




January 24, 2023

## 2022 Teleconference Minutes

TAMARA P.  
ACA WSO SECRETARY  
NOVEMBER 2020 – DECEMBER 2022

PATRICIA I.  
EXECUTIVE SECRETARY  
FEBRUARY 2022-



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

## MONTHLY TELECONFERENCE MINUTES

January 8, 2022

2:00PM EST

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

### I. Opening

- A. Call to order and open with the Serenity Prayer
- B. Roll Call of Board Members: Charlie H., Erin D., Fredrik H.(absent), Jasmina T., Jim B., Justine F., Liz. C., Sue V., Tamara P., Sharon F. (absent on leave)
- C. Quorum established
- D. Notice of Recording: Starting in January 2022, audio-only recordings of the monthly teleconference will be posted online. We ask that you remain aware of this if you choose to speak during today's call. To protect your personal anonymity, you may participate in the guest introductions by identifying yourself using the chat function. Similarly, during guest comment periods, you may choose to submit a question via the chat function, and your first name will not be mentioned. Thank you for your cooperation.
- E. Guest Introductions
- F. Tradition of the month: One – Our common welfare should come first; personal recovery depends on ACA unity.

### II. Minutes Approval

- A. October – tabled to February
- B. December – tabled to February

### III. Administrative Reports

- A. [Treasurer's Report | ACA WSO](#): Lucia S. presented report - see link.
- B. [Executive Committee | ACA WSO](#): Much of our time has been devoted to a long-term search for a permanent Executive.

### IV. Chair Report – Charlie H.: Focus on 2022 ABC AWC

- Given the circumstances of the pandemic, we ask you to consider whether you think we should continue toward planning an in-person 2022 ABC/AWC. At this point there will be a potential loss of \$28k, but moving forward would incur other substantial logistical costs, as well as increased health risks resulting from COVID.
- There is also an upcoming study group to make ABC/AWC to have a virtual component that makes it as valuable as an in-person event.

#### Options with Poll Results

##### 1. 41/45 – 92%

Cancel the in-person 2022 ABC AWC meeting and begin planning an all-virtual ABC and AWC for 2022. At this time, our financial obligation to the hotel would be a maximum of \$28,000, and we would seek to reduce that because of the circumstances.

##### 2. 0/45 – 0%

Continue seeking to market the San Francisco event a month or two more under the current contract. On Jan. 17, this option would increase our obligation to the hotel by about \$10,000.

##### 3. 4/45 – 9%

Ask the hotel to revise the contract entirely, so that we can affordably stage an in-person ABC and AWC for 75-100 people coming to the hotel, and others attending virtually. This option would depend on cooperation from the hotel.

##### 4. 0/45 – 0%

Press on with the existing contract. Advertise and commit to a full-scale event in San Francisco. Options 3 and 4 require substantial operational costs to stage a live event. Option 4 also could expose WSO to substantial additional costs if attendance does not meet our contractual obligations.

##### 5. 0/45 – 0%

Any other options you may suggest.

#### Guest Questions/Comments Summary: on 2022 ABC/AWC options (see above)

- 25 Guests gave a comment:
  - 23 agreed with Option 1- Cancel in-person and hold virtual meetings. Some of the reasons included:
    - Virtual events have proven to be successful.
    - Increase the number of delegates who can participate.
    - Reduced health/safety risk due to virus.

- Cost/benefit analysis considering the additional logistical costs of in-person meeting and reduced participation.
- Wearing masks at in person events isn't always easy/comfortable.
- Alleviate cost of delegate travel.
- Hybrid events are not equitable.
- 2 agreed with Option 3 – Revise contract for smaller in person meetings since:
  - Face-to-face is always preferable and important.
  - More powerful for fellowship to meet in person.
- Other suggestions/comments/questions included:
  - Weekends are best since not everyone can take off work.
  - Consider how can we engender in-person relationships via a remote meeting.
  - Consider changing the model to every country having their own ABC and having the AWC in January.
  - Look into whether we direct some of the 28k to next year by having it in San Francisco in 2023.
  - Ensure our contracts have a “walk-away”/cancellation clause and/or have event insurance policy.
    - A legal and contractual consultant did a review which resulted in a great reduction of risk.

## V. Committee Reports

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

### Business Operations

- a. [WSO Office | ACA WSO](#): Bill D..
- b. [Finance Committee | ACA WSO](#): No report presented.
- c. [IT Committee | ACA WSO](#): Brad L.

We need two types of business IT volunteers:

- Slightly techy type who can verify and update meeting listings
  - High level tech type person, not necessarily specialized, but a good overall problem solver, e.g., when a shipping discrepancy occurred, I needed someone who could learn the application and then find the point of error.
- d. [Distribution Center Oversight | ACA WSO](#): No chair at present

### Fellowship Engagement

- a. [Representation, Equity and Accessibility Ad-Hoc Committee | ACA WSO](#): Joe H
- b. [European Committee | ACA WSO](#): No report presented.
- c. [Global Members Committee | ACA WSO](#): Sue V.

Antarctica has been added and a point-of-contact is in place to communicate with those traveling there in order to explore whether to start meetings.

- d. [Member Services | ACA WSO](#): Tamara P.
- e. Public Services Committee with H&I
  - a. [Public Services | ACA WSO](#): Jim B.
  - b. [H-and-I Committee | ACA WSO](#): Rich R.
- f. [Meeting and Service Safety Ad-Hoc Committee | ACA WSO](#): Rich R, Delinda H

#### Policy & Structure

- a. [ABC AWC Committee | ACA WSO](#): Liz C.
- b. [ABC Proposals & Ballot Prep | ACA WSO](#): Jim B  
A ballot was published today in 13 languages. We will have two town hall meetings where we will speak with the authors of the proposals and be able to ask questions.
- c. [Archives | ACA WSO](#): Marcia J
- d. [Human Resources Committee | ACA WSO](#): Jasmina T.
- e. [OPPM | ACA WSO](#): Kelle J
- f. [Nominating Committee | ACA WSO](#): Denise R.
  - There is still a need for nominations to Board positions and NomCom Committee.
- g. [Service Network Committee | ACA WSO](#): Charlie H.

#### Content Creation

- a. [Literature Committee | ACA WSO](#): Christine B  
Comline will be live on February 1.  
Two new subcommittees:
  - o Language committee: inclusive, non-directive language
  - o Literature and development: what we have and don't have that we should look to in the future.We are working toward a revised BRB.
- b. [Publishing Committee | ACA WSO](#): Sue V.

#### **VI. Motions read into the Record**

##### Motions passed from Board Working Session December 9, 2021

- a. **Motion:** To post monthly Teleconference (TC) meeting audio recordings online, beginning with the January 2022 teleconference, and devise a message to be read during TC meetings to ensure that guests do not unintentionally break their anonymity. (Charlie)  
**Second:** Fredrick  
**Background:** Monthly teleconferences are largely informational meetings for the fellowship. This motion promotes transparency and permits the fellowship to listen at any time convenient to them, and to double-check comments made during teleconference meetings.  
**Decision:** Motion passed unanimously. Tamara P. and Jim B. were absent.
- b. **Motion:** To change the composition of the General Manager Oversight Committee. The General Manager Oversight Committee will be made up of the following Board positions:

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

(Sharon F.)

**Second:** Fredrick

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

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

- c. **Motion:** To ratify Sharon F. as the Interim Service Network Committee Chair (Charlie)

**Second:** Sue

**Background:** None

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

- d. **Motion:** To approve the following Statement of Purpose for the Service Network Committee: To serve as a point of contact and principal WSO committee focusing on the service structure initiatives approved by the ABC Delegates at the 2017 ABC and report to the 2022 ABC Delegates findings and progress made for increased role of the Conference in the active maintenance of the world service. (See attachment for details and current updates). (Sharon)

**Second:** Charlie

**Background:** None

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

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

**Second:** Charlie

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

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

Motions passed at a Board Working Session December 23, 2021

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

**Second:** Erin

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

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

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

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

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

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

**Second:** Jim

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

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

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

**Second:** Jasmina

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

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

- d. **Motion:** To approve the order of 10,000 Softcover BRB at a cost of \$30,812 plus shipping

from Sheridan Printing. (Jim)

**Second:** Jasmina

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

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

#### Motions passed via Specific Concurrence (SC) during November/December 2021

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

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

**Second:** Liz C.

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

**Decision:** Motion passed unanimously.

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

**Second:** Sharon F.

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

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

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

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

address the fellowships needs. There is a framework in place to allow intergroups and regions to support meeting list updates.

**Decision:** Motion passed unanimously

## **VII. Guest Comments**

- a. Q: Did the server protections go through the same things that Zoom went through for bombers?

A: (IT Chair) No, Zoom is a different platform, and this was a different vulnerability.

- b. Q: Re the newly-created role of Interim General Manager, in light of the Concepts III, X, and XI: What is the job description of the Interim General Manager? Is there any authority that has traditionally resided with the Board might that be appropriately handed over to the IGM? (Delegation of Authority/Decision-Making)? Are there other changes in how decisions have traditionally been made at the Board level that might be helpful to empower that role to effectively perform the envisioned duties? The special rights and duties of our executives, staff and consultants, together with a proper basis for the financial compensation of these special workers, will always be matters for serious care and concern.

A: (Board Chair) With our current level of growth, our needs have evolved to hire topic-specific professionals, and to have a professional manager that they report to. This is rather than Board members stepping in to manage them which creates a stressful environment for all due to confusion and inconsistency. We are currently searching for an Executive Professional to begin forming this staff infrastructure.

- c. Q: RE: the plan to re-launch the planning meeting on February 18, how will it address meeting the eight goals that have been outstanding for some time, but have not been met?

A: (REA Chair) REA has had a shortage of volunteers, and the re-launch will begin to address the 7 out of 8 goals that are "in progress." In the future, the progress report will be more detailed. Operational interventions such as how many meetings there are, how the meeting time is used, producing minutes for every meeting - these things help pull the team together to understand who are the actual participating members. The re-launch will attract participation from all fellowship.

- d. Q: As a committee, if we have an expense that needs to be approved, how do we submit it for approval.

A: (Controller) We are in the process of defining that and publishing it in the OPPM.

## **VIII. Closing Activities**

- Announcements: Next Board Teleconference Meeting is Saturday, February 12 at 2PM EDT.
- Motion to Adjourn: Charlie Second: Fredrik  
Decision: Motion passed unanimously.
- Closing Serenity Prayer

## APPENDIX

### A. Summary of 2021 ABC Proposals and Floor Motions

Issue	Outcome	Status
To revise or develop Amazon Kindle editions of ACA literature so that they correspond to the same page in hard copy publications	Board Motion prior to ABC	Publishing Committee is currently working to update the English BRB version, as well as add the Yellow Workbook and the new Loving Parent Guidebook to Kindle. Other publications and languages will follow.
International Literature Scholarship Fund	Board Motion prior to ABC	The 7 <sup>th</sup> Tradition page currently accepts funds for the fund. Finance Committee and Publishing have been tasked with setting up procedures for application and disbursement of those funds.
Creation of 12 Step & 12 Tradition Book (12x12 or 12x12x12 to include the Concepts)	Motion did not pass	Groups, Intergroups and/or Regions who are interested in developing this literature are welcome to submit a draft to Literature Committee. Refer to Literature Committee as well.
Creation of a pamphlet/trifold be developed to outline/describe the significant differences between the ACA fellowship and other 12-step programs.	Referred to the Board	Refer to Literature Committee for assessment
We move that a new literature subcommittee begin planning a revised edition of the Big Red Book, with new testimonials and updated content, to be more inclusive of all experience of gender, sexual orientation, ethnicity, religion/spirituality, and a broader range of socioeconomic and cultural backgrounds	Passed	Refer to Literature Committee

<p>We propose that in future printings of Chapter 19 in the BRB, the second personal share under TRADITION THREE (p. 503) either be deleted entirely, or be edited to remove any reference to the speaker's dislike of gay people.</p> <p>Friendly-amended version reads, "We propose that in future printings of Chapter 19 in the BRB, the second personal share under TRADITION THREE (p. 503) be deleted entirely."</p>	<p>Passed - Friendly amendment passes to remove the idea of rework, in favor of simply dropping the passage entirely.</p>	<p>Refer to Literature Committee</p> <p>Status: The Publishing staff have added this change to be done on future print, online and translation publications.</p>
<p>We propose that Adult Children of Alcoholics (ACA) officially change its name to Adult Children of Alcoholics and Dysfunctional Families (ACADF).</p> <p>- combined with</p> <p>We propose that WSO use the acronym ACA/DF in order to include people whose parents are not alcoholics.</p>	<p>Referred to the Board</p>	<p>Refer to the Executive Committee to refine the proposal - Task force to set up a series of Town Halls using KBDM to start a Fellowship Wide discussion? (Include Bill to address DBA and other issues brought forth during the ABC discussions.) Send out a multiple language survey of possible name change choices?</p>

<p>We propose that a Topic book that covers the very unique and specific challenges that ACA deals with be developed. Ideally this would be in a format that each individual topic could be read in 15 – 20 minutes, so can be used as the content of a topic meeting.</p>	<p>Referred to the Board</p>	<p>Groups, Intergroups and/or Regions who are interested in developing this literature are welcome to submit a draft to Literature Committee. Refer to Literature Committee as well.</p>
<p>We propose that WSO create an ACA app for mobile devices.</p>	<p>Referred to the Board</p>	<p>Refer to IT Committee to call for volunteers to form a group to study cost, feasibility, and scope</p>

We propose that WSO assemble a committee—comprised (wholly or in part) by transgender, nonbinary, gender-fluid, and/or other gender-non-conforming ACAs—to determine whether and how to make future printings of the BRB more gender-inclusive.	Referred to the Board	Refer to Literature Committee
We propose that WSO produce a version of the BRB and other literature where the level of language is aimed at junior high school level rather than university-grade English, so that the content is more easily understandable to people for whom English is a second language, rather than their mother tongue.	Referred to the Board	Refer to Literature Committee

<p>Motion to approve a suggested allocation of a meeting's surplus funds be 60% to local IG, 30% to WSO, and 10% to Region.</p> <p>If the funds are coming from an IG, the suggested allocation would be 60% to WSO and 40% to the Region.</p>	Delegates deemed not time-sensitive	Referred back to Finance Committee - Suggest seeking feedback from IGs and Regions before finalizing.
General idea: Policy for listing or delisting meetings from the WSO meeting list.	Not discussed at ABC due to specificity of motion and prior Board action	WSO began a series of "Only Meeting" Town Halls to launch a Fellowship-wide discussion the issues (safety vs exclusion) in order guide the Board in developing a Traditions-based policy on which meetings can be listed or delisted from the website.

We propose WSO create a working group to investigate the viability of utilizing and implementing Knowledge Based Decision Making (KBDM) in future ACA business conferences.	Delegates deemed not time-sensitive	A group is currently meeting to study KBDM. Propose that this study group be incorporated into Governance CC.
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**MONTHLY TELECONFERENCE MINUTES**  
**February 12, 2022**  
**2:00PM EST**

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

**I. Opening**

- A. Call to Order – Open with the ACA Serenity Prayer (Zoe H.)
- B. Roll call of Board Members: Charlie H., Erin D., Fredrik H., Jim B., Justine F., Liz C., Sharon F., Tamara P.  
Absent: Jasmina T., Sue V.  
Notetaker: Trish I. - Assistant to Board Secretary
- C. Quorum - established
- D. Notice of Recording: Starting in January 2022, audio-only recordings of the monthly teleconference will be posted online. We ask that you remain aware of this if you choose to speak during today's call. To protect your personal anonymity, you may participate in the guest introductions by identifying yourself using the chat function. Similarly, during guest comment periods, you may choose to submit a question via the chat function, and your first name will not be mentioned. Thank you for your cooperation.
- E. Guest Introductions: 35 guests attended
- F. Tradition Two – *For our group purpose there is but one ultimate authority – a loving God as expressed in our group conscience. Our leaders are but trusted servants, they do not govern.*

**II. Minutes:**

- A. October 2021- link to document:  TCM\_2021\_1009\_October.pdf
  - Move to approve Minutes of October 9, 2021 Teleconference Board Meeting (Charlie H.)

- Second: Justine
- Decision: Motion passed unanimously. Sharon F. abstained; Sue V. and Jasmina T. were absent.

B. December 2021 – link to document: [TCM\\_2021\\_1213\\_December.pdf](#)

- Move to approve Minutes of December 13, 2021 Teleconference Board Meeting (Tamara P.)
- Second: Liz C.
- Decision: Motion passed unanimously. Sharon F. abstained; Sue V. and Jasmina T. were absent.

C. January 2022 – link to document: [TCM\\_2022\\_0108\\_January.pdf](#)

- Move to approve Minutes of January 8, 2022 Teleconference Board Meeting (Tamara P.)
- Second: Liz C.
- Decision: Motion passed unanimously. Sharon F. abstained; Sue V. and Jasmina T. were absent.

### III. Administrative Reports

A. [Treasurer's Report | ACA WSO](#) – Fredrik H. presented report - see link.

- Contact Fredrik H. or Lucia S. if interested in serving on the Finance Committee.

B. [Executive Committee | ACA WSO](#) - Charlie H.

- This committee approves expenses under \$2,000 and previews motions before they come to the Board. It is made up of Board Chair, Secretary, Vice Chair, Treasurer and other Board members who can join these committee meetings.

C. Chair Report – Charlie H.

ABC and AWC

- After getting input at the January TC meeting which was overwhelmingly in favor of canceling the in-person meetings, the Board voted to hold these as virtual meetings this year due to the pandemic.
- The hotel agreed to just keep the \$10,000 deposit, and there are not any additional costs as we originally thought, which is significantly less than expected.

Posting Audio Recordings of Monthly TC Meetings

- We are now posting the audio recording of monthly Teleconference meetings on the WSO website since it is not realistic for those who live in certain parts of the world/different time zones to participate live.

*[Brad L. shows how to access the recordings at <https://acawso.org/monthly-telecom-recordings>]*

Initial Consideration of Book Price Increase

- The Board approved the budget for 2022 this past week with one pending item. The Finance Committee has proposed a book price increase. The Board is considering this yet has never been enthusiastic about increasing the costs of our literature. If literature prices are increased, this will be the first time. We want to get your initial feedback on this proposal today so we can reