



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

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

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

MONTHLY TELECONFERENCE AGENDA

May 14, 2022

2:00PM EDT

Zoom Meeting Details:	Dial US	Dial International
Zoom ID: 228 809 511 Passcode: 90755	US: +1-669-90-06833 (San Jose) US: 1-929-205-6099 (New York)	List of International Numbers https://zoom.us/j/adSv3hv19d

I. Opening

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

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

Absent: None

On Leave: Erin D.

- C. Quorum established
- D. Notice of Recording: Starting in January 2022, audio-only recordings of the monthly teleconference will be posted online. We ask that you remain aware of this if you choose to speak during today's call. To protect your personal anonymity, you may participate in the guest introductions by identifying yourself using the chat function. Similarly, during guest comment periods, you may choose to submit a question via the chat function, and your first name will not be mentioned. Thank you for your cooperation.
- E. Voluntary Request: To add your service title to your Name on Zoom (e.g. Tamara P., Board Secretary; Christine B., Literature Committee Chair, etc.) for newcomers to see.
- F. Guest Introductions
- G. Tradition 5 - *Each group has but one primary purpose – to carry its message to the adult child who still suffers.*
- H. Concept 5 - *Throughout our structure, a Right of Petition prevails, thus assuring us that minority opinion will be heard and that petitions for the redress of grievances will be carefully considered.*

II. Minutes

- A. April 2022 – link to document: [TC Minutes_2022_04_09](#) -Tamara P.
Motion: To approve Minutes of the April 9, 2022 Teleconference Board Meeting
Second: Justine F.
Decision: Motion passed unanimously

III. Administrative Reports

- A. Comments from ABC Tri-chairs- Mary Jo I, Fredrik H., Sue V. and Liz - ABC Committee Chair; Amber - Delegate Engagement Subcommittee, followed by extended comments from Charlie H., board chair
 - Many expressed gratitude for the people who planned the event, helped behind the scenes, the delegates, etc..
 - We didn't hear from as many people during the event as in the past.
 - New online global voting system was good -seemed like an inclusive and equitable voting system. The ACA WSO no longer needs to speculate how fellowship feels about a particular issue.
 - The new process for ABC was challenging the first morning yet it went better after that.
 - Minority opinion should get the space it needs yet when the group conscience is made we need to accept it in full even if it doesn't agree with my view.
 - The ABC committee and Delegate Engagement subcommittee are small and implore you to join to help with your recovery and make the load lighter for everyone else.
 - A committee will be doing a study to see what is the best way to approach the annual business meeting and annual world conference - invite you to join.

- Scheduling the third day of ABC is underway with a poll of the people doing the work behind the scenes.
- Received a lot of personal messages about the need for safety rules during the ABC.
- A survey will go out and we welcome your opinions, suggestions. Suggestions and feedback will be used for ways to improve for next year.
- By adding a third day to ABC and quarterly meetings this year, this signals a new type of partnership between the conference and WSO.
- Encouraging to see studies from motions approved, rather than quick decisions on complex issues.
- We had an observation Zoom room and had hundreds of observers.

B. Guest Questions/Comments (5 minutes)

- Literature chair – There are 35 people on this call, at ABC there were at times 100 delegates, plus observers. The Comline is supposed to report on the ABC as per the OPPM. While it was dark last year, it is alive this year. I welcome anyone to send their experience, strength and hope to Comline to include in the report so it can be publicized to the larger fellowship.
- The ABC 2022 is a cross road for the way ACA WSO is doing business. I appreciate all the efforts of the organizers to make it as diverse and inclusive as possible in a short time. It is a sign of maturity from the delegates in taking seriously the needs of our members and the future of ACA. The only thing that can't change is us doing service coming from love. The conference for me was very difficult and traumatizing to me, and I received that message from many delegates. I believe that our priority is to create a safety baseline, re-creating a safe space at ABC.
- A few observations. 1. At a committee level we've begun to incorporate some of the methods modeled at ABC, e.g. using time towards creating a statement of purpose or motion, and it went very well. 2. Three members of my group attended and they appreciated the model that "I don't have to be perfect", it gave them breathing room. There were 8 of us in What'sApp and it gave us a great space to help each other. 3. I saw 450 people observing at one time, which is wonderful.
- I am grateful for how different and how much more inclusive this year was than previous years. As someone from outside of North America, it is difficult to participate, but I want to thank the tech. team for how much easier it was to participate. I was concerned about the way some comments were said that it did make me feel a bit unsafe. We can work together to find a way to keep these meetings safe, especially people who do not speak English as a first language are still able to participate.
- I want to thank the Board and others who were behind the scenes, not only for your service, but for demonstrating service coming from love, and how that provides a safe space. I had three buddies who were really traumatized, and because of that service coming from a good space of healthy recovery, they felt safer.
- The WeAgnostics committee set up an observer space of our own, so we had space on Discord for our delegates and observers, and this gave a good method of

