

**Adult Children of Alcoholics World Service Organization**



## **2022 Book of Motions**

**January 2022 – August 2022**

Tamara P. - Secretary  
November 2021 – present

Patricia I. - Assistant Secretary  
February 2022 - present

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## January 8, 2022

### **Motion 2022\_0108\_01: Online Posting of TC Recordings**

To post monthly TC audio recordings online beginning with the January 2022 teleconference as well as to devise a message to be read during TC meetings to ensure that guests do not unintentionally break their anonymity. (Charlie H.)

**Background:** Monthly teleconferences are largely informational meetings for the fellowship. This motion promotes transparency and permits the fellowship to listen to the meeting at any time convenient to them as well as to double-check comments made during teleconference meetings.

**Second:** Fredrik H.

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

### **Motion 2022\_0108\_02: Composition of General Manager Oversight Committee**

To change the composition of the General Manager Oversight Committee. The General Manager Oversight Committee will be made up of the following Board positions:

- Chair
- Vice-Chair (as observer only unless chair becomes unavailable)
- Treasurer
- Publishing Committee Chair
- HR Board Liaison  
(Sharon F.)

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

**Second:** Fredrick F.

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

### **Motion 2022\_0108\_03: Ratification of Interim Service Network Committee Chair**

To ratify Sharon F. as the Interim Service Network Committee Chair (Charlie)

**Second:** Sue

**Background:** None

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

### **Motion 2022\_0108\_04: Statement of Purpose for the Service Network Committee**

To approve the following Statement of Purpose for the Service Network Committee: To

serve as a point of contact and principal WSO committee focusing on the service structure initiatives approved by the ABC Delegates at the 2017 ABC and report to the 2022 ABC Delegates findings and progress made for increased role of the Conference in the active maintenance of the world service. (See attachment for details and current updates).  
(Sharon) **Background:** None

**Second:** Charlie

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

**Motion 2022\_0108\_05: Authorization of an Overflow Day for ABC**

To authorize a third or overflow day to the Annual Business Conference (ABC) schedule within two months of the ABC, for any delegate conversation/voting not completed during the regularly scheduled ABC. This additional session will be held if at least 60% of the ABC delegates votes in favor of it. (Liz C.)

**Background:** Some of the complaints of previous ABC include scheduling too much in the time available, agenda items are rushed, there is not enough delegate input, proposals which are referred to the board may not be addressed in a timely fashion. For the 2022 ABC the date of May 21 is suggested for this overflow day.

**Second:** Charlie

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

**Motion 2022\_0108\_06: ReLaunch of ComLine**

To authorize the Literature Committee to re-launch ComLine as an online blog, linked to from the [www.adultchildren.org](http://www.adultchildren.org) site, instead of a quarterly PDF publication. (Sharon F.)

**Background:** Comline has been a quarterly newsletter published by World Service Organization, which was heavily dependent on sophisticated layout software. It went on hiatus January 2020 due to losing our layout personnel. We envision a blog that will engage the worldwide membership with short (100 - 500 word) postings on several categories. The blog will update new content monthly and will use searchable tags for content topics.

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

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

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



**Second:** Erin D.

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

**Motion 2022\_0108\_07: Contact Extension for Publishing Staff**

To approve the contract extension of Markus Sjöborg, publishing staff from Jan 31, 2022 to July 31, 2022 with the same terms of the original contract. (Sue V.)

**Background:** Mr Sjöborg has been working for WSO ACA since late 2020 on publishing activities. There has been a significant increase in the requests from our ACA fellowship to publish English and translated literature for publication. The general manager is in agreement with this motion.

**Second:** Jim B.

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

**Motion 2022\_0108\_08: Purchase of Hardcover BRBs**

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

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

**Second:** Jasmina T.

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

**Motion 2022\_0108\_09: Purchase of Softcover BRBs**

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

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

**Second:** Jasmina T.

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

**Motion 2022\_0108\_10: Menus for ABC and AWC**

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

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

**Second:** Liz C.

**Decision:** Motion passed unanimously.

### **Motion 2022\_0108\_11: IT Committee to Handle Meetings Email Account**

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

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

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

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

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

**Second:** Sharon F.

**Decision:** Motion passed unanimously

## **February 12, 2022**

### **Motion 2022\_0212\_01: Purchase of Softcover YWB at CHG Printing**

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. (Sharon F. and Justine F. absent)

**Motion 2022\_0212\_02: Approval of Funds for Additional Storage Space**

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.

