



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

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

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

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

MONTHLY TELECONFERENCE AGENDA

September 10, 2022

2:00 PM EDT

18:00 UTC

20:00 CEST

Zoom Meeting Details:	Call In Numbers
Join Zoom Meeting https://us02web.zoom.us/j/228809511 Zoom ID: 228 809 511 Passcode: 90755	US number: +1 929 205 6099 One tap mobile: +19292056099,,228809511# Find your international call-in number: https://us02web.zoom.us/j/kuTCNj7Z1

I. Opening

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

[Start Recording]

- E. Guest Introductions
- F. Tradition #9 -*ACA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.*
- G. Concept IX – *Good service leaders, together with sound and appropriate methods of choosing them, are, at all levels, indispensable for our future functioning and safety. The primary world service leadership must necessarily be assumed by the Trustees of the Adult Children of Alcoholics World Service Organization.*

II. Minutes

Board Teleconference Minutes LINK: [2022-08-13 Monthly Teleconference Minutes](#)
[NOTE: Please send any corrections to the minutes to the Secretary prior to the meeting at Secretary@acawso.org]

Motion: To approve the Minutes of the August 13, 2022 Teleconference Board Meeting (Tamara P.)

Second:

Decision:

III. Administrative Reports

- A. Chair Report – Sue V.
- B. [Executive Committee | ACA WSO](#): Jasmina T.
- C. [Treasurer’s Report | ACA WSO](#): Fredrik H.
- D. [WSO Office | ACA WSO](#): Bill D.

Guest Questions/Comments (5 minutes)

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IV. Committee/Office Reports:

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

Business Operations

- A. [Finance Committee | ACA WSO](#): Lucia S.
- B. [IT Committee | ACA WSO](#): Brad L.
- C. [Publishing Committee | ACA WSO](#): Sue V.

Guest Questions/Comments (5 min.)

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Fellowship & Public Engagement

- D. [European Committee | ACA WSO](#): Fredrik H.
- E. [Global Members Committee | ACA WSO](#): Marion M.
- F. [Member Services | ACA WSO](#): Tamara P.
- G. [Meeting and Service Safety Committee | ACA WSO](#): Rich R. and Dove H.
- H. [Public Services | ACA WSO](#) (includes H-and-I Committee): Rich R. and Jim B.
- I. [Representation, Equity and Accessibility Ad-Hoc Committee | ACA WSO](#): *This committee is pending board review as per the OPPM, and is not required to provide monthly reports.*

Guest Questions/Comments (5 min.)

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Policy & Structure

- J. [ABC AWC Committee | ACA WSO](#): Liz C.
- K. [ABC Proposals & Ballot Prep | ACA WSO](#): Jim R.
- L. [Archives | ACA WSO](#): Marcia J.
- M. [OPPM | ACA WSO](#): Jasmina T.
- N. [Nominating Committee | ACA WSO](#): Denise R.
- O. [Volunteer Resource Committee](#): Jim R. and Laura L.

Guest Questions/Comments (5 min.)

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Content Development

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

Guest Questions/Comments (5 min.)

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V. Motions read into the Record

A. Motions passed at a Board Working Session on August 11, 2022

1. **Motion:** To replace the OPPM’s policy on leave of absence by board members, with a new policy, to be titled, “Board leave, vacations, and self-care,” that incorporates the following points:
 - Self-care is an important part of ACA, and all board members should honor their need for rest, renewal, and personal recovery. This should include time off for all board members.
 - Because time off for any individual board member affects others, all board members should communicate any planned absences to the greatest extent possible. The board

recognizes that in some circumstances, such as a sudden medical emergency, a board member may not be able to communicate with the board.

- Board members are expected to attend the Annual Business Conference. Any leave or vacation that conflicts with the ABC must be approved in advance by the Board. The board, in turn, will strive to honor bona fide emergencies and grant leave when needed, even during the ABC.
- Board members should generally plan to take up to four weeks of vacation from board work annually. Vacations are defined as a temporary but substantial withdrawal from normal board activity.
- Board members should be protective of their vacation and rest time, but they may choose to periodically monitor Slack channels and engage in light board tasks and communication. Except in emergencies, board members are not expected to attend board- or committee-related meetings while on vacation.
- If a vacation requires a board member to miss a Working Session, monthly teleconference, strategic planning session, or other significant board event, they will give the board as much advance notice as possible.
- Leave is defined as a temporary separation from the board.
- Where possible, leave plans should be submitted to the board in writing, and include a beginning and ending date. Those seeking leave are encouraged to give at least a general reason for their request, while respecting the board member's need for privacy about specifics.
- A board member may declare a leave of up to six weeks at one time without board approval. Additional leave must be requested in writing and approved in advance by a board vote.
- Board members may take leave more than once. In any given year, maximum allowed leave is 12 weeks, unless the Board approves additional leave time. A maximum of six months' total leave may be granted to a board member over multiple years, unless the Board grants additional leave time.
- Board members taking leave should, if possible, make themselves available on a limited basis for up to a week to make sure that all necessary handoffs of duties are completed smoothly. This should include providing the Board (as much as possible) with a list of committees and other projects that the Board member is currently working on.
- Once all major handoffs are complete, a board member on leave should be removed from Slack channels accessed only by board members.
- If a board officer takes leave, the officer's position is considered vacated for the duration of the leave. In the event of a board officer's leave or vacation, the board may choose to appoint an interim officer to perform duties normally assigned to the officer.
- In all aspects of this policy, the prevailing value should be individual and group self-care. Board members should be open to reasonable accommodations to support trustees taking leave or vacation, while setting appropriate limits if essential board functions are compromised. Likewise, board members taking leave or vacation may be adding to the

workload of fellow trustees and should manage and communicate about a pending absence in ways that reduces any burden to others.