supporting them, particularly the new observers and delegates. This worked really well.

- Some observations: 1. This is my first ABC, and I am impressed with how most of the delegates stayed with it, even if they didn't share. They came out with good decisions, thoughtfully rendered. 2. I've heard people say that they were uncomfortable; whenever you get a group of people together with opinions and are trying to come to agreement there are going to be uncomfortable moments. I believe that if we are respectful of one another, we can get through it. The group conscience works.
- I am dismayed that members of our fellowship on Slack are calling out others by name. Though I am not named, I received enough private communications to understand that I am seen as one of several others who are perceived as having held the entire conference hostage and poisoned the atmosphere. I learned early on in my recovery, that the only thing holding us together in unity is our abiding by the traditions and concepts, that things work better when we practice them. Without this a group of fellow travelers with good intentions can quickly divide and turn on each other. I was not attacking anyone member of our fellowship. I was raising important principled questions about our service structure. It is my belief that our current service structure is ineffective and even harmful. A lot of the problems we witnessed at this year's Conference are directly related to this by turning these questions against me and others that are raising them and accusing us of threatening to destroy the unity of our fellowship by doing so. It is easy to deflect attention from the mistakes that were made in both the planning and execution of this year's event. Unfortunately, there is insufficient awareness of, and an education about both the traditions and the concepts. In ACA we are seeing the direct result of this playing out in our service structure right now. Our program is about carrying the unique message of ACA to those who still suffer. How are we to do this if we continue to ignore the traditions and concepts, and carry on in recreating a toxic and dysfunctional environment within our service structure.

[Chair suggests that reports are kept to bare minimum due to time constraints]

C. AWC Chair

- Has the Board approved the AWC schedule - I am not clear?
 - i. Charlie - We will get this fixed up today.
- Provides information about upcoming AWC :
 - i. *Starts May 21 at 9pm Friday PT, and the closing ceremony 1:30pm ET on Sunday.*
 - ii. It will be 40 hours of panels, workshops, recovery meetings, and activities.
 - iii. There will be a fellowship meeting room that participants can sign up for, there will be time slots available every two hours. Any group can sign up to have a meeting in these rooms. Like having a regular meeting, but anyone can come in.

- iv. There will be show and tell, talent/no-talent showcase. These will be available for sign up, too.
- v. Most importantly, to attend you MUST register. We will not be posting the Zoom information on the website to avoid interrupters. We will email you the information with your registration email. Registration link:
<https://www.acaworldconvention.org/2022-awc-registration/>

- D. Chair Report: Charlie H. - No report
- E. [Treasurer's Report | ACA WSO](#): Fredrik H.
- F. [Executive Committee | ACA WSO](#): Charlie H. - No report
- G. [WSO Office | ACA WSO](#): Bill D.

IV. Committee Reports:

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

Business Operations Committees

- A. [Finance Committee | ACA WSO](#): Fredrik H.
- B. [IT Committee | ACA WSO](#): Brad L.
- C. [Publishing Committee | ACA WSO](#): Sue V.
 - The India ACAIntergroup prepared a business proposal to receive a grant from our International Literature Scholarship Fund. It was very compelling about their economic conditions and what they have been doing to save money. We looked at our subsidization principles, which the Publishing Committee developed last year and they met every one of them. Their proposal was unanimously approved by the committee and is now pending Board approval.
 - We have a new coordinator in Mexico who just volunteered.
- D. [Distribution Center Oversight | ACA WSO](#): This committee is in a temporary pause, pending organization of the Business Operations Collaboration Committee.
- E. Guest Questions/Comments (5 minutes)
 - Q: What software solutions are you looking into for the new accounting system and the warehouse management system?
 - A: Lucia, Comptroller - Warehouse management is critical with inventory hubs all over the world, e.g., India, Canada, Signal Hills, because of where they are located and where they are printing from. Right now everything is on a spreadsheet and QuickBooks. We are meeting this week with a consultant to see which software will work with QuickBooks and our Amazon downloads. Next Week, with Sage Intact. We had to set up a new QuickBooks file last week because ours was too

large and was crashing. There's so much research that needs to be done to come up with the best solution. This is why it is taking time and we are not ready to make a decision.

- Comment: Perhaps Publishing could be split off from the business organization.
- Q: Is there a date of when the book price increase will happen?

A: Bill D.: June 1, 2022

- Q: I have a question that involves the REA ad hoc committee related to something Sue was talking about. We did a feasibility study on a translation software that supports transcription closed captioning and translates it into any language. We wanted to do a worldwide demo in three time zones, to explore what are the limitations and capabilities available today.

A: Charlie H: I think this topic would be best under the REA Committee report which is next.

Fellowship & Public Engagement Committees

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

- Charlie: We haven't heard from your committee in awhile, and your ad-hoc committee status is at an end, so we need to have a discussion with the Executive Committee to hear what your recommendations are. We will schedule a time to discuss the status of REA offline.
- Joe: REA is an ad hoc committee and it is up for reevaluation. I wanted to reflect on the fact that the ABC felt scary and unsafe to people. We would like to hear from people whose voices are not well represented, including those people who don't want to speak up because they don't feel it's safe, or they don't want to advance a suggestion because they don't want to be rejected publicly. We want REA to help receive those comments/suggestions, to clarify so all of those voices get heard and converted into actionable motions. I look forward to speaking with the Executive Committee.
- Jasmina T.: Joe was going to speak about translation software.
- Joe: We did a feasibility study on a translation software that supports transcription closed captioning and translates it into any language. We wanted to do a worldwide demo in three time zones, to explore what are the limitations and capabilities available today. We had the funds to do this yet they got locked up between IT and Finance. So there is software that's available. It's expensive but at least you can see the features and where the entire industry is today.

A: Sue: We looked into that software, too, in Global, and in Publishing and Translations, and we identified that it doesn't translate into English very well. Also, when they found out the price, and that Zoom was going to introduce something this year with translation in their transcriptions, Global determined that it was best to wait. We are committed to having accessibility, yet we want to take the time to research the best options. We are also committed to REA

principles, and we're taking time to determine the best ways to do that in our organization. Thank you, REA.

- G. [European Committee | ACA WSO](#): Fredrik H.
- H. [Global Members Committee | ACA WSO](#): Sue V.
 - Member of Global Committee: The South African population just simply could not afford literature; it was out of our reach. Our meetings at that point were not representative of the population demographics in the country. What has happened over the past couple of years are two things 1. To get literature ultimately published in the country and working through the publishing committee has meant the literature is now available and affordable. 2. This has helped to change the nature of the meetings so there is true representation. We have a recognizable shift in the direction of true representation of our population demographic. Thank you.
- I. [Member Services | ACA WSO](#): Tamara P.
 - Members Services has had initial conversations about re-visioning, and there is a lot of excitement about re-initiating ACA Teen, in order to give back to Teens what was created by Tony A. and his co-creators as teens. #msc_re-visioning_forum on Slack or email members@adultchildren.org
 - Report will be posted in the near future.
- J. Public Services Committee
 - [Public Services | ACA WSO](#): Jim B.
 - [H-and-I Committee | ACA WSO](#): Rich R.
- K. [Meeting and Service Safety Ad-Hoc Committee | ACA WSO](#): Rich R, Delinda H
 - Report will be posted in the near future.
 - The Healthy Meeting Practices checklist has been sent for review to the Website Redesign subcommittee to be included on the website.
 - Service Norms subcommittee is close to completion of their document and will be a very broad dive into safety measures on virtual and phone committee or subcommittee meetings.

Policy & Structure Committees

- L. [ABC AWC Committee | ACA WSO](#): Liz C. - No report (except comments above)
- M. [ABC Proposals & Ballot Prep | ACA WSO](#): Mary Jo
- N. [Archives | ACA WSO](#): Alicia R.
 - Oral history group is underway - we need to determine if it should be a separate committee.

- O. [OPPM | ACA WSO](#): Vacant- No report
- P. [Nominating Committee | ACA WSO](#): Denise R. - No report
- Q. [Service Network Committee | ACA WSO](#): Karin.
 - At the committee meeting on May third, a motion was presented to the committee, and seconded that the Service Network Committee recommend to the Board of Trustees that the Committee be disbanded effective immediately due to lack of leadership within the committee, and resulting absence of continuity regarding committee mission and goals.

There were five committee members in attendance - three voted in favor, two abstained. The motion passed. The Board has been notified of this recommendation effect an email on **May 5, 2022** .
 - There have been different attempts to revitalize the committee over the course of the year, and redefine the direction the committee was taking. As we were considering the option of disbanding, there was also discussion about relocating some of the very positive efforts of subcommittees to other areas which will be decided within those groups and subcommittees themselves, so that they're not without options. One of these is the Concept Study group - the idea was that it could be relocated within the Delegate Engagement subcommittee, and I believe there's already very specific action in progress to relocate the Service Manual project under the Literature Committee.
 - Q: Jasmina: Volunteer Resources Committee was also looking at the Service Manual, could that be a collaboration between VSC and Literature?.

We have decided to take it to Literature Development, I will be attending their meeting in June, and Content Creation.
- R. Volunteer Resources Committee: Charlie H.
 - Jim R. has taken over as temporary chair.
 - Jim R.: We started running toward a goal, and slowed down so that we could put enough thought into it. We are starting with creating a document that can help people who are newly volunteering with WSO to make the process easier and more manageable. Rather than recreating a document we look at some of our foundational documents yet this is challenging with using language from the BRB easily.

Content Development Committees

- S. [Literature Committee | ACA WSO](#): Christine B.
 - For the report on Fellowship's review comments on new LPG and we would like to encourage more people to respond. The comments so far (20 people).

The way spirituality is referred to needs to be looked at. It is referred to as a higher power with a lowercase letter H and P and there needs to be a conversation about this.

Some people feel that the graphics are disrespectful.

The order of information in the book.

- We did legal research and consulted with legal counsel on the ability to print the Tony A.'s steps. The copyright owner refuses to give permission and will litigate if we move forward. There are several other ways that Literature is working to build in the spirit of this material. Copyright laws protect language in a particular format, not ideas. Therefore the ideas behind the Tony A steps are available to us and could be used in our own creation of 12 steps.
- The new Language subcommittee of Literature is designed to make recommendations about representative language. If this calls to you, contact the chair Alexandra at alexajungle@gmail.com.
- A Bill of Rights was submitted to the board to approve the release in fellowship review.
- There are more materials being explored by content development.
- Justine: A reminder that oral history is part of the Content Development Committee and at some point we will have a committee for workshops, to have a repository of workshops for everyone to access.

T. Guest Questions/Comments (5 minutes)

- Q: I want to confirm that Tony A's steps can be read in any meeting without violating anything. Please confirm.
A: Christine: Tony A's steps can be read in a meeting because we are an open literature policy. However, since the book is copyrighted, if you make a copy and hand it around the meeting this would be violating copyright laws.
- Q: There are a lot of Intergroup websites that have Tony A's steps on them; is that in violation?
A: Charlie - This is an outside issue as Intergroups are autonomous and make their own decisions. We have been advised by a lawyer that WSO will be sued if WSO does this. Intergroups make that decision on their own.
Q: Will this information be communicated to intergroups?
A: Those at the ABC were informed about WSO. The groups are autonomous.
- Comment: I want to be mindful about this meeting being recorded and we should stop referring to the steps in these meetings. We gave an open literature policy and intergroups are independent rather than stating that intergroups can use Tony A.'s steps.
- Q: Re: the document that was produced on how to handle Zoom bombings by the Virtual Safety Committee under MSSC, I asked if that could be emailed out to all the online groups, the answer I was given was that it had to go through many more steps

in the process; meanwhile there are many more bombings happening and groups do not have this information. Can this document be emailed out?

