



**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 MINUTES**

**September 10, 2022**

**2:00 PM EDT**

**18:00 UTC**

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

**I. Opening**

- A. Call to Order – Open with the ACA Serenity Prayer
- B. Roll call of Board Members: Brad H., Dove H., Erin D., Fredrik H., Jasmina T., Liz C., Sue V., Tamara P.  
Absent: Charlie H., Justine F  
Quorum - established
- C. Meeting Support:
  - a. Notetaker: Trish I./ Assistant to Board Secretary
  - b. Tech Hosts: #1. Brad L. #2. Brad H.
  - c. Timekeeper: Tamara P.
- 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 (22)
- 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](mailto:Secretary@acawso.org)]

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

**Second:** Dove H.

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

## III. Administrative Reports (3 min./each)

### A. Chair Report – Sue V.

- It has been another busy month transitioning into my new role as Chair. And it's been a great opportunity, actually, to practice my ACA recovery, and dig deep into the traditions and the concepts, at the same time practicing my own self care.
- We continue to work through a very heavy board agenda, and are working with our different service committees and collaboration committees to obtain additional feedback and support in developing and updating policies when they're required. This is really following Concepts 8 and 11. This approach is going to take longer in the beginning, because as I mentioned last month, we have a very heavy load. But there's some long term benefits in doing it this way and it's aligned with our concepts and our traditions.
- We're going to continue to send follow up emails, for those that have approached us. We know you know who you are and we send you follow up emails. We will keep you in the loop where you are in our queue. We're working as hard as we can and the board members are also human beings and we're volunteers so there's only so many hours in a day. I am confident that we will get through this period and 2022 and we'll be in a much better place in 2023. We appreciate your patience and understanding.
- For all our service volunteers, we're all spending precious, valuable time doing the work. So we thank you for that. We're going to keep prioritizing, we're going to keep pacing ourselves. And we're going to do it together.

### B. [Executive Committee | ACA WSO](#): Jasmina T. - no report (was on vacation)

- C. [Treasurer's Report | ACA WSO](#): Fredrik H. [Note: the financial reports are presented for two months prior to current month]
- ACA has a lower percentage of 7th Tradition contributions at 18% of income compared to other 12 step organizations who are at approximately 40%. We want to get the word out to everyone about considering making these contributions.
  - Presents report - see link above.
- D. [WSO Office | ACA WSO](#): Sue V. presents report

Guest Questions/Comments (5 minutes)

- Q: At our last business meeting, I heard someone say ACA WSO has so much money and then I heard we do not. Can someone help me explain this?
  - Brad H.: Before we can realize the income from book sales, we have to spend money to have books published, shipped and stored. So that creates a cash flow problem. It's not that we don't have the money. It shows as a budget deficit because the budget did not anticipate this situation where we have to spend a lot of money first before we get income from the sale of the books. It's exacerbated by the fact that so much of our income is dependent on literature sales. Currently, 7th Tradition contributions constitute only about 18% of our total income. And that's why the 7th Tradition contributions are so important to us. In other 12 Step fellowships, that percentage is more like 45 to 55%.
  - Fredrik -The book sales are supporting the fellowship and the fellowship should support itself.
  - Tamara - We do have money as Lucia said at the last meeting. We're just trying to lay out the facts and it is true that other fellowships get 7th Tradition contributions. We are supporting ourselves with our book sales and we are facing a deficit but that does not mean we do not have enough money.
  - Brad - We have money in the bank - we are facing a budget deficit not a financial deficit.
- Q: Does the total income include both publication and 7th Tradition?
  - Fredrik - Yes. They are separated out in the report.
- Q: We are having a problem at the meeting level and intergroup raising money. We have a blurb about 7th tradition yet since COVID started we only got \$10. What can WSO do to increase accessing money for meetings and intergroups too?
  - Fredrik - This will be addressed in the Finance Committee report.

**IV. Committee/Office Reports:** (3 min./each)

*(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. presents report.

- Brad L., Finance Committee, presents about 7th Tradition
  - Our 7th Tradition needs help. There has been a number of years it's been great yet it's been really becoming a problem due to the pandemic. ACA has historically had a lower percentage of 7th tradition contributions compared to other fellowships. With a large portion of our meetings transitioning to online, even though our total number of meetings has increased, the 7th tradition contributions have not caught up proportionally.
  - One of the problems with the 7th Tradition has to do with collection during online meetings. You may have noticed that many online ACA meetings are simply asking members to go to the adult children.org website and contribute during the 7th Tradition portion of the meeting. I certainly know some of my online meetings are doing this. And the approach isn't working. With in person meetings people would just put their contributions in the basket. It was a simple act, it took maybe 30 seconds. It didn't distract them from the meeting, they could keep listening or keep sharing. However, it's a different story when they do that online as they have to move away from the Zoom screen to go to the ACA donation page. And this is a big ask, because it's harder, if not impossible to stay present during the meeting, while filling out the online donation form. There's a lot of people that have great intentions, and think I'm gonna give after the meeting. But maybe there's some fellowship after the meeting, there's some good shares and they're thinking about it and they don't do it.
  - So the Finance Committee came together with some suggestions to really help this cause. First of all, we suggest that you use a virtual basket. An example of this is PayPal, we are completely neutral to the type of virtual basket that a group decides to use but it should be something that works for the group and decided in group conscience. Instead of having them go to the adult children.org website, best practices for the meeting is to collect themselves, just like they were doing with physical baskets. Now, what we're suggesting in the meeting is actually to stop the meeting for one to three minutes during the meeting to allow people to donate. You give people the space to do an online donation and not have to try to keep listening. This is a really key thing here. Also, have the treasurer give a report periodically, I know one of my groups does this weekly. The group needs to know how it's working and having the treasurer report it provides this. Also develop a prudent reserve. That's basically the amount of money that your group needs to operate and that you're not going to dip below. I know my group's prudent reserve is \$150 because that's the cost for Zoom. Then quarterly or more often we will donate everything down to the \$150 or whatever your reserve is. Have a group conscience to talk about the best practices and about the 7th Tradition, involve people in the conversation so that they can help everybody be part of the solution to get it working.
  - As you know, the purpose of ACA is carrying the message to all who are still suffering. Your 7th Tradition supports WSO to produce English language books

and translate these books, interface electronically with our international publishers, store and distribute to literature ACA members. Volunteers, special workers, board members, we are all carrying the message to countries who may have hundreds or 1000's of meetings and those that are just getting started. It takes the 7th tradition to self support ourselves. So what I'm asking today, everyone here is really a representative of the group. We're asking you to go back to all your groups and start establishing some of these best practices to help get the 7th tradition back to where it was before the pandemic.

B. [IT Committee | ACA WSO](#): Brad L. presents report.

C. [Publishing Committee | ACA WSO](#): Sue V. presents report.

Guest Questions/Comments (5 min.)

- Q: Zoom has the ability to pre sell tickets. Is there a way to take donations on Zoom? The next question is with the 7th Tradition so low versus income from books, from Bill's report, as a nonprofit in California where WSO is incorporated, with the 7th tradition being so low, there's a big problem with incorporation if we don't bring these contributions into the percentage suitable as a non profit. I believe one reason other 12 step programs have split off publications for this reason. We need to increase 7th Tradition immediately to keep our non-profit status.
  - Brad L.- The problem with donations with Zoom is that it is for Zoom programs, not meetings. I am watching this closely to see if there is a simple way that donations can be done.
  - Sue - About immediate steps to increase 7th tradition, we're continuing to talk about different ways we can support the meeting groups and groups in that way as well. And to your point about separating publishing, this topic is in the strategic hopper list, if you will. We want to take a look at as we grow, what should we look like when we grow up? And we want to do that properly and thoughtfully, with our delegates, with our board, with advisors, etc. So we're not ignoring it. It's on our list, and we're gonna get to it. The Finance Committee will certainly take a look at the point about our non-profit status.
- Comment: Our group, we were in person, we moved online. We had trouble with establishing a paypal account and transferring it to the treasurer and that kind of stuff. What my meeting just did was ask all the members to actually set up a regular donation to WSO. So if you go to meeting four times a week, or four times a month, and you know, you're going to donate \$5, you just take that amount and actually make an automatic donation that automatically gets taken out of your bank account regularly, once a month or once a week and goes straight to WSO. So that's kind of how my meeting is dealing with that particular issue.
  - Sue: Thank you. The great ideas are starting to come in.
- Q: Many people are not comfortable donating or transferring money electronically, I have found. We thought about opening up 7th tradition contributions during all meetings, such as this one?

- Fredrik - It is a good idea to take in. We did it in 2019 at the ABC and it worked well.
- Q: We have a hybrid meeting and it still is only listed as in person, not virtual. What can I do?
  - Brad L. - Send an email to [Meetings@acawso.org](mailto:Meetings@acawso.org) or put the meeting number in chat and I will take a look at it.
- Q: The 7th Tradition issue- what about a sales person going to the contact person for each meeting - possibly cold calls to talk about this.
  - Sue V. - Good ideas for the Finance Committee.
  - Fredrik - We have discussed this yet we can not tell meeting groups what to do yet we can provide information.

#### Fellowship & Public Engagement

- D. [European Committee | ACA WSO](#): Fredrik H. gives report.
- E. [Global Members Committee | ACA WSO](#): Marion M. gives report.
- F. [Member Services | ACA WSO](#): Tamara P.
  - There is no written report. We have a recurring meeting on the third Saturday of each month at 1pm ET. It is forming well and we continue to have conversations about how it will look. I am looking for people to monitor email boxes for Members Services and subcommittees. Anyone who would like to help monitor Members Services and sub committee email boxes (read and answer emails) can email [mscchair@adultchildren.org](mailto:mscchair@adultchildren.org).
- G. [Meeting and Service Safety Committee | ACA WSO](#): Rich R. gives report.
  - Sue - Do you have to be in California to do correspondence with prisoners?
  - Rich -No, part of these letters are questions about recovery and part is wanting to start a meeting within the institution which will require local groups to do this.
- H. [Public Services | ACA WSO](#) (includes H-and-I Committee): Rich R. gives 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.*

#### Guest Questions/Comments (5 min.)

- Q: I am in San Luis Obispo county in CA, do you know which prison it is?
  - Rich -I can get back to you on this.
- Q: One of the main reasons for MSSC was to address safety - why wouldn't the subcommittees for phone and for video be done by the main committee, if no one is showing up?
  - Rich - That is the case with these subcommittees. These committees have been disbanded as no one was showing up and the work is being done at the MSSC

level; however no one at the Committee level is familiar with online and phone meetings and doesn't have insight into what is needed.

- Q: One problem for prison meetings is with COVID, is it possible to do Zoom meetings?
  - Rich - Every institution has their own guidelines. So you need to contact the local institution to see if they allow Zoom meetings or just in-person meetings.
- Q: The Tuesday night Zoom meeting needs help with breakout rooms and we need tech support. Is there any help for this?
  - Brad L. - I can meet with you individually about this to see if there are ways to make it easier. Also, you can let people know that we cannot always make everyone happy.
- C: WeAgnostics receives very healthy donations from all of our meetings and the Intergroup is always willing to share information about how we handle 7th Tradition issues. We have always been online. If you're interested contact:  
ACA.WAVIG@gmail.com
  - Sue - Thank you.

*[5 min. break]*

Roll call of Board Members: Brad H., Dove H., Erin D., Fredrik H., Jasmina T., Liz C., Sue V., Tamara P.

Absent: Charlie H., Justine F

Quorum - established

### Policy & Structure

J. [ABC AWC Committee | ACA WSO](#): Liz C. presents report.

- Sue V. - The day of the ABC quarterly meeting is on November 12 and this is the same day as a Board Teleconference meeting and we are looking at that. Maybe it will be a shorter meeting.

K. [ABC Proposals & Ballot Prep | ACA WSO](#): Jim R. presents report

L. [Archives | ACA WSO](#): Marcia J. presents report.

M. [OPPM | ACA WSO](#): Jasmina T. presents report.

N. [Nominating Committee | ACA WSO](#): Denise R. presents report

O. [Volunteer Resource Committee](#): Jim R. presents report.

Guest Questions/Comments (5 min.)

- Q: I appreciate the VRC committee. I recall hearing there was something the Finance Committee was working on updating the information on "where the money goes?"
  - Fredrik - None that I am aware of. You can contact me about this.
- Q: Regarding Ballot Prep., since the official ABC end date this year was July, this does not give groups much time to come up with proposals. If this happens again, could there be an extension on the ballot preparation timeline?

- Jim - A group can come up with ballot proposals at any time of the year. Maybe we can bring this to people's attention in May and it is very flexible.
- Sue - You're raising a good point that, now that we have quarterly business meetings, will the timing need to be adjusted.
- Liz - I envision the ballot prep process being looked at as part of the ABC study as we add the quarterly meetings. Also, the ballots are not the primary thing in the ABC as there are other important things.
- Sue - The new ABC Study is starting up and welcomes volunteers.
- Brad L. - Historically the ballot information went out in August so I do not think the July ABC impacted it this year. On the new website we want to have more information about why we give to 7th tradition, not just how to do it.

### Content Development

P. [Literature Committee | ACA WSO](#): Greg R. presents report.

Guest Questions/Comments (5 min.)

- Q: WeAgnostics have created a copyright secular version of 12 steps, does ACA have any guidelines for groups producing literature.
  - Greg - I do not think so. If you would send this to the Literature Committee I will take it forward.

## **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

**Second:** Charlie H.

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

3. **Motion: Motion:** To amend the OPPM as follows: (Sue V.)

**Page 15, Section C/Secretary Duties/#7**

Current OPPM Text	Proposed OPPM Text
<p>7. <i>[The Secretary duties include..]</i> 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.</p>	<p>7. <i>[The Secretary duties include..]</i> Present the minutes from Board meetings as follows:</p> <p><u>Working Sessions</u> - Provide minutes 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.</p> <p><u>Monthly Teleconference (TC)</u> Present the minutes from Board monthly TC for approval at the following meeting.</p>

**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. Jasmina T., Charlie H. and Tamara P. were absent.

[Note: the TC minutes will continue to be presented at the next TC meeting - this change only affects Board Working Sessions].

1. Motion to Discontinue Existing Region Maps and Related Sections

**Motion:** To amend the OPPM as follows: (Liz C.)

**Page 54, Appendix II, Sections A, B & C**

Current OPPM Text	Proposed OPPM Text
<p><b>A. Requirements to Establish and Certify an ACA Region</b></p> <p>As written in the Big Red Book, “A Regional Service Committee serves as a coordinating point for several Intergroups in a geographical area<sup>6</sup>”.</p> <p>NOTE: The OPPM uses the preferred term “Region(s)” in place of “Regional Service Committee.”</p> <p>Regions are part of the service network between the world service organization and the fellowship. They provide information and support, connecting ACA members, meetings and Intergroups to help encourage participation as trusted servants and to grow meetings full of experience strength and hope throughout the world.</p> <p>The Big Red Book section titled How to Start an ACA Intergroup or Regional Service Committee (pg. 603) lays out the first steps to take to form a Region (or Intergroup7).</p> <p>The additional steps below are provided to help a Region become formally recognized by ACA WSO.</p> <p>1. Notify the Regions Subcommittee (regions@acawso.org) and the Service Network Committee (svc@acawso.org) of your intent to become certified as a region.</p> <p>2., 3., .....</p> <p><b>B. ACA Regions in the United States and Canada</b></p> <p>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. They 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, membership services (Meeting Lists, Literature, Events) and outreach (Public Services and Hospitals &amp; Institutions) needs. This map will be</p>	<p><b>Requirements to Establish and Certify an ACA Region</b></p> <p>As written in the Big Red Book, “A Regional Service Committee serves as a coordinating point for several Intergroups in a geographical area<sup>6</sup>”.</p> <p>NOTE: The OPPM uses the preferred term “Region(s)” in place of “Regional Service Committee.”</p> <p>Regions are part of the service network between the world service organization and the fellowship. They provide information and support, connecting ACA members, meetings and Intergroups to help encourage participation as trusted servants and to grow meetings full of experience, strength and hope throughout the world.</p> <p>Local or shared needs will best determine how intergroups come together to organically form Regions. These Regions may change over time. These changes will be driven by the growth of ACA and the need to support more groups and membership services.</p> <p>The Big Red Book section titled How to Start an ACA Intergroup or Regional Service Committee (pg. 603) lays out the first steps to take to form a Region (or Intergroup7).</p> <p>The additional steps below are provided to help a Region become formally recognized by ACA WSO.</p> <p>1. Notify the Regions Subcommittee (regions@acawso.org) of your intent to become certified as a region.</p> <p>2., 3., .....<i>as is.</i></p> <p><i>[Remove all of B and C including maps]</i></p>

<p>adjusted as Regions form organically. [MAP]</p> <p><b>C. ACA Regions around the World</b></p> <p>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. [MAP]</p>	
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**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.

**Second:** Justine F

**Decision:** Motion passed unanimously. Jasmina T., Charlie H. and Tamara P. were absent.

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 (5 min.)

- Q: Why aren't the board collaboration committees presenting at these meetings?
  - Sue - We are looking at this and we need a little more time to get this organized and make decisions about how to do this.
- C: Region 2 was formed organically before the map was made. There is some talk about people wanting to get into it and form another Region. It is disturbing to me.
  - Sue - I know we have a Region subcommittee. The Regions are greater than the US and geography, we are working hard to get it right as we are changing and expanding. Please stay in the conversation.
- Comment: On the 7th Tradition section - the publishing money going to WSO affects Tradition 5 & 6 - growing a business rather than the fellowship supporting. I have observed a reduction in service since COVID and this may be something to keep an eye on too.
  - Sue - Looking at the business side and the fellowship priority is a strategic priority and we will address this with all the right committees and delegates and it will take time. Ensuring the fellowship is the main priority since that is why we are doing this - spreading the ACA message. Your point is well taken
- Q: Any business that spends more than it takes in goes out of business. Since 7th tradition has been dropping during the pandemic does WSO know when to say we can't afford this or hire that person, knowing it may cause a short-fall in services for the fellowship. If we cannot support ourselves financially then things will have to go. Are there things we are not willing to do due to lack of funds or volunteers?
  - Sue - Absolutely we are looking at this, we said no to things in the Publishing Committee budget and deferred them to next year. We are in a transitional period and I am confident we are financially sound.
  - Fredrik - I want to be clear that the amount of 7th Tradition is not decreasing. It just is not growing at the same speed as we are growing. We discuss cutting costs in the Finance Committee when we are talking about budgets, yet it could be even more loss for ACA if we cut off expenses in employees now, because we are growing so rapidly. So we are in transition that is a problem for every organization as well.

- Q: Is there any correlation between lack of volunteers and going from in-person to virtual ABC's where people are not meeting each other?
  - Fredrik - I think it is from my personal opinion. When we meet in person there is a big difference as we saw in Europe.
  - Jasmina - I joined service because of an in person ABC and by the show of hands there are many others who did too.
  - Sue - We are growing fast and are a young fellowship and we will get through it.

## **VII. Closing Activities**

### **A. Announcements**

- Next WSO Board Teleconference Meeting is on October 8th at 2:00pm EDT.
- Jasmina will Chair this meeting.

**B. Motion to Adjourn Meeting (Tamara P.) Second: Dove H. Passed unanimously.**

### **C. Closing Serenity Prayer**

## APPENDIX

### Financial Reports

#### Adult Children of Alcoholics World Service Organization

#### Balance Sheet

As of July 31, 2022

	<u>Jul 31, 22</u>	<u>Jun 30, 22</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
Checking/Savings		
1000 - Cash & Cash Equivalents	315 373,78	366 434,89
Total Checking/Savings	<u>315 373,78</u>	<u>366 434,89</u>
Accounts Receivable		
1300 - Customer Receivable	2 450,00	2 753,07
Total Accounts Receivable	<u>2 450,00</u>	<u>2 753,07</u>
Other Current Assets		
1310 - Other Receivables	99,00	598,00
1320 - SHOPIFY-Shopp'g cart receivable	7 722,69	7 657,44
1330 - Interest Receivable	12,66	10,13
1350 - Prepaid Expenses	211 296,66	230 806,00
1400 - Inventory Asset	262 742,70	165 384,81
Total Other Current Assets	<u>481 873,71</u>	<u>404 456,38</u>
Total Current Assets	<u>799 697,49</u>	<u>773 644,34</u>
<b>Fixed Assets</b>		
1800 - Fixed Assets	153 977,36	153 977,36
1830 - ROU Assets (Leased Assets)	92 210,00	73 764,00
1860 - Accum. Depr' & Am't	-105 651,23	-104 470,84
Total Fixed Assets	<u>140 536,13</u>	<u>123 270,52</u>
<b>TOTAL ASSETS</b>	<u><u>940 233,62</u></u>	<u><u>896 914,86</u></u>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable		
2000 - Accounts Payable	14 256,14	4 698,72
Total Accounts Payable	<u>14 256,14</u>	<u>4 698,72</u>
Credit Cards		
2011 - Bank of America-Corp Card #1794	3 433,72	6 700,68
2012 - Bank of America-Corp Card #0904	1 644,42	10,07
Total Credit Cards	<u>5 078,14</u>	<u>6 710,75</u>
Other Current Liabilities		
2100 - Payroll Liabilities	37 877,66	30 500,88
2130 - Other Liabilities	0,00	3 225,00
2200 - Accrued Liabilities	7 591,23	8 481,92
25500 - Sales Taxes Payable	5 549,70	6 317,38
Total Other Current Liabilities	<u>51 018,59</u>	<u>48 525,18</u>
Total Current Liabilities	<u>70 352,87</u>	<u>59 934,65</u>
Long Term Liabilities		
2300 - ROU Liability (Lease Liability)	92 210,00	73 764,00

**Adult Children of Alcoholics World Service Organization**  
**Profit & Loss**  
July 2022

	<u>Jul 22</u>	<u>Jun 22</u>	<u>\$ Change</u>
<b>Income</b>			
4010 - Shopify Revenue	53 173,31	48 151,07	5 022,24
4030 - Amazon Revenue	53 085,74	56 169,50	-3 083,76
4050 - Digital Books Revenue	89,37	48,93	40,44
4060 - Audible Revenue	183,00	2 245,66	-2 062,66
4080 - 7th Traditions Contributions	23 072,73	19 169,55	3 903,18
4160 - International Sales	8 413,00	0,00	8 413,00
4200 - Other Revenue	5,02	2,50	2,52
<b>Total Income</b>	<u>138 022,17</u>	<u>125 787,21</u>	<u>12 234,96</u>
<b>Cost of Goods Sold</b>			
5000 - Shopify-Cost of Goods Sold	38 065,85	38 569,49	-503,64
5050 - Amazon COGS	34 842,25	39 881,41	-5 039,16
5150 - International COGS	2 749,87	0,00	2 749,87
5560 - International Printing Costs	0,00	435,54	-435,54
<b>Total COGS</b>	<u>75 657,97</u>	<u>78 886,44</u>	<u>-3 228,47</u>
<b>Gross Profit</b>	<u>62 364,20</u>	<u>46 900,77</u>	<u>15 463,43</u>
<b>Expense</b>			
6010 - Payroll Expense	29 547,88	29 354,35	193,53
6030 - Payroll Taxes	2 107,17	1 915,68	191,49
6054 - Contractors	7 650,11	6 815,76	834,35
6057 - Events	0,00	102,23	-102,23
6070 - Program Initiatives	1 263,64	1 392,29	-128,65
6080 - Professional Fees	9 208,07	4 955,26	4 252,81
6090 - Technology IT Support	2 944,43	2 965,25	-20,82
6110 - Insurance Expense	414,00	298,50	115,50
6120 - Rent Expense	6 018,85	8 694,05	-2 675,20
6130 - Utilities Expense	684,80	570,42	114,38
6140 - Office Expense	610,18	195,63	414,55
6150 - Dues and Subscriptions	113,74	113,74	0,00
6160 - Repairs & Maintenance	826,00	180,00	646,00
6190 - Tax Expense	-75,00	10,00	-85,00
6200 - Bank & Merchant Fees	2 035,75	3 879,23	-1 843,48
6210 - Depreciation & Amortization	1 180,39	1 180,39	0,00
9999 - Suspense Costs	-16 620,35	12 987,34	-29 607,69
<b>Total Expense</b>	<u>47 909,66</u>	<u>75 610,12</u>	<u>-27 700,46</u>
<b>Net Income</b>	<u><u>14 454,54</u></u>	<u><u>-28 709,35</u></u>	<u><u>43 163,89</u></u>

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

	<u>Jul 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Income</b>			
4010 · Shopify Revenue	53 173,31	82 518,98	-29 345,67
4030 · Amazon Revenue	53 085,74	62 686,40	-9 600,66
4050 · Digital Books Revenue	89,37	100,00	-10,63
4060 · Audible Revenue	183,00	2 800,00	-2 617,00
4070 · Royalty Contract Revenue	0,00	3 091,67	-3 091,67
4080 · 7th Traditions Contributions	23 072,73	31 608,33	-8 535,60
4150 · European Sales	0,00	16,67	-16,67
4160 · International Sales	8 413,00		
4200 · Other Revenue	5,02	16,67	-11,65
<b>Total Income</b>	<u>138 022,17</u>	<u>182 838,72</u>	<u>-44 816,55</u>
<b>Cost of Goods Sold</b>			
5000 · Shopify-Cost of Goods Sold	38 065,85	51 076,37	-13 010,52
5050 · Amazon COGS	34 842,25	42 382,03	-7 539,78
5150 · International COGS	2 749,87		
5560 · International Printing Costs	0,00	316,67	-316,67
<b>Total COGS</b>	<u>75 657,97</u>	<u>93 775,07</u>	<u>-18 117,10</u>
<b>Gross Profit</b>	<u>62 364,20</u>	<u>89 063,65</u>	<u>-26 699,45</u>
<b>Expense</b>			
6010 · Payroll Expense	29 547,88	27 174,37	2 373,51
6030 · Payroll Taxes	2 107,17	2 233,99	-126,82
6050 · Travel & Mileage Expense	0,00	1 699,97	-1 699,97
6054 · Contractors	7 650,11	18 860,22	-11 210,11
6057 · Events	0,00	999,98	-999,98
6070 · Program Initiatives	1 263,64	4 900,00	-3 636,36
6080 · Professional Fees	9 208,07	5 721,66	3 486,41
6090 · Technology IT Support	2 944,43	4 646,63	-1 702,20
6100 · License & Permits	0,00	16,66	-16,66
6110 · Insurance Expense	414,00	295,83	118,17
6120 · Rent Expense	6 018,85	5 760,98	257,87
6130 · Utilities Expense	684,80	536,66	148,14
6140 · Office Expense	610,18	1 596,66	-986,48
6150 · Dues and Subscriptions	113,74	178,33	-64,59
6160 · Repairs & Maintenance	826,00	208,33	617,67
6190 · Tax Expense	-75,00	125,00	-200,00
6200 · Bank & Merchant Fees	2 035,75	3 191,65	-1 155,90
6210 · Depreciation & Amortization	1 180,39	1 318,62	-138,23
9999 · Suspense Costs	-16 620,35	158,32	-16 778,67
<b>Total Expense</b>	<u>47 909,66</u>	<u>79 623,86</u>	<u>-31 714,20</u>
<b>Net Income</b>	<u>14 454,54</u>	<u>9 439,79</u>	<u>5 014,75</u>

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