ~~person~~ may hold more than one office, except that the Chairperson may not ~~also be the Secretary or Treasurer~~ hold any additional officer positions.”

Amend Article Four, Section 9, to read, “~~The term of office shall be two (2) years.~~The term for board officer positions shall be one year, from July 1 through June 30, and officers may be elected to a maximum of three full terms. If an officer is initially elected mid-term and serves more than six months, they may be elected to a maximum of two additional full terms.”

**Background:** The bylaw changes address several shortcomings relating to board officer positions, and are required to update the OPPM. 1) The current bylaws allow board officers to be elected to two two-year terms, allowing one officer to serve in the same position for four years, or even longer, if they replace an officer during the prior term. Permitting three one-year terms is more consistent with the principle of rotation. 2) In the OPPM, officer terms begin and end at the Annual Business Conference, which is a stressful time to attempt officer transitions. Including a July 1 change-over in the bylaws will establish a more orderly and consistent process. 3) As ACA becomes more global, the board is recognizing that allowing a second vice chairperson might help the board chairperson manage communication and other demands. The current bylaws only speak of one vice chairperson.

**Second:** Brad H.

**Decision:** Motion passed unanimously. Sue V. and Fredrik H. were absent.

Note: This motion was initially passed at a June 16 Board meeting, then read into the record at July 9 Teleconference. Final board approval was on July 28 as per bylaw change procedure.

D. Motions 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:** To approve the following document as a standard Volunteer Harassment Complaint Intake Form to be used by WSO and its volunteers. (Jasmina T.) See:

■ Volunteer\_Complaint\_or\_Concern\_Intake\_Form\_WSO (3).pdf

**Second:** Brad H.

**Decision:** Motion passed unanimously on July 13, 2022.



## **VI. Guest Comments**

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## **VII. Closing Activities**

### A. Announcements

- Next WSO Board Teleconference Meeting is on September 10 at 2:00pm EDT.

### B. Motion to Adjourn Meeting

### C. Closing Serenity Prayer

## **APPENDIX**

### **A: ACA WSO Prudent Reserve Policy**

#### **Purpose**

The purpose of the Prudent Reserve Policy for ACA WSO is to ensure the stability of the mission, programs, employment, and ongoing operations of the organization. The Prudent Reserve is intended to provide an internal source of funds for situations such as a sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss in funding, or uninsured losses.

The Reserve may also be used for one-time, nonrecurring expenses that will build long-term capacity, such as staff development, research and development, or investment in infrastructure. Prudent Reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap.

It is the intention of ACA WSO for Prudent Reserves to be used and replenished within a reasonably short period of time.

#### **Definitions and Goals**

The Prudent Reserve Fund is defined as a designated fund set aside by action of the Board of Trustees. The minimum amount to be designated as Prudent Reserve will be set at an amount sufficient to maintain ongoing operations and programs for a set number of months. The Prudent Reserve serves a dynamic role and will be reviewed and adjusted in response to internal and external changes.

The Target Minimum is initially set at three months of the monthly average of actual operating costs for the last completed fiscal year. The number of months included in calculating the Target Minimum may be subsequently adjusted to achieve and maintain a prudent reserve. The amount of the Target Minimum will be calculated each year after the budget is adopted based on budgeted operating costs. Each time the Target Minimum is adjusted, the adjustment will be reported by the Finance Committee to the Business Operations Collaboration Committee and the Board of Trustees and will be included in the regular financial reports.

For setting the Target Minimum, only, the calculation of operating costs includes all recurring, predictable expenses such as salaries and benefits, occupancy, office, travel, program, and ongoing professional services. Depreciation, in-kind, and other non-cash expenses are not included in the calculation. The calculation also excludes some expenses such as pass-through programs, one-time or unusual expenses, and capital purchases.

#### **Accounting for Reserves**

The Prudent Reserve Fund will be recorded in the financial records as a Board-Designated Prudent Reserve. The Fund will be funded and available in cash or cash equivalent funds. Prudent Reserves will be maintained in a designated bank account or investment fund, in accordance with investment policies.

## **Funding of Reserves**

The Prudent Reserve Fund will be funded with surplus unrestricted operating funds. The Board of Trustees may from time to time direct that a specific source of revenue be set aside for Prudent Reserves. Examples may include one-time gifts or bequests, special grants, or special appeals.

## **Use of Reserves**

### **1. Identification of appropriate use of Prudent Reserve funds.**

The Finance Committee will identify the need for access to reserve funds and confirm that the use is consistent with the purpose of the reserves as described in this Policy. This step requires analysis of the reason for the shortfall, the availability of any other sources of funds before using reserves, and evaluation of the time period that the funds will be required and replenished.

### **2. Authority to use Prudent Reserves**

Authority for use of up to \$30,000 of Prudent Reserves is delegated to the Executive Committee in consultation with the Chair of the Finance Committee. The use of Prudent Reserves will be reported to the Board of Trustees at their next scheduled meeting, accompanied by a description of the analysis and determination of the use of funds and plans for replenishment to restore the Prudent Reserve Fund to the Target Minimum amount. Approval from the Board of Trustees is required for use of Prudent Reserves in excess of \$30,000.

### **3. Reporting and monitoring.**

The Treasurer is responsible for ensuring that the Prudent Reserve Fund is maintained and used only as described in this Policy. Upon approval for the use of Prudent Reserve funds, the Treasurer will maintain records of the use of funds and plan for replenishment. He/she will provide regular reports to the Board of Trustees of progress to restore the Fund to the target minimum amount.

## **Review of Policy**

This Policy will be reviewed every other year, at minimum, by the Finance Committee, or sooner if warranted by internal or external events or changes. Changes to the Policy will be recommended by the Finance Committee to the Board of Trustees.

## **B. [To add in copy of financial reports]**

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 [acaawso.org](http://acaawso.org) website.

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