A: Kathy T., MSSC- Many people here are concerned about Zoom disruptions and what this means for ACA. This document is ready in the minds of MSSC to go out to online contacts. The timing of that document was on pause in relation to ABC and upcoming AWC. We intend to contact the Board in relation to getting approval by the Board and then make it more accessible given current urgency.

Tamara - I will reach out to Kathy T. and share this document with the Board.

V. Motions read into the Record

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

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

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

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

Second: Fredrik H.

Decision: Motion approved by Executive Committee unanimously

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

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

Second: Tamara P.

Decision: Motion approved by Executive Committee unanimously

- C. **Motion:** To approve the purchase of 10,000 English language LPG from Solex International for an approximate cost of \$38,000 plus shipping. (Fredrik H.)

Background: The current lead time on the printing being done in India is expected to be greater than 3.5 months to date of delivery. We currently have about 2 months of supply left. This order will ensure we have stock available to carry us through the period of production and the transoceanic crossing for the books being printed in India. (Tamara P.)

Second: Charlie H.

Decision: Motion approved by Executive Committee unanimously.

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

- A. **Motion:** To extend the term as Chair of the Archives Committee by one year for Marcia J. (Charlie H.)
Background: No one currently on the committee is willing to take the position as chair. We have just purchased an online platform for the ACA Archives. Marcia has the expertise to get the system up and running as well as to collaborate with others to set up long-term policies and procedures that will keep information current within the system.
Second: Tamara P.
Decision: Motion passed unanimously.
- B. **Motion:** To expand the OPPM criteria for certifying new Regions; and establish an 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) and the Service Network Committee (svc@acawso.org). Such complaints will be referred to the Board's Executive Committee, and the Board may choose to examine the issues raised. The primary goal will be to correct any violations, but in the event of severe or repeated violations, the Board may withdraw or modify a region's certification.

Background: This interim policy is being approved on an expedited basis so that fellowship concerns about any certified Region can be examined in a timely manner. WSO

committees will help develop a permanent policy, clarifying criteria that all WSO-certified regions must follow in order to be part of WSO's service network. This ensures that Regions adhere to the Traditions and Concepts of Service.

Second: Justine F.

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

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

Current OPPM	Proposed Changes
<p>D. Expenditure Approvals The Board establishes guidelines for the expenditure of funds, and management of such expenditures to ensure the appropriateness of expenses. The Treasurer ensures that the appropriate level of approval is attained before expenditures are made. Any expenditure more than \$2,000 for the purchase of a single item or service should have bids from three (3) suppliers, if possible. Acceptance of the lowest bid is not necessarily required. These bids will be reviewed and specifically approved in advance by the Board of Trustees.</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"> 1. Reorders of inventory for resale only require Executive Committee approval when the quantity does not exceed 10% of any previous order. The Board Vice Chairperson is responsible for reporting such purchases during the monthly Teleconference. 	<p>D. Expenditure Approvals The Board establishes guidelines for the expenditure of funds, and management of such expenditures to ensure the appropriateness of expenses. The Treasurer ensures that the appropriate level of approval is attained before expenditures are made. Any expenditure more than <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"> 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 for purchases of \$100,000 or greater. These purchases shall be reported by the approving party during the monthly Teleconference.</u>

<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&I non-routine expenditures. Appropriate paperwork must be completed and submitted to the Treasurer or designate as soon as possible.</p> <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</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&I non-routine expenditures.</u></p> <p><u>This should be #2.</u></p> <p>4. The <u>General Manager</u> 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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<p>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>	
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Second: Brad H.

Decision: Motion passed unanimously.

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

Current OPPM	Proposed Changes
<p>C. Signatory 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>C. Signatory 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.

<p>Motion for Bank Account Procedures</p> <p>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.</p>

Second: Jim B.

Motion passed unanimously.

