



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 MINUTES

August 13, 2022

2:00 PM EDT

16:00 CEST

18:00 UTC

Zoom Meeting Details:	Dial US	Dial International
Zoom ID: 228 809 511 Passcode: 90755	US: +1-669-90-06833 (San Jose) US: 1-929-205-6099 (New York)	List of International Numbers https://zoom.us/j/228809511?pwd=adSv3hv19d

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., Jasmina T., Justine F., Liz C., Sue V.
Absent: Fredrik H., Tamara P.
Quorum - established
- C. Meeting Support:
 - a. Notetaker: Trish I./ Assistant to Board Secretary
 - b. Tech Hosts: #1. Bill D. #2. Jim B.
 - c. Timekeeper: Brad H.
- 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 #8 -*Adult Children of Alcoholics should remain forever non-professional, but our service centers may employ special workers.*
- G. Concept #VIII - *The Trustees of the World Service Organization act in this primary capacity: with respect to the larger matters of over-all policy and finance, they are the principal planners and administrators. They and their primary committees directly manage these affairs.*

II. Minutes

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

Motion: To approve the Minutes of the July 9, 2022 Teleconference Board Meeting (Sue V.)

Second: Jasmina T.

Decision: Motion passed unanimously.

III. Administrative Reports

A. Chair Report – Sue V.

- Celebrating first month as Chair of the Board. Thank you to all the volunteers on Board and Committees.
- I am a deep listener and big picture thinker -I did this on Global Members and Publishing Committee. Now, I and my fellow board members are really examining and assessing all the different demands and requests that are coming our way and starting to pull together a resource management process, to prioritize, to delegate and to complete. We really are looking at innovative ways of meeting with all of our service committees, and of course the ABC conference.
- We need ACA members to support our fellowship so please think about volunteering and donating via Tradition 7.

B. [Executive Committee | ACA WSO](#): Jasmina T.

- The new Executive Committee has met three times since July 1st and we got to know each and began working on making board meetings more streamlined and effective. Also, we have been working on implementing what the ABC directed to have happen.

C. [Treasurer's Report | ACA WSO](#): Lucia S. on behalf of Fredrik H.

- Lucia gives an overview of the Treasurer's report that is posted on the website (see link above).

D. [WSO Office | ACA WSO](#): Bill D.

- Bill gives an overview of the WSO Office report that is posted on the website (see link above).

E. Guest Questions/Comments (5 minutes)

- In reference to the project tracker for the board, one thing that would be helpful is if the backlog was visible to those outside the board for transparency so that you can have an idea when the board will get back to them on something - a suggestion.
 - Sue - Great suggestion. We are doing a follow up email with everybody who is requesting something from the board and give them an estimated time when we will get back to them. But I take your suggestion, and I thank you for it.
- I read in the Finance report that ACA is taking out a line of credit and are we in debt? Is there a prudent reserve yet?
 - Lucia - Thank you for your question. So we are not in debt. If you look at our financials, only liabilities we have are current accounts payable, payroll and sales tax liabilities. And we're able to make payments on all of those and we do have cash and savings accounts. I'm going to talk about the budget when I get my finance committee report, but we're going to talk then about the prudent reserves. There's probably funds in the savings accounts for the prudent reserve. The only reason that we're thinking about a line of credit is for our future. We're looking into it. And if we experience a shortage of funds, then at that time, we would make the request for those funds. Right now, it doesn't seem like we're going to make that credit request. But at least we want to make the inquiry with the banks. So that if there is that urgency that we have a source.
- When will these reports be available online?
 - Sue - The Treasurers and WSO Office reports are already posted online. I will provide a link in the Chat.
- Has this board ever considered bundling the books?
 - Bill - I presume you mean packaging some books together. We did a pilot with the chip kit. We have not done it yet for the books due to inventory challenges of doing this. We are looking to implement a new inventory system and it is something we can consider in the near future.
 - Sue - We will also address this in the Publishing Committee report today.
- We had the Treasurer of our group fill out the survey sent. One comment that came back to me was, when the group's collect, especially from the online groups, and they receive more than \$600 in donations to forward to WSO, there is a tax that comes to them when they go through Venmo or PayPal, and would be responsible for those taxes. So they wanted to make sure that we forwarded that information on to you guys. This is why we're doing it from each individual member to WSO. But I know it was mentioned that that may be hurting contributions.
 - Thank you very much.
- The budget report shows about the year to date not month by month, I'm assuming. Is the income from the book sales, separated from the seventh tradition? A lot of the money from the 7th tradition seems to be going towards publishing. On the form 990, there is a section that says Schedule A, and there is a public support test that every nonprofit needs to meet. It's 33% - a third percent needs to come from contributions. And although sales depend on exactly on what type of 501 C you were designated, and whether you can sell things. Public support is different. So I was just