(Charlie H.)

Background: The board concluded during a January 2022 strategic retreat that the existing OPPM board members' leave policy is vague and confusing, and it also fails to balance the needs of individual board members and the needs of the board. The proposed policy clarifies issues related to leave and vacation, and it also affirmatively states that board members should take time off to support their well-being.

Second: Brad H.

Decision: Motion passed unanimously.

Absent: Jasmina T. and Tamara P.

2. **Motion:** To approve the ABC Committee's recommendation to send out surveys, presented at this meeting, to delegates who participated in the third day of the ABC.; see

 Post-Event Survey Day 3 of the ABC Delegates (Liz C.)

Second: Charlie H.

Decision: Motion passed unanimously.

Absent: Tamara P., Jasmina T. and Erin D.

3. **Motion:** to discontinue use of existing Regions maps, with all references to and images of North American and Global maps removed from use. (Liz C.)

OPPM Appendix II, Section B will be modified as follows:

"B. Regions Around the World

~~The following is the current suggested regional map for the US and Canada. Local needs will best determine how intergroups come together to organically form Regions. These may change over time. Regions may merge or split as well, based upon the local needs of the fellowship. These changes will be driven by the growth of ACA and the need to support more local groups and membership services (Meeting Lists, Literature, Events) and outreach (Public Services and Hospitals & Institutions) needs. This map will be adjusted as Regions form organically." [REMOVE MAP -see below for map in OPPM]~~

~~C. ACA Regions around the World in OPPM under Regions~~

~~The Service Network Committee will modify this global Regions map as new regions form. We encourage regions to begin forming around the world based upon their local needs to serve the ACA fellowship.~~

Background: The existing US/Canada Regions map gives the appearance of predetermining the geographic area of forming Regions when, in fact, Regions may form as and where members choose. Additionally, neither this map nor the world map allow for easy depiction of virtual Regions or Regions that form according to commonalities other than geography (a Region based upon common language, for example). Discontinuing these maps will allow Regions to form in a truly organic manner, as and where the membership deems appropriate.

Map in current OPPM under Regions



Second: Justine F

Decision: Motion passed unanimously. Absent: Jasmina T., Charlie H. and Tamara P.

4. **Motion:** to revise the OPPM so that the Secretary can present the minutes from Board Working Sessions electronically for approval (e.g. via a specific concurrence motion). If a board member proposes an amendment to the minutes, this would be taken up at the next board meeting. However, minor changes to the minutes (e.g. grammatical corrections) can be done electronically. (Sue V.)

Background: Currently on page 15 of the OPPM under Section C: Secretary/Duties, it states: #7. *[The Secretary duties include..] Present the minutes from Board meetings for approval at the following meeting, whether it is a monthly TC or another meeting of the Board. Board members should present amendments to the minutes to the Secretary prior to the meeting.* One of the goals of the Board is to work in an efficient and effective manner, especially during meetings of the Board. The presentation and approval of Working Session minutes generally does not require any board discussion. Therefore, the Secretary can present them electronically to free up time at board meetings for topics that require board discussion.

Second: Dove H.

Decision: Motion passed unanimously. Absent: Erin D., Jasmina T., Charlie H. and Tamara P.

B. Motions passed via Specific Concurrence (SC)

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

1. **Motion:** To allow ACA WSO office space to be used as an ACA meeting space after hours. (Jasmina T.)

Background: There is interest in starting ACA in person meetings in the southern LA area. Use of ACA WSO offices after hours would be a good option. Engaging the ACA Fellowship in this area of Southern California to potentially volunteer at the ACA WSO offices would be an added benefit to the WSO. This will encourage members to come to the office to do work volunteers can easily do like stickering the books for sale on Amazon and answering phones. It is very difficult to get the average member involved in service outside the group. It would also benefit the South LA County ACA community by providing a real meeting. ACA WSO Insurance

covers volunteers and meetings in the office, as per the Business Liability form.

Second: Fredrik H.

Decision: Motion passed unanimously on August 17, 2022.

2. **Motion:** I move adoption of the motion to approve the purchase and implementation of Fishbowl inventory management software. (Brad H.)

Background: See Executive Summary submitted by Bill D., General Manager:

[W Executive Summary - Fishbowl Inventory Management Software-8-8-2022 rev1 \(1\).docx](#)

Second: Dove H.

Decision: Motion passed unanimously on August 17, 2022

VI. Guest Comments

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VII. Closing Activities

A. Announcements

- Next WSO Board Teleconference Meeting is on October 8th at 2:00pm EDT.

B. Motion to Adjourn Meeting

C. Closing Serenity Prayer

APPENDIX