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

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

Background - WSO currently does not have a standardized data storage policy. Consequently, this had led to the Board and committees storing data in multiple places. These include personal Google drives, Microsoft Sharepoint, Microsoft One Drive, and Dropbox. And due to rotation of service this had led to many members not being able to find the data they needed. WSO Google Shared Drives are associated with our Google workplace account (formerly G Suite) and not tied to any specific email. Therefore, if shared drives are labeled sensibly (eg. by committee, WSO office, WSO Board) it will be much easier to keep the fellowship's data organized. For those that want a backup cloud storage for very important documents, a second (smaller) cloud storage account, with a different company, can be maintained to provide space for backup copies that are already on the WSO Google shared drive.

Second: Sue V.

Decision: Motion passed unanimously.

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

Second: Jim B.

Decision: Motion passed unanimously.

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

ACA Fellowship Text (“big red book”), hard cover	\$21.00
ACA Fellowship Text (“big red book”), soft cover	\$20.00
Twelve Steps of Adult Children (“yellow workbook”)	\$14.00
Strengthening My Recovery, hard cover	\$14.00
Strengthening My Recovery, soft cover	\$12.00
The Laundry Lists Workbook	\$14.00

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

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

price increases.

Second: Liz C.

Decision: Motion passed unanimously on April 26, 2022.

VI. Guest Comments

- Q: What is WSO doing about strengthening education in ACA about the Concepts and Traditions. I am asking because there was a situation in the ACA community directly impacting WEAgnostics that we believe would have been less likely to occur and definitely could have been handled with more compassion if the traditions and the concepts were better understood. Our major concern is that this lack of observance of the traditions and the concepts has the potential to rupture our ACA community.
 - A: Christine B.- One thing about new literature projects, and I know many parts of our fellowship have terrific ideas for literature, is supporting groups that want to get involved in writing literature so long as they have leadership. Literature is not a writing committee. We are happy to find volunteers with writing experience to help people who want to write something, but need guidance. Any sub committee, any ad-hoc committee, once you have leadership/a sponsor of the material, we have writing volunteers to help. Literature is not a writing committee.
 - A: Justine F. - Any group that is in the process of writing literature is welcome to attend the Content Development meetings, their meetings are resuming in June immediately preceding the monthly TC. We are definitely in need of people to sponsor the materials that want to be written. We welcome any submissions that people want to present.
 - A: Charlie - Page 489 - 554 in BRR is entirely about Traditions. Our concepts do not have this backing. At the mandate of the ABC 2022 there will be a study group about concepts 2 and 6. That study will be done through a group conscience process, which sometimes takes longer. The Good Enough Group is also a good resource on Traditions and beautiful Tradition meditations. The literature development group also looks at where our literature could be updated. We are also getting ready to create a workshop component to our Content Development that should create a more dynamic component to these types of matters.
 - Response/Comment: Concept study group was started in 2019. One thing I am particularly proud of is that the group drafted an introduction to the Concepts as the first additional piece of literature on the Concepts. It was submitted for inclusion in the Service Manual, and is moving forward under Alaska's leadership. The concept study group also prepared recordings of their discussions in 2021 and are available on the Service Network Committee webpage and I hope there will be a way to keep these available even as this committee may be disbanded.

Based on my personal experience, one of the most helpful things for me to understand both the traditions and the concepts is to get together with people and talk about them. To have recovery meetings that are focusing on these

discussion topics. And one thing I noticed in the meeting focused dropdown list on the ACA meeting finder on the website is that the steps are referenced in that drop-down list. But there is no mention of service, there is no mention of traditions, and there is no mention of concepts. And so my suggestion for encouraging more discussion of the traditions and the concepts among members of the Fellowship.

- Sue V.: First off, I'm a fan of the concept study. I was only able to get one, but I have to say I was impressed, and I learned a lot as a board member, and as far as somebody doing service. So thank you, Karin, for all that effort and the team. And I think Julianne's question is really important and applying the Traditions and Concepts to what we are doing - this is a learning. Also, to have things more centrally available and accessibility instead of having to hunt for them. There is a lot more we can do and WSO is a "we" and a shared responsibility and we all need help.
- Justine F.: If Erin (Trustee on leave) were here, she'd be the first to say that MSSC has been doing a lot of work done on Traditions, and we have talked about a Traditions workbook. These things that will be set into motion when she returns from leave. The Traditions and Concepts are a particular passion for her.
- The reason for my passion for REA being a functioning, working committee is that it needs to have a seat at the table for all of this re-writing of the BRB and looking at the Traditions, Concepts, etc., for these underrepresented groups, and right now that is not happening.
- Charlie H.: Re: Concepts, the AA Service Manual has 55 pages on service concepts, with background. It has a wealth of information on the words used. I am hoping that we will be able to draft something comparable. [*To the original person who asked the question*] Do you think if we had one place on our website for all the information on Traditions and Concepts this would be helpful? Also, what is missing and have these answers been responsive to the situation you have faced?
- Response: I have experience in two other organizations in which I have done my recovery. In these organizations the concepts were talked about, up in the meeting rooms, and prominent in the literature. I have not found this in ACA and a culture that is willing to talk about these. I have found people willing to talk about inner child and loving parent - not that these are wrong. However, these are different from the things that hold our organization together - which are the Traditions and Concepts. So having one place to go would be great, however in this situation those who spoke about WeAgnostics did not even seem to know the Traditions and Concepts existed.
- Charlie H.: I appreciate you bringing this up. I know that there is a hunger for more on the Traditions and Concepts and all the things that make a meeting more than just a place to show up and read a book. Anyone who is open to advancing this conversation is encouraged to contact anyone on the Board.
- Comment: I want to emphasize and support, based on what has been said on how to use our Traditions, especially in regards to innovators, people coming with new ideas. It is hard for them to find the suggestion box and support. This is especially true when their ideas are counter to our main thrust or emphasis. We can talk more later. I would like

equity in terms of being heard. I want to reinforce all of those who would like to write or speak up who have something that is important for us to hear.

- Charlie H.: Thank you for all the good ideas introduced today.

VII. Closing Activities

A. Announcements

- Next WSO Board Teleconference Meeting is on June 11 at 2:00pm EDT
- AWC is next weekend for 40 hours.

B. Motion to Adjourn Meeting (Liz C.) Approved unanimously.

C. Closing Serenity Prayer

APPENDIX

A. The ACA Bill of Rights

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

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

B. Treasurer's Financial Reports

2:10 PM
05/03/22
Accrual Basis

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

	<u>Mar 31, 22</u>	<u>Feb 28, 22</u>
ASSETS		
Current Assets		
Checking/Savings		
1000 · Cash & Cash Equivalents	467,211.04	527,490.33
Total Checking/Savings	<u>467,211.04</u>	<u>527,490.33</u>
Accounts Receivable		
1300 · Customer Receivable	2,695.00	5,244.10
Total Accounts Receivable	<u>2,695.00</u>	<u>5,244.10</u>
Other Current Assets		
1310 · Other Receivables	590.98	0.00
1320 · SHOPIFY-Shopp'g cart receivable	7,522.51	7,540.20
1330 · Interest Receivable	2.37	0.00
1350 · Prepaid Expenses	133,506.29	131,709.19
1400 · Inventory Asset	212,831.91	212,392.21
Total Other Current Assets	<u>354,454.06</u>	<u>351,641.60</u>
Total Current Assets	<u>824,360.10</u>	<u>884,376.03</u>
Fixed Assets		
1800 · Fixed Assets	150,860.29	150,860.29
1830 · ROU Assets (Leased Assets)	91,695.00	97,672.00
1860 · Accum. Depr' & Am't	-100,921.23	-99,735.40
Total Fixed Assets	<u>141,634.06</u>	<u>148,796.89</u>
TOTAL ASSETS	<u><u>965,994.16</u></u>	<u><u>1,033,172.92</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	9,275.55	59,125.53
Total Accounts Payable	<u>9,275.55</u>	<u>59,125.53</u>
Credit Cards		
2011 · Bank of America-Corp Card #1794	11,780.90	12,464.43
Total Credit Cards	<u>11,780.90</u>	<u>12,464.43</u>
Other Current Liabilities		
2100 · Payroll Liabilities	32,721.55	25,296.19
2120 · Sales Tax Payable	6,251.16	7,829.80
2200 · Accrued Liabilities	7,329.94	6,682.88
Total Other Current Liabilities	<u>46,302.65</u>	<u>39,808.87</u>
Total Current Liabilities	<u>67,359.10</u>	<u>111,398.83</u>
Long Term Liabilities		
2300 · ROU Liability (Lease Liability)	91,695.00	97,672.00
Total Long Term Liabilities	<u>91,695.00</u>	<u>97,672.00</u>
Total Liabilities	<u>159,054.10</u>	<u>209,070.83</u>
Equity		
32000 · Unrestricted Net Assets	810,027.36	811,782.46
32100 · Restricted Net Assets	7,490.25	7,399.18