wondering if that has been monitored or thought about and where we are with all of that. Thanks.

- Bill - I can jump in but because I was formerly the Treasurer a few years ago. To answer your question, the percentage of revenue the WSO derives from publishing is about 83% of our revenue. So we're only getting about 17% of our revenue from contributions directly. Fortunately, we have other types of contributions that we can count such as volunteer hours and things like that. However, ACA WSO is one of the only 12 Step organizations that are funded at such a low level by the membership, to be frank. This is why we are pushing publishing so hard to get the message out to people all around the world, but at the same time to generate enough revenue to sustain WSO growth. It costs \$10,000, roughly a book to have a book translated and printed. I hope that addresses your question, we are looking at it very, very closely and constantly.
- What is the board doing to get the word out about 7th Tradition, especially those who are virtual and never had a 7th Tradition basket. Also, I think our contributions are tax deductible. If they are, that would be a big selling point.
 - Sue - There will be more information about this when Lucia gives the Finance Committee report.

IV. Committee Reports:

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

Business Operations

A. [IT Committee | ACA WSO](#): Jim B. - see report

Guest Questions/Comments

- Does the website in its new redesign have accessibility for low readers?
 - Jim - This is one of our requirements of the new website is to have it accessible. It will not be 100% due to cost yet accessibility is a high priority on the list.
- If our website person for an intergroup has any trouble can they contact Brad L.?
 - Jim - It would be difficult for us to provide support to everyone. Any questions at a professional level requiring consultation costs money. I would need to pass this question onto Brad L. to answer.

B. [Finance Committee | ACA WSO](#): Lucia S. - see report

C. Guest Questions/Comments

- Does WSO want to adopt a policy for its own financial gain to break their own anonymity to the IRS? I mean, as was pointed out to me and reply to my chat, question, direct message. It is between the member and the IRS to make that disclosure that the donation was made, that the contribution was made to a 12 step

organization. I am raising questions about that and don't have answers yet just think it needs to be considered.

- Bill - We are required by law to disclose that contributions to our 501 C charitable organization are deductible as allowed by the IRS or your federal agency - to put this on our forms and receipts. We're not encouraging people to break their anonymity, but we are complying with the law and letting them know that their deductions are tax exempt.
- I served as Treasurer for another 12 Step program at the state level. Can you put the address to the Treasurer's report in chat? Will the banks allow individuals to contribute to the bank directly, ie. direct deposit rather than through a third party.
 - Sue - We will make sure the Treasurer's report gets posted.
 - Bill - Yes, the bank would identify the person the money is coming from. Contributions can be sent on behalf of a group yet they are not tax exempt so individual contributions can go to the group for anonymity.
 - Where I'm coming from, with a background in accounting, and in 12 STEP program, if you're going to donate and give your name to a church organization, I want to see how that works. I will do some research on how that goes forward. I would encourage 12 Step organizations to make it known that if you contribute to the group, and you're needing more money coming in, and you're getting more action from zoom or online meetings, let's get some marketing to go towards encouraging that education- how to donate in a way that it can go to a nonprofit. Some big donors like to get tax write offs on a tax income. So you're dealing with the tax structure of the United States, which gives special preferential to not for profits. So your college where people give \$10 million versus the nonprofit, so you want to pull in another whole set of people in there. I live on a religious campground place right now. And I mean, they're packing the money. They won't let people like 12 steps do this. So as an advocate for 12 step, let's mark our benefits of 12 steps.
 - Sue - Totally agree and it sounds like you would be a valuable asset to the Finance Committee. So consider that, because that conversation needs to be had in that committee.
- Regarding the 33% , I am a volunteer with the state parks of California and we put our time in so the state parks then get credit, I think something like \$25 an hour for our volunteer work. So I think we need to, WSO needs to do, and we have better impact that we put our time in. Especially for the WSO Committee members, I think that would bring in a lot of percentage towards the 33%. We wouldn't have to worry so much about that. And the state gives us little bars telling us how many hours we worked for them. And it's sort of fun, so if you could do that, giving rewards like that, it might increase people volunteering to thank you.
 - Sue -All wonderful ideas.
- On Prudent Reserve - where is a summation of what the policy is and a place that discussion could be accessed?
 - Brad H. - I can send you a copy of the Prudent Reserve policy that the Board adopted. I don't think it is posted on the website yet.
- One concern I have is how credit squares with Tradition 7 - we interpreted tradition seven is don't spend money you don't have basically, so I have a concern about that.