**Motion 2022\_0212\_03: Replacement of Printing Company - Sheridan**

To authorize the General Manager 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.

### **Motion 2022\_0212\_04: Lease of Additional Warehouse Space**

To approve the lease of additional warehouse space at 1406 E 33<sup>rd</sup> 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.)

**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>

**Second:** Sue V.

**Decision:** Motion passed unanimously.

### **Motion 2022\_0212\_05: General Manager as Authorized Signer**

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.)

**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.

**Second:** Fredrik H.

**Decision:** Motion passed unanimously.

**Motion 2022\_0212\_06: Creation of Four Collaboration Committees**

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.)

**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.

**Second:** Sharon F.

**Decision:** Motion passed unanimously.

**Motion 2022\_0212\_07: General Manager As Primary Contact for Amazon Accounts**

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

**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.

**Second:** Jim B.

**Decision:** Motion passed unanimously. Sharon F. was absent.

**Motion 2022\_0212\_08: Changes to Ballot Proposal Submission Process**

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.)

**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](#)

**Second:** Sue V.

**Decision:** Motion passed unanimously. Sharon F. abstains.

**Motion 2022\_0212\_09: WSO Office to Extend Literature Discount to Specified Entities**

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

**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.

**Second:** Jim B.

**Decision:** Motion passed unanimously. Sharon F. absent

**Motion 2022\_0212\_10: Force Majeure Invoked for ABC/AWC Hotel Contract**

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.)

**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.

**Second:** Liz C

**Decision:** Motion passed unanimously. Sharon F. was absent.

**Motion 2022\_0212\_11: Dates for ABC/AWC in 2022**

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

**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.

**Second:** Tamara P.

**Decision:** Motion passed unanimously.

**Motion 2022\_0212\_12: Price of Japanese BRB**

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.

**Motion 2022\_0212\_13: Price for Japanese YWB**

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

**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.

**Second:** Sue V.

**Decision:** Motion passed unanimously.

**Motion 2022\_0212\_14: Printing of Japanese YWB**

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

**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:



**Second:** Jamina T.

**Decision:** Motion passed unanimously.

**Motion 2022\_0212\_15: Maximum List Price for eBooks**

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.)

**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.

**Second:** Jim B.

**Decision:** Motion passed unanimously. Sharon F. was absent.

**Motion 2022\_0212\_16: Printing of Japanese BRB with Thomson Press**

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.)

**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.

**Second:** Jim B.

**Decision:** Motion passed unanimously. Sharon F. was absent.

**Motion 2022\_0212\_17: Registration of Names of Organization**

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.)

**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.

**Second:** Jim B.

**Decision:** Motion passed unanimously. Sharon F. was absent.

**Motion 2022\_0212\_18: Purchase of Smartsheet Project Software**

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.)

**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.

**Second:** Jim B.

**Decision:** Motion passed unanimously.

### **Motion 2022\_0212\_19: General Manager Authorized to Change HR Consultants**

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 F. was absent.

### **Motion 2022\_0212\_20: ACA Workshop and Event Policy**

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.

**Background:** None

**Second:** Justine F.

**Decision:** Motion passed unanimously.

## **March 12, 2022**

### **Motion 2022\_0312\_01: Disband Human Resources Committee**

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.

### **Motion 2022\_0312\_02: Establish Volunteer Resources Committee**

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.

**Motion 2022\_0312\_03: Rescind of Motion for 6 Month Contract for General Manager**

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.

**Motion 2022\_0312\_04: 12 Month Contract for General Manager**

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.

**Motion 2022\_0312\_05: Increase in Bequests Amount Limit**

To 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.

## April 9, 2022

### **Motion 2022\_0409\_01: Google Share Drive System for Translation/Literature**

To approve the use of the Google shared drive system for translation work and the literature committee. (Sue V.)

**Background:** This will be a new system (suggested by Brad L, IT) for translations and literature groups revising current literature to check the current editions with a view access and translations publication development files to work on publishing activities. This will increase copyright protection and support the fellowship groups with English and Translated literature development work.

**Second:** Fredrik H.

**Decision:** Motion passed unanimously.

### **Motion 2022\_0409\_02: Translations License Approval**

To approve the translations license dated Sept 8, 2021; See: [2021 09 08 ACA TranslationsAgreement\\_Rev\\_1.pdf](#) (Sue V.)

**Background:** The translations license has been worked on for over a year, we need to approve it for September 8, 2021, and be open to further amendments. Christine recommended we start ensuring all documents have a date. The committee agreed.

**Second:** Charlie H.

**Decision:** Motion passed unanimously.

### **Motion 2022\_0409\_03: Signing of Publishing Contracts to General Manager**

To approve that the WSO Chair delegate the signing of publishing contracts related to the business (InDesign vendors, Translators and printing) to the General Manager. (Sue V.)

**Background:** Currently the WSO chair signs all publishing contracts. The OPPM states the chair can delegate this responsibility. This would streamline publishing and provide a quicker turnaround time to complete publishing projects.



**Second:** Charlie H.

**Decision:** Motion passed unanimously. Sharon F. was absent.

**Motion 2022\_0409\_04: Signing of Translation Licenses/NDAs to Liaison to Publ. Com.**

To approve that the WSO Chair delegate the signing of publishing contracts related to the fellowship part of publishing such as translations license and any NDAs associated with the volunteers as part of the publishing projects to a designated Board Liaison to the Publishing Committee. (Sue V.)

**Background:** Currently the WSO chair signs all publishing contracts. The OPPM states the chair can delegate this responsibility. This would streamline publishing and provide a quicker turnaround time to complete publishing projects. (edited)

**Second:** Charlie H.

**Decision:** Motion passed unanimously. Sharon F. was absent.

**Motion 2022\_0409\_05: Purchase of Preservica/Archival Storage Platform**

To purchase a subscription to Preservica Starter Plus for \$2,388 per annum for 250GB of retrievable storage. (Charlie H.)

**Background:** There is a need to preserve ACA history as well as make the materials that document that history available to the fellowship. Committee members and trustees use the material for their work. A complete scan of existing materials in our possession was approved by WSO in 2021. The next step is to provide a way to keep track of what we have and make it available to those who want the information. The Archives Committee has studied various cataloging platforms over the past year. We decided against open source products because of the skills that would be required to use them over time (technological in nature.) Our criteria were developed to assure a product that would be intuitive for use by changing volunteer archivists, easily available to the fellowship, and allowed for word searches through our document rather than requiring an established search vocabulary. We also wanted the product to be affordable. Preservica is the product that best fits the criteria at this time.

**Second:** Jasmina T.

**Decision:** Motion passed unanimously. Sharon F. was absent.

**Motion 2022\_0409\_06: Printing of LPG in the UK**

To approve the printing of 3,500 Loving Parent Guide books at a cost of approximately \$12,280 in the UK. (Fredrik H.)

**Background:** The stock of LPGs from the October European launch is down to under 500 books. The UK IG Bookstore continues to sell them to anyone who places an order in Europe and WSO also sends them to Amazon UK to replenish stock there. They have been selling on Amazon UK the past two months.

**Second:** Sue V.



**Decision:** Motion passed unanimously. Sharon F. was absent.

**Motion 2022\_0409\_07: Approval of 2022 Budget**

To approve the 2022 budget as submitted by the Finance Committee with the understanding that it may be adjusted pending on the approval of a price increase for books (Jim B.)

**Second:** Jasmina T.

**Decision:** Motion passed unanimously. Sharon F. was absent.

**Motion 2022\_0409\_08: Extension of Russian Print/Distribution Contract**

To approve for the Russian fellowship an extension of the current print and distribution of translated literature contract and the current translation license until the current situation has been stabilized in the region. The Board will review every six months and assess when there is a need to update the contracts. (Sue V.)

**Background:** This motion will support our Russian ACA Fellowship during the current global challenges in Russia. We will also be providing similar support to the ACA Ukraine Fellowship. We may be losing our communication connection with Russia at any point. We have more time with Ukraine and will be making a similar motion.

**Second:** Jim B.

**Decision:** Motion passed unanimously. Sharon voted “yes” per proxy vote. Erin is absent.

**Motion 2022\_0409\_09: Extension of Ukraine Print/Distribution Contract**

To approve for the Ukrainian fellowship an extension of the current contract for print and distribution of Russian translated literature until the current situation has been stabilized in the region. The Board will review every six months and assess when there is a need to update the contract. (Sue V.)

**Background:** This motion will support our Ukrainian ACA Fellowship during the current global challenges in the Ukraine. We have also provided similar support to the ACA Russian Fellowship.

[Note: FYI- They have signed a new translation license for Ukrainian language. No board action needed on translations].

**Second:** Fredrik H.

**Decision:** Motion passes unanimously. Absent: Charlie H. and Tamara P.

**Motion 2022\_0409\_10: To Nominating Committee re Board Candidate - Brad H.**

To communicate to the Nominating Committee that we have reviewed the Board Candidate Packet for Brad H. and we have no objections to him joining the Board as a full Board member. (Sharon F.)

**Second:** Liz C.

**Decision:** Motion passed unanimously.

**Motion 2022\_0409\_11: Volunteer Behavior Complaint Procedure**

To accept the proposed version of a Complaint Process Procedure understanding that some revisions may be made by the Board after the first time using this process. See: [Complaint.Process-3.31.22-5.docx](#) (Liz C.)

**Background:** The Board periodically receives complaints concerning behavior by volunteers, including Board members. While the Board has a right and responsibility under multiple authorities to assess such complaints, the OPPM does not spell out how such a process should be conducted. Enacting a policy and posting it on the website will give all volunteers a transparency for filing complaints about behavior that may violate the Traditions, Concepts, and ACA's purpose of service. It also will provide a consistent process for evaluating such complaints with fairness and due process.

**Second:** Tamara P.

**Decision:** Motion approved unanimously. Fredrik H. was absent.

**Motion 2022\_0409\_12: New ABC Voting Process**

To accept the new ABC Voting Process submitted by the ABC Committee. See: [ABC.Draft.Voting.Rules-3.30.22-9 Amber Edits.docx](#) (Liz C.)

**Second:** Jasmina T.

**Decision:** Motion passed unanimously. Fredrik H. was absent.

**Motion 2022\_0409\_13: Attorney Fees for Copyright Research Tony A's Twelve Steps**

To approve the legal costs up to \$2000 for the WSO copyright attorney to work on the potential copyright issues associated with the Tony A's Twelve Steps in ACA as per the 2022-2 ABC ballot proposal. The attorney will provide their recommendations on possible solutions which will be presented to the fellowship in time for the 2022 ABC. (Sue V.)

**Background:** There has been an ABC ballot, 2022-2 submitted requesting WSO to add the Tony A's Twelve Steps to all published ACA Literature as founder Tony A's Steps. The Tony A steps are copyrighted.

**Second:** Justine F.

**Decision:** Motion passed unanimously by Executive Committee.

**Motion 2022\_0409\_14: Purchase of Japanese BRB**

To approve the purchase of 1,000 Japanese BRB per the attached quote at a cost of \$6,642 plus shipping (Sue V.)

**Background:** We have a previous motion approved for 500 books. This is an increase due to the Japanese IG request to purchase additional books. The new total is 400 books, the original order was much less. The other books will be transferred to Amazon, USA and balance to be reserved for a second order from the IG.

**Second:** Sharon F.

**Decision:** Motion passed unanimously by Executive Committee.

**Motion 2022\_0409\_15: Purchase of Japanese YWB**

To approve the purchase of 1,000 Japanese YWB per the attached quote at a cost of \$3,141 plus shipping. (Sue V.)

**Second:** Sharon F.

**Background:** We have a previous motion approved for 500 books. This is an increase due to the Japanese IG request to purchase additional books. The new total is 400 books, the original order was much less. The other books will be transferred to Amazon, USA and balance to be reserved for a second order from the IG.

**Decision:** Motion passed unanimously by Executive Committee.

**Motion 2022\_0409\_16: Approval of Company to Redesign Website**

To accept the proposal from Next Level to redesign the [adultchildren.org](http://adultchildren.org) website. (Jim B.)

**Background:** - The [adultchildren.org](http://adultchildren.org) website has been in need of a redesign. The IT committee received a large response to their request for proposal (RFP) for the redesign project. Of those that responded we interviewed 9 candidates. Out of these candidates Next Level , a company of 15+ designers, distinguished themselves with professional timely responses and an ability to not only redesign the website, but also to do ongoing work on our meeting list plugin.

**Second:** Sharon F.

**Decision:** Motion passed unanimously

**Motion 2022\_0409\_17: Change in Copyright Notice in Publications**

To authorize the change of the copyright notice in publications to be legally compliant. The correct notice should read: copyright@2006 by Adult Children of Alcoholics World Service Organization Inc. (Sue V.)

**Background:** The copyright attorney has advised we need to use the legal name of the WSO ACA organization. We are currently not doing that in all publications . We are using Adult Children of Alcoholics/Dysfunctional Families World Service Organization Inc. See examples at: [2022 02 Examples\\_Copyright Page\\_Cover \(1\).pdf](#)

**Second:** Jim B.

**Decision:** Motion passed unanimously

## May 14, 2022

### **Motion 2022\_0514\_01: Purchase of Finnish Language Yellow Workbooks**

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

### **Motion 2022\_0514\_02: Purchase of Softcover BRB**

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.

### **Motion 2022\_0514\_03: Purchase of Loving Parent Guidebook**

**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.

### **Motion 2022\_0514\_04: Extension of Chair of the Archives Committee**

**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.

### **Motion 2022\_0514\_05: Expanded Criteria for Certifying/Recertifying Regions**

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

### **Motion 2022\_0514\_06: Change in Expenditure Approvals**

**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
<p><b>D. Expenditure Approvals</b> 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.</p> <p>Long term contracts such as those for recurring printing orders, office rent, etc., are excluded from this requirement.</p> <p>All potential expenditures must be approved via motion of the Full Board, except as noted below:</p> <ol style="list-style-type: none"> <li>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</li> </ol>	<p><b>D. Expenditure Approvals</b> 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 <u>\$5,000</u> 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. <u>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.</u></p> <p>All potential expenditures must be approved prior to the order of goods or services as follows:</p> <ol style="list-style-type: none"> <li>1. <u>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</u></li> </ol>

<p>reporting such purchases during the monthly Teleconference.</p> <p>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.</p> <p>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&amp;I non-routine expenditures. Appropriate paperwork must be completed and submitted to the Treasurer or designate as soon as possible.</p>	<p><u>for purchases of \$100,000 or greater. These purchases shall be reported by the approving party during the monthly Teleconference.</u></p> <p><u>This should be #3. (see below for #2)</u></p> <p>2. <u>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 the Executive Committee. Expenditures of \$10,000 or higher, must be approved by the Board.</u></p> <p><u>Requests for software should first be vetted by the IT Committee for integrity of the program, overall company usage and longevity, and cost effectiveness.</u></p> <p>3. Committees with annual budgets are authorized to spend those funds as needed within the bounds of the committee's work. <u>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&amp;I non-routine expenditures.</u></p> <p><u>This should be #2.</u></p>
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<p>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.</p> <p>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.</p>	<p>4. The <u>General</u> Manager is authorized to approve/purchase budgeted operating expenditures for the Distribution Center of up to <u>\$5,000</u>. In the <u>General Manager's</u> absence, the Treasurer is authorized to approve the same.</p> <p>5. No changes.</p>
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**Second:** Brad H.

**Decision:** Motion passed unanimously.

**Motion 2022\_0514\_07: Signatory to Include Board Chair and General Manager**

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

Current OPPM	Proposed Changes
<p><b>C. Signatory</b> 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. When possible, this should be a Board Officer.</p>	<p><b>C. Signatory</b> The Board Chair, the Treasurer, and General Manager are the authorized signatories on all ACA WSO accounts. 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.



#### **Motion for Bank Account Procedures**

**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.

**Second:** Jim B.

**Motion passed unanimously.**

#### **Motion 2022\_0514\_08: Use of Google Share Drives for Board and Committee Work**

**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.

**Second:** Sue V.

**Decision:** Motion passed unanimously.

#### **Motion 2022\_0514\_09: Adoption of ACA Bill of Rights**

**Motion:** To approve and adopt this ACA Bill of Rights as Conference-approved, Beta testing, literature. See: [W](#) Bill of Rights FINAL 1.24.2022 .docx (Justine F.)

**Second:** Jim B.

**Decision:** Motion passed unanimously.

#### **Motion 2022\_0514\_10: Prices for ACA Books Effective June 1, 2022**

**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.

## June 11, 2022

### **Motion 2022\_0611\_01: IRA Retirement Plan for Employees**

**Motion:** That the ACA WSO implement a SIMPLE IRA retirement plan for its paid employees with an effective date of June 1, 2022, and that the General Manager or the Treasurer be authorized to enter into an agreement with ADP Retirement Services to set up and administer such a plan. (Fredrik H.)

**Background:** The laws of the State of California require that the ACA WSO implement a qualified retirement plan for its paid employees on or before June 30, 2022. The Finance Committee has reviewed the options for implementing such a plan and has examined three different types of plans that meet the legal requirements at a reasonable cost to WSO while providing reasonable benefits to employees. Based on its analysis, the Finance Committee is recommending a SIMPLE IRA plan administered by ADP, which already provides payroll services to WSO and will facilitate timely implementation and administration of the plan. See summary of the projected costs to WSO over the first five years - [W Retirement Plan Cost Summary.docx](#)

**Second:** Brad H.

**Decision:** Motion passed unanimously. Liz C. was absent.

### **Motion 2022\_0611\_02: Increase in Wage for a Special Worker Position**

**Motion:** To increase the hourly wage for the replacement Amazon / eCommerce Fulfillment

Associate position in the 2022 budget (Fredrik H.)

**Background:** The work in Amazon and on our own ecommerce sites requires more knowledge and experience than we have been able to attract at the budgeted wage. Research done recently with an Amazon consulting firm indicates the recommended starting wage for this position for someone who has very little experience, and the more experience, the higher the wage should be.

**Second:** Sue V.

**Decision:** Motion passed unanimously. Liz C. was absent.

### **Motion 2022\_0611\_03: Review of Board Candidate Packet for Dove H.**

**Motion:** To communicate to the Nominating Committee that the Board of Trustees has reviewed the Board Candidate Packet for Delinda H. (Dove) and we have no objections to her joining the Board as a full Board member. (Justine F.)

**Second:** Tamara P.

**Decision:** Motion passed unanimously.

### **Motion 2022\_0611\_04: Election of Sue V. as WSO Board Chair**

**Motion:** To elect Sue V. as the WSO Board Chair starting July 1, with the understanding that we will go to a one year term for this role.

**Second:** Brad H.


**Decision:** Motion passed unanimously Sue V. was recused. Justine F. was absent

### **Motion 2022\_0611\_05: Funding India IG from International Literature Scholarship Fund**

**Motion:** To approve the funding in the amount \$1,015 plus any additional shipping for the Country of India IG from the International Literature Scholarship Fund for the purchase of BRB, LPG, YWB, SMR and LLWB. (Sue V.)

**Background:** To approve the funding in the amount \$1,015 plus any additional shipping for the Country of India IG from the International Literature Scholarship Fund for the purchase of BRB, LPG, YWB, SMR and LLWB. This motion has been approved by the Publishing Committee and the Business Collaboration Committee. This fund currently has approximately \$7,000.

Reference documents:  Letter to WSO for literature subsidy 2022.docx.pdf

 Principles of Subsidization Publishing 2021 07.pdf

**Second:** Tamara P.

**Decision:** Motion passed unanimously.

### **Motion 2022\_0611\_06: Establish Standing Meeting and Service Safety Committee**

**Motion:** To establish the ad hoc Meeting and Service Safety Committee as a formal standing committee (Charlie H.)

**Background:** The ad hoc Meeting and Service Safety Committee (MSSC) was formed in 2021, with a mission to address safety issues related to virtual meeting environments during the coronavirus pandemic, and develop a long-term strategy and potential resources to help the ACA fellowship effectively address other chronic safety issues. On April 3, 2022, the Fellowship and Public Engagement Collaboration Committee approved to establish the MSSC as a formal standing committee since virtual meetings within ACA will continue and therefore the committee's mission is ongoing.

**Second:** Liz C.

**Decision:** Motion passed unanimously.

### **Motion 2022\_0611\_07: Disbanding of the Service Network Committee**

**Motion:** To disband the Service Network Committee (Charlie H.)

**Background:** The Service Network Committee was formed in 2016, with a mission to identify ways to strengthen ACA's service structure. It worked to implement various elements of a comprehensive report presented to the Annual Business Conference (ABC) in 2017. In May 2022, the Committee recommended to the Board of Trustees to be disbanded, due to lack of leadership within the committee and resulting absence of continuity regarding committee mission and goals.

**Second:** Fredrik H.

**Decision:** Motion passed unanimously.

Sue V. and Justine F. abstained.

## **2022 Annual Business Meeting (ABC) Held on May 6&7 and July 23**

### **Motions Passed by Delegates**

#### **ABC\_2022\_01: Create ad hoc Committee RE: Organizational Identity**

**Proposal 5 Motion:** Create an ad-hoc committee to explore changing the fellowships name, logo, acronym, and any other identifying marks to include dysfunctional families. This group would meet for a year and then report results during the 2023 ABC committee reports. If the work results in a recommendation, it will appear on the 2023 ABC agenda. (If not ready by the 2023 ABC, then the report and potential recommendation will appear on the 2024 ABC agenda).

#### **ABC\_2022\_02: Create ad hoc Committee to Study Concepts II and VI**

**Proposal 4 Motion:** To create an ad-hoc committee that will study Concepts II and VI and report to the 2023 ABC on possible revisions. Delegates and the fellowship will be notified of the study and invited to join the ad-hoc committee.

### **ABC\_2022\_03: ABC Quarterly Meetings**

**Motion from ABC Committee:** To schedule quarterly delegate meetings of 2-4 hours, in July/August, November, and February. The July/August quarterly meeting will handle spillover business.

### **ABC\_2022\_04: In Depth Study of ABC and AWC Structures**

**Proposals 10, 11 & 12 Combined Motion:** 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.

### **ABC\_2022\_05: Listing of “Only” Meetings on WSO Website**

**Proposal 8 Motion:** 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 to provide safe spaces in service of carrying the message (Tradition 5); 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/oppressed adult children, which would violate Tradition 5.

### **ABC\_2022\_06: Create Data Analysis Committee**

**Floor Motion:** I move WSO create a Data Analysis Committee & designate an interim chair (up to 6 months) with experience, responsible for organizing existing data, conducting data projects, developing stewardship practices & procedures, & be available for consultation to other ACA service groups. 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.

## **July 9, 2022**

### **Motion 2022\_0709\_01: Ad Hoc Committee on Concepts II and VI**

**Resolution:** To implement the motion adopted by the 2022 ABC on 2022 Ballot Proposal #4 by forming an Ad Hoc Committee on Concepts II and VI with the following provisions and guidelines:

1. All 2022 ABC Delegates and other members of the fellowship will be invited to participate in the study.
2. 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.
3. The Board will select one or more designated liaisons to support the committee and be voting members.

4. 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 Proposal #4.

*Motion Adopted on Proposal #4: To create an ad-hoc committee that will study Concepts II and VI and report to the 2023 ABC on possible revisions. Delegates and the fellowship will be notified of the study and invited to join the ad-hoc committee.*

**Second:** Fredrik H.

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

### **Motion 2022\_0709\_02: Ad Hoc Committee on Organizational Identity**

**Resolution:** To implement the motion adopted by the 2022 ABC on 2022 Ballot Proposal #5 by forming an Ad Hoc Committee on Organizational Identity with the following provisions and guidelines: (Brad H.)

1. All 2022 ABC Delegates and other members of the fellowship will be invited to participate in the study.
2. 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.
3. The Board will select one or more designated liaisons to support the committee and be voting members.
4. The Chair of the Committee will give monthly progress reports to the fellowship, the Policy and
5. Web 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 Proposal #5.

*Motion Adopted on Proposal #5: To create an ad-hoc committee to explore changing the fellowships name, logo, acronym, and any other identifying marks to include dysfunctional families. This group would meet for a year and then report results during the 2023 ABC committee reports. If the work results in a recommendation, it will appear on the 2023 ABC agenda. (If not ready by the 2023 ABC, then the report and potential recommendation will appear on the 2024 ABC agenda)*

**Second:** Tamara P.

**Decision:** Resolution passed unanimously.

### **Motion 2022\_0709\_03: Lease for Additional Warehouse Space**

**Motion:** That the ACA World Service Organization enter into a one-year lease with PS Business Parks (or their assignee) for unit 1436 for approx. \$2,600 per month and budget internet and electric for about \$300 for a total of \$2,900 per month. (Fredrik H.)

**Background:** WSO currently has limited warehouse space in comparison to the amount of inventory currently on order and projected to be ordered in the next several weeks. In order to ensure we can manage the product inventory safely and securely, while providing access as needed, extra space is needed.

**Second:** Sue V.

**Decision:** Motion unanimously approved. Jasmina T. was absent.

#### **Motion 2022\_0709\_04: Election of Vice Chair of Board**

**Motion:** To elect Jasmina T. as Vice Chair of the ACA WSO board of Trustees effective immediately. (Charlie H.)

**Second:** Fredrik H.

**Decision:** Motion passed unanimously. Jasmina T. was absent.

#### **Motion 2022\_0709\_05: Board Officers Start Date and Terms**

**Motion:** To amend the terms of Board officers in the following ways: (Charlie H.)

- a. The board chair, vice chair, treasurer, secretary and the Nominating Committee and HR liaisons will be elected annually by the board to one-year terms that start on July 1.
- b. Board officers may be elected to a maximum of three one-year terms, unless they first are elected between July 1 and December 31 to replace a previously elected board officer. In that event, they may be elected to a maximum of two one-year terms.

**Second:** Fredrik H.

**Decision:** Motion passed unanimously. Jasmina T. was absent.

#### **Motion 2022\_0709\_06: Board Officer Election Process**

**Motion:** To amend the process for electing Board officers in the following ways: (Charlie H.)

- a. The board will elect officers within six weeks after the Annual Business Conference, and all board members ratified by the most recent ABC are eligible to vote. Only trustees ratified by the ABC are eligible to serve as board officers.
- b. A simple majority of participating board members is required for election of an officer. If there are three or more candidates for a specific position and no one gets a majority, a second vote will be held. If a third vote is needed, the candidate or candidates with the fewest votes will be removed from the ballot. Any candidate may withdraw before an additional vote is held.
- c. The first annual officer election will be for the position of chair, followed by vice chair, treasurer, secretary, and two liaisons (Nominating Committee and HR) in that order.
- d. Candidates for any officer position will leave the meeting until board discussions and the election are complete.

**Second:** Tamara P.



**Decision:** Motion passed unanimously. Jasmina T. absent

**Motion 2022\_0709\_07: Amendment to Bylaws Re: Officer Terms and Elections**

**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.

**Motion 2022\_0709\_08: Distribution of Zoom Disruption Suggestions Document**

**Motion:** To approve and distribute the following Zoom Disruption Doc for use among the ACA fellowship. This includes adding it to the “Find a Meeting” webpage and sending it out via email to all members in the database. See:

 ZOOM-DISRUPTION-SUGGESTIONS-FOR-MEETINGS\_-1.pdf (Jasmina T.)

**Background:** This doc was developed by and accepted by MSSC then reviewed and re-worked by members of a few committees, including IT.

Currently the document is only available on the MSSC webpage as a link. MSSC also sends it to members who write in to the MSSC email when zoom safety issues have come up.

Request by MSSC is that the document be sent out from WSO to the entire on-line database of members because of the enormity of the problem. Board has used mailchimp for this type of thing in the past. Additionally: add it to the Find a Meeting page under Meeting Resources.

**Second:** Fredrik H.



**Decision:** Motion passed unanimously.

**Motion 2022\_0709\_09: IT Manager Special Worker Position**

**Motion:** To create and internally advertise the IT Manager special worker part-time position for ACA WSO. (Jasmina T.)

**Background:** Over the last 6 months it has been increasingly clear that ACA WSO needs professional IT support and management. The volume of work has increased exponentially due to general growth of the WSO operations. Furthermore in light of recent hack attacks on WSO website, need for regular update and maintenance of WSO online presence was further underlined. While ACA WSO has been lucky in having a robust and active IT volunteer committee, it has become clear this is not a long term solution for growing ACA WSO needs.

The following IT Manager Job Description has been vetted and approved by the Business CC, and it is this committee's recommendation for it to be internally posted for the period of 2 weeks. If no qualified applicants come forward after the internal advertising period, the job posting should be posted externally. See Appendix B for Job Description.

**Second:** Justine F.

**Decision:** Motion passed unanimously.

**Motion 2022\_0709\_10: Appointment of New Board Chair**

**Motion:** To appoint Sue V., new Board Chairperson, as an additional authorized signer on all ACA WSO bank and official accounts and/or attached to EIN number. To remove Charlie H., former Board Chairperson, from these accounts as an authorized signer. (Charlie H.)

**Second:** Fredrik H.

**Decision:** Motion passed unanimously.

## August 13, 2022

**Motion 2022\_0813\_01: Funds for Legal Services to Advise RE: Complaints**

**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

**Motion 2022\_0813\_02: Hiring of IT Manager Special Worker**

**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.

**Motion 2022\_0813\_03: ABC Third Day Agenda**

**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.

**Motion 2022\_0813\_04: Renewal of Publishing Contractor**

**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.

**Motion 2022\_0813\_05: Interim Policy for International Translation Pricing**

**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.

**Motion 2022\_0813\_06: Implement ABC Motion Re: “Only” Meetings**

**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.

**Motion 2022\_0813\_07: Implement ABC Motion re: In Depth Study of ABC/AWC**

**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.

**Motion 2022\_0813\_08: Implement ABC Motion to Create Data Analysis Committee**

**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.

**Motion 2022\_0813\_09: Implement ABC Motion re: Quarterly ABC Meetings**

**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.

### **Motion 2022\_0813\_10: ABC/AWC 2023 to be Held Virtually**

**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.

### **Motion 2022\_0813\_11: Filing of 2021 IRS Tax Return**

**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

### **Motion 2022\_0813\_12: Adoptions of Prudent Reserve Policy**

**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.

### **Motion 2022\_0813\_13: Final Approval of Amendments to Bylaws re: Officers**

**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.

**Motion 2022\_0813\_14: Volunteer Harassment Complaint Intake Form**

**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.