	<u>Mar 31, 22</u>	<u>Feb 28, 22</u>
Net Income	-10,577.55	4,926.45
Total Equity	<u>806,540.06</u>	<u>824,102.09</u>
TOTAL LIABILITIES & EQUITY	<u><u>965,904.16</u></u>	<u><u>1,033,172.92</u></u>

2:05 PM
05/03/22
Accrual Basis

Adult Children of Alcoholics World Service Organization
Profit & Loss Budget vs. Actual
March 2022

	<u>Mar 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
4010 - Shopify Revenue	48 530,61	68 491,67	-19 961,06
4030 - Amazon Revenue	70 172,60	54 316,68	15 855,92
4050 - Barnes & Noble Revenue	-20,97	100,00	-120,97
4060 - Audible Revenue	1 952,09	2 800,00	-847,91
4070 - Royalty Contract Revenue	0,00	3 091,67	-3 091,67
4080 - 7th Traditions Contributions	17 423,89	31 608,33	-14 184,44
4150 - European Sales	2 996,00	16,67	2 979,33
4200 - Other Revenue	5,83	16,67	-10,84
Total Income	<u>141 060,05</u>	<u>160 441,69</u>	<u>-19 381,64</u>
Cost of Goods Sold			
5000 - Shopify-Cost of Goods Sold	39 905,13	51 076,45	-11 171,32
5050 - Amazon COGS	53 621,39	42 382,03	11 239,36
5560 - International Printing Costs	354,74	316,67	38,07
Total COGS	<u>93 881,26</u>	<u>93 775,15</u>	<u>106,11</u>
Gross Profit	<u>47 178,79</u>	<u>66 666,54</u>	<u>-19 487,75</u>
Expense			
6010 - Payroll Expense	25 785,88	27 174,37	-1 388,49
6030 - Payroll Taxes	2 052,35	2 234,00	-181,65
6050 - Travel & Mileage Expense	2 969,87	1 700,01	1 269,86
6054 - Contractors	6 398,20	7 280,00	-881,80
6057 - Events	0,00	999,98	-999,98
6070 - Program Initiatives	3 553,58	4 900,02	-1 346,44
6080 - Professional Fees	7 392,54	8 721,66	-1 329,12
6090 - Technology IT Support	3 405,29	4 646,63	-1 241,34
6100 - License & Permits	0,00	16,66	-16,66
6110 - Insurance Expense	379,46	295,83	83,63
6120 - Rent Expense	6 018,85	5 761,00	257,85
6130 - Utilities Expense	1 049,95	536,66	513,29
6140 - Office Expense	-125,75	1 596,66	-1 722,41
6150 - Dues and Subscriptions	57,70	178,33	-120,63
6160 - Repairs & Maintenance	180,00	208,33	-28,33
6180 - Warehouse Supplies	179,50		
6190 - Tax Expense	34,31	125,00	-90,69
6200 - Bank & Merchant Fees	2 639,14	3 191,65	-552,51
6210 - Depreciation & Amortization	1 185,83	1 318,62	-132,79
6500 - Bad Debt Expense	99,10		
9999 - Suspense Costs	-573,01	25,00	-598,01
Total Expense	<u>62 682,79</u>	<u>70 910,41</u>	<u>-8 227,62</u>
Net Income	<u>-15 504,00</u>	<u>-4 243,87</u>	<u>-11 260,13</u>

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