Also, I saw in the agenda for today, there was a link to the 990. Just a request, at least considered, to put the 990 up on the blue website, maybe near the articles of incorporation.

- Sue - Thanks, great suggestions.
- FYI - Zoom has a way of collecting money in advance for events, I do not know if they have this for meetings. If so, then donations can come in through Zoom whether its at the intergroup, region or WSO level.

BREAK (5 min.)

Fellowship & Public Engagement

- D. [European Committee | ACA WSO](#): No report.
- E. [Global Members Committee | ACA WSO](#): Marion M. - see report
- F. [Member Services | ACA WSO](#): Charlie H.
 - There is no report on the website. We've had a number of us doing meetings over the last several months to revive Member Services which had gone dormant. We have a number of visions for this committee. We are planning a meeting either in late August or September. So if people are interested in joining us, which we really welcome, it's our hope to create a more proactive version of Member Services. Please be on the lookout for announcements on the general channel of slack.
- G. [Meeting and Service Safety Committee | ACA WSO](#): Dove H - see report.
- H. [Public Services | ACA WSO](#) and [H-and-I Committee | ACA WSO](#): Jim B. - see report.
- I. [Representation, Equity and Accessibility Ad-Hoc Committee | ACA WSO](#): *This committee is pending board review as per the OPPM, and is not required to provide monthly reports.*
- J. Guest Questions/Comments (5 minutes)
 - I saw that Slack is used as a resource for electronic communication, as is in the report - I am looking for virtual meetings. I wanted to know what were some of the criteria for choosing Slack.
 - Bill - After coming out of the 2016 ABC there was a need for communication and email was not getting it done. The board looked around for a platform to be collaborative and have channels for each committee. We looked at many platforms and decided on and implemented Slack. We are very satisfied with it. You can send an email to me or a Trustee to get you an invitation to get added to Slack and there are many videos on how to use it.
 - My question is for Dove, thank you for your service. I'm actually a little bit confused, because I found somewhere, I think on the WSO site, a form - the Complaint-Concern intake form. And I'm wondering when those are filled out do they go to the Meeting Safety Committee? And is it a form that's being developed or can fellowship use it to voice a complaint or concern? I don't remember where I found this form, but I think I found it in relation to the meeting and service safety committee.

- Dove - If you have a complaint fill out the form and if you want MSSC to look at it then send it MSSC. If it deals with finance then send it to the Finance Committee. If you want the board to look at it then send it to the Board.
- Sue - I am not sure what form we are talking about?
- It is the Volunteer Complaint form.
- Jasmina - This form is on the agenda since the Board recently approved it and is working on procedures. We are working as a board on the whole process and how this form will be implemented. For now, if it is filled in, it goes to the Secretary.
- It sounds like we are talking about what are the processes and procedures when one of these forms is submitted? Is this correct?
 - Sue - The first question was where does the form go and once I understood which form we were talking about we clarified that it goes to the Secretary. If you want to add to this discussion. We have an interim policy that was read into the TC a few months ago and is currently being used and input received as we evolve it. Now Dove has clarified that there is not another form for MSSC.
 - The reason I asked is because in my experience, when there is a problematic scenario that somebody feels fit to fill out a complaint form, there's a desire for a third party, kind of neutral. And I know, one of the challenges that can happen in situations like this is, what happens if the complaint is about the behavior of a board member? I think that's an important thing to think about, what would be the third party in that scenario?
 - Sue - Yes, absolutely. I agree with you. It is part of the interim policy to determine any kind of conflict of interest.
 - Where is this policy?
 - Jasmina - It is not yet in the OPPM yet because we are still working on this policy. It is still being developed.
 - Sue -We will need some more clarification and communication on this.

[NOTE: the interim Complaint policy passed by the Board is an Appendix in the OPPM].

Policy & Structure

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

- Brad L. -I thought the study of the ABC/AWC was not an ad hoc committee.
- Liz - It's part of the ABC committee - maybe a subcommittee of the ABC committee. Thank you. I would really like to see people from many different parts of the world and many different committees represented there.

- L. [ABC Proposals & Ballot Prep | ACA WSO](#): Jim R. - see report
- M. [Archives | ACA WSO](#): No report.
- N. [OPPM | ACA WSO](#): Jasmina T. - see report
- O. [Nominating Committee | ACA WSO](#): Denise R. - see report
- P. [Volunteer Resource Committee](#): Jim R. - see report
- Q. Guest Questions/Comments (5 minutes)
- I am glad I waited as my second question about larger donations has been answered by the Finance Committee report. I would like to join this committee to see how to handle larger donations.
 - Sue - Thank you.
 - I went to my first IG meeting and we discovered that someone had run away with the treasury money. Is this common?
 - Sue - I would not say this is common yet it has happened. This is why it is important to have at least two people on the bank account and be focused on Traditions and Concepts. I am sad that it happened.
 - Bill - The biggest deterrent to this is to have published or presented the Treasurer's report each month so all members can see it. Also, to keep balance down so it is not a temptation, and to pass funds on to Regions, WSO as needed.
 - From your experience, what are the most secure avenues for sending money?
 - Sue - It is a great question and I don't think we can do it justice right now. That would be something for our Member Services Slack channel, I know they are trying to transition and get up and running with volunteers. To ask those questions, because all of the different groups can answer what's going on about this, and provide good tips. Are you on Slack? If not, contact us on one of the emails that's in the chat and we'll get you onto Slack. It's a service message center, and then we'll get you into the Member Services which has an open channel. That would be my suggestion - to start there.
 - I don't know what each committee does - is there anything that tells about WSO, like a graph, - or does this need to be looked at?
 - Sue - This is in process. Remember I said that there were 43 items on the agenda for the board right now. That is one of them that's going to be coming up to talk about.
 - Liz - It doesn't have definitions and descriptions of what each committee does, but in the 2022 Delegate binder there is an organizational chart.
 - What role do emeritus [or former members] play in the Nominating Committee? Are they part of it?
 - Denise - It is people who have been vetted and served on the nominating committee.
 - Laura was but Barbara wasn't.
 - Denise - Yes, she was. She stepped down in June
 - Okay. Thank you. I'm good.

- Could there be collaboration between the Member Services committee and the Volunteer Resources committee? I am a little unclear about the roles. I am just wondering about reaching globally for world service.
 - Jim - From my understanding, within the last maybe six or eight months, there were four collaboration committees created, each with sort of a general commonality. And we are one of the policy and structure collaboration committees. The others are Archives, OPPM, ABC/AWC committee so Member Services is not part of our collaboration committee. But when challenges arise it's very easy for me to ask questions, ask for help. And someone might say, why don't you try Member Services. So, it's not impossible. It's really very welcoming. And we're starting to get this collaboration going and we talk to one another. Laura, I see your hand is up. Do you want to talk to this?
 - Laura - Thank you. I think it's really awesome when committees can have liaisons to one another. Different committees can have liaison representatives, or they can meet jointly if there's a specific need. And I think that does happen from time to time. So definitely, that can happen.
 - I am interested in Volunteer Resources.
 - Laura - Why don't you send a message to me or Jim and we can talk. I don't want to take up too much time now. So absolutely contact us. You know, together, we get stronger and better. And when we get a more global perspective, you know, you can just help ACA all over the world. So please come and join us. I'd love to have you there.
- This is in reference to a conversation in the Delegates closed Slack channel - interest in the conference as a service body, we do not have a conference charter as other groups do. How do we get a conference charter and how does the agenda get on for the quarterly meetings?
 - Sue -Great ideas. And the answer to the question about agenda items -the first place will be the delegate survey that's going out asking for topics for the next quarterly meeting in November. So that'll be a starting point. And we are getting volunteers and hopefully we get more to help plan the quarterly business conferences. And I think that your suggestions and the ideas of others in the delegate channel are good ones. And we'll continue to pursue them. Thank you.
 - Liz - The quarterly meetings are now being organized by ABC/AWC committee until another committee is formed so agenda items can be sent to ABC@adultchildren.org
 - Charlie - There will be an interim agenda based on the survey that Sue's referencing, but I suspect that will be a topic, going to delegates, at the quarterly meeting- how do we want to structure agenda building. Specifically, as it relates to the notion of a conference charter - one of the other things that's happening is a study of how do we do our annual meetings long term, and I suspect that might also be an avenue for raising that particular question. I also support a conference charter. So I think it's just finding the right avenues to get the conversation going.
- This is such a fabulous meeting, my brain is so activated. I'm gonna just ask questions, not necessarily expecting to get them all answered. I see that we have stuff on Google documents, and I tried to link to go to it. So a general question is, do I use my personal link to go to the Google Docs or does ACA have it directly from their website?

- Sue - WSO uses Google suite and we have google drives for every committee. If you want more technical stuff you can contact us offline.
- That's what I am talking about. Thank you. I am very interested in doing some volunteer work, I just don't know where.
- Sue - We would love it and welcome you. Just take a look at all of the committees - maybe someone could put that on the chat as well. You can take a look and talk to the contacts to see where you feel your heart's calling.
- Jim - I put in the chat a document called Proposal Guidelines, which is found in the link on the chat. At the end is a list of all the committees and maybe a month and a half ago, I clicked all the links and they're active. It's pretty up to date.

Content Development

- R. [Literature Committee | ACA WSO](#): Justine - see report.
- S. [Publishing Committee | ACA WSO](#): Sue V. - see report.
- T. Guest Questions/Comments (5 minutes)
 - None

V. Motions read into the Record

- A. Motion passed at a special vote at the Executive Committee Meeting on July 7, 2022
Motion: To approve a cost of 3,500 US dollars as a retainer for Luisa Beristain, a member of Upnetic Legal Services, (<https://upnetic.com/>) part of our ADP HR Pro package. (Fredrik H.)
Background: ACA WSO has a team working to set up a process for dealing with complaints that come to us from committee members who are not employees, but are integral to the work of ACA. We need legal advice to answer questions that will allow us to set up proper guidelines and procedures. ADP was contacted first and directed us to their legal services.
Second: Sue V.
Decision: Motion passed unanimously
- B. Motions passed at a Board Working Session on July 14, 2022
 1. **Motion:** To authorize Jasmina T. and Bill D. to offer the IT Manager special worker part-time position as outlined in the position description to Brad L. (Brad H.)
Second: Dove H.
Decision: Motion passes unanimously.
 2. **Motion:** To accept the agenda for the third day of ABC as presented by Liz C. (Liz C.)
Second: Tamara P.
Decision: Motion passed unanimously.
 3. **Motion:** To approve the renewal of the contract for publishing work with Markus Sjöborg Firm for 12 months, effective August 1, 2022 with a 4% increase to fees and a 45 day notice for the next renewal. (Sue V.)

Background:Mr. Sjöborg Firm has been working with us on our publishing work on a contract basis since October 2021. The 4% increase in professional fees is due to the cost of living increase.

Second: Jasmina T.

Decision: Motion passed unanimously. Justine F. and Charlie H. were absent.

4. **Motion:** To set the following interim policy for International Translation Pricing: 1st print run of 300 newly translated books will be 60% of retail, unless the print cost is higher, then the price will be set at the print cost, plus shipping and taxes. The base selling price will be at the equivalent USD pricing.

If the order is greater than 300 books, the additional books cost will include the usual 30% discount for Intergroups off retail price. (Fredrik H.)

Background: Historically the sales method for newly translated publications was based on royalties paid to WSO above the costs to produce and deliver the books with there being a 50/50 split between WSO and the IG for the work performed by their Translation Committee. The royalties were waived on the first 300 copies purchased with the buyers paying only the print and shipping costs.

Since WSO is transitioning to an invoice purchase method and away from royalties method due to complexity of accounting required to continue the process as WSO enters into more and more translation agreements, it became clear we needed to establish a pricing policy that still rewards translation teams for their contributions to the books being published.

Second: Brad H.

Decision: Motion passed unanimously. Justine F. and Charlie H. were absent.

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

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

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

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

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

Second: Brad H.

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

Note: This resolution was initially passed at the June 9 board meeting, pending minority

opinion of the approved motion at the July 23 ABC. This is completed.

2. **Resolution:** To implement the motion adopted by the 2022 ABC on 2022 Ballot Proposals #10, #11, and #12 with the following provisions and guidelines: (Brad H.)
 1. The ABC AWC Committee is assigned to complete the study described in that motion.
 2. All 2022 ABC Delegates and other members of the fellowship will be invited to participate in the study.
 3. The participants will determine ground rules, number of voting members, how decisions are made, scope statement/mission of how the resolution will be implemented using the Traditions and Concepts of Service.
 4. The Board will select one or more designated liaisons to support the committee and be voting members.
 5. The Chair of the Committee will give monthly progress reports to the fellowship, the Policy and Structure Collaboration Committee, the Board of Trustees, and business meetings. These reports will be made available to the fellowship by posting on the ACA website and other communication avenues.

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

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

Second: Justine F.

Decision: Resolution passed unanimously

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

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

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

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

Second: Fredrik H.

Decision: Resolution passed unanimously.

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

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

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

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

Second: Dove H.

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

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

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

Second: Charlie H.

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

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

ABC.

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

📎 Copy of ACA 990 Rev2.pdf (Brad H.)

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

Second: Charlie H.

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

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

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

Second: Tamara P.

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

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

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

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

full terms.”

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

Second: Brad H.

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

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

D. Motions passed via Specific Concurrence (SC)

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

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

■ [Volunteer_Complaint_or_Concern_Intake_Form_WSO \(3\).pdf](#)

Second: Brad H.

Decision: Motion passed unanimously on July 13, 2022.

VI. Guest Comments

- I just wanted to comment on moving forward doing ebooks out of our own situation. I think that's a great thing. I think an additional thing - could have a meeting designation as far as ebooks because it can be hard with Amazon to pass along the readings. If we are doing a reading and pass from one host to the next host, because they only allow a certain number of people to use it. I think it would really help with the readings at the meetings, such as the BRB.
 - Sue - Thank you. And absolutely, Bill and the IT team are working hard to find the answers in Shopify. That's a good piece for us to look at, as well as in Amazon Kindle. I think we have up to six people who can access the book itself once the meeting group or the entire group purchases it online. And I don't know what our new system will allow us to do. But that's an excellent input.
 - Bill - Our readings are available online, downloadable PDFs for free, so those can be accessed. What other things were you talking about?
 - To give you a clarification- my home group does this all the time, we're limited to six registered users to actually screen share the BRB or screen share the LPG. So

the question is, are we limited to the six registered users on our new system? And because when you rotate it, sometimes you might be at 10 people, and then you're in trouble?

- Bill - The problem that opens up for us is what prevents someone from buying the book and sharing it with 10 or 20 of their friends? I think six is a number that was settled on by the industry to keep that risk at a minimum. I will look into it.
- Considering our financial situation in terms of global outreach, many people do not have access to the internet or devices to read Kindle or have the finances for these things. I just want to drop this in as we expand globally. Using advanced technology to carry the message is important however, many people do not have access to this.
 - Sue - Great question - this is something that the Global Members committee has been working on for a number of years as South Africa has exactly that issue.
 - Marion - We are very aware of this and physical literature is very important to get into the hands of those who need it. I will speak specifically to the situation in South Africa, that being able to create a printer and reduce the cost of literature there by more than 50% from what it cost to bring it into the country just a few years ago. I believe that this is the beginning of the sea change and carrying the message to the people who most need it in that country. And I believe the same thing is happening in India and if we can continue to support that international literature Scholarship Fund, that is one of the primary purposes is to get physical literature into the hands of the people who most need it in a way that's affordable. The Global Members committee is listening to members' needs regarding this. As we grow so that literature becomes available in a translated form both Literature, Publishing and Global committees have worked together, from the inception of this committee, to achieve exactly that as we are well aware of this need. I would invite you if you feel strongly to come and join the committee. Thank you.
- This is about the new Data Analysis committee. In my mind, there is a difference between creating the questions that go on the survey, and the collection of the data and the storage and studying the data - the expertise in those two areas are very different. I don't assume that somebody that knows how to read the data of a survey knows best practices on how to keep it safe and knows how to ask questions on the survey. And so I just hope that there is lots of discussion and oversight as these surveys are created and sent out to the fellowship.
 - Charlie - I want to say that the motion that the ABC approved, specify that among the expertise that should be part of the committee's survey design, which has to do with exactly, I believe what you're raising - coming up with scientifically valid questions and part of the motion is including someone with survey design.
 - Sue - I think it's a great question to bring into the Data Analysis committee themselves, who will be exploring all of this.

VII. Closing Activities

A. Announcements

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

B. Motion to Adjourn Meeting (Liz C.) Second: Justine F. Motion passed unanimously

C. Closing Serenity Prayer

APPENDIX

A: ACA WSO Prudent Reserve Policy

Purpose

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

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

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

Definitions and Goals

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

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

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

Accounting for Reserves

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

Funding of Reserves

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

Use of Reserves

1. Identification of appropriate use of Prudent Reserve funds.

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

2. Authority to use Prudent Reserves

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

3. Reporting and monitoring.

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

Review of Policy

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

B. Finance Reports from Treasurer's Report

Adult Children of Alcoholics World Service Organization
Balance Sheet
As of June 30, 2022

	<u>Jun 30, 22</u>	<u>May 31, 22</u>
ASSETS		
Current Assets		
Checking/Savings		
1000 · Cash & Cash Equivalents	366 434,89	433 911,02
Total Checking/Savings	366 434,89	433 911,02
Accounts Receivable		
1300 · Customer Receivable	2 450,00	3 127,39
Total Accounts Receivable	2 450,00	3 127,39
Other Current Assets		
1310 · Other Receivables	598,00	99,00
1320 · SHOPIFY-Shopp'g cart receivable	7 657,44	7 612,58
1330 · Interest Receivable	10,13	10,13
1350 · Prepaid Expenses	230 806,00	159 327,74
1400 · Inventory Asset	165 400,46	183 600,97
Total Other Current Assets	404 472,03	350 650,42
Total Current Assets	773 356,92	787 688,83
Fixed Assets		
1800 · Fixed Assets	153 977,36	154 385,29
1830 · ROU Assets (Leased Assets)	73 764,00	79 741,00
1860 · Accum. Depr' & Am't	-104 470,84	-103 290,45
Total Fixed Assets	123 270,52	130 835,84
TOTAL ASSETS	<u>896 627,44</u>	<u>918 524,67</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	4 698,72	6 292,83
Total Accounts Payable	4 698,72	6 292,83
Credit Cards		
2011 · Bank of America-Corp Card #1794	6 597,28	4 513,25
2012 · Bank of America-Corp Card #0904	10,07	51,72
Total Credit Cards	6 607,35	4 564,97
Other Current Liabilities		
2100 · Payroll Liabilities	30 500,88	18 565,60
2130 · Other Liabilities	3 225,00	3 225,00
2200 · Accrued Liabilities	8 481,92	8 748,78
25500 · Sales Taxes Payable	6 296,43	5 460,93
Total Other Current Liabilities	48 504,23	36 000,31
Total Current Liabilities	59 810,30	46 858,11
Long Term Liabilities		
2300 · ROU Liability (Lease Liability)	73 764,00	79 741,00

	<u>Jun 30, 22</u>	<u>May 31, 22</u>
Total Long Term Liabilities	73 764,00	79 741,00
Total Liabilities	133 574,30	126 599,11
Equity		
32000 · Unrestricted Net Assets	809 347,61	809 648,63
32100 · Restricted Net Assets	8 172,44	7 871,42
Net Income	-54 466,91	-25 594,49
Total Equity	763 053,14	791 925,56
TOTAL LIABILITIES & EQUITY	<u>896 627,44</u>	<u>918 524,67</u>

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

	<u>Jun 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
4010 - Shopify Revenue	48 151,07	82 519,00	-34 367,93
4030 - Amazon Revenue	55 887,38	62 686,40	-6 799,02
4050 - Barnes & Noble Revenue	48,93	100,00	-51,07
4060 - Audible Revenue	2 245,66	2 800,00	-554,34
4070 - Royalty Contract Revenue	0,00	3 091,67	-3 091,67
4080 - 7th Traditions Contributions	19 169,55	31 608,33	-12 438,78
4150 - European Sales	0,00	16,67	-16,67
4200 - Other Revenue	2,50	16,67	-14,17
Total Income	<u>125 505,09</u>	<u>182 838,74</u>	<u>-57 333,65</u>
Cost of Goods Sold			
5000 - Shopify-Cost of Goods Sold	38 569,49	51 076,37	-12 506,88
5050 - Amazon COGS	39 865,76	42 382,03	-2 516,27
5560 - International Printing Costs	435,54	316,67	118,87
Total COGS	<u>78 870,79</u>	<u>93 775,07</u>	<u>-14 904,28</u>
Gross Profit	<u>46 634,30</u>	<u>89 063,67</u>	<u>-42 429,37</u>
Expense			
6010 - Payroll Expense	29 354,35	27 174,37	2 179,98
6030 - Payroll Taxes	1 915,68	2 233,99	-318,31
6050 - Travel & Mileage Expense	0,00	1 699,97	-1 699,97
6054 - Contractors	6 815,76	8 555,56	-1 739,80
6057 - Events	102,23	999,98	-897,75
6070 - Program Initiatives	1 392,29	4 900,00	-3 507,71
6080 - Professional Fees	4 955,26	10 401,66	-5 446,40
6090 - Technology IT Support	2 965,25	4 646,63	-1 681,38
6100 - License & Permits	0,00	16,66	-16,66
6110 - Insurance Expense	298,50	295,83	2,67
6120 - Rent Expense	8 694,05	5 760,98	2 933,07
6130 - Utilities Expense	570,42	536,66	33,76
6140 - Office Expense	92,23	1 596,66	-1 504,43
6150 - Dues and Subscriptions	113,74	178,33	-64,59
6160 - Repairs & Maintenance	180,00	208,33	-28,33
6190 - Tax Expense	10,00	125,00	-115,00
6200 - Bank & Merchant Fees	3 879,23	3 191,65	687,58
6210 - Depreciation & Amortization	1 180,39	1 318,62	-138,23
9999 - Suspense Costs	12 987,34	158,32	12 829,02
Total Expense	<u>75 506,72</u>	<u>73 999,20</u>	<u>1 507,52</u>
Net Income	<u><u>-28 872,42</u></u>	<u><u>15 064,47</u></u>	<u><u>-43 936,89</u></u>

To see the 7th Tradition Contributions for the month, click the link below or go to the 7th Traditions tab in the right-side menu of the acawso.org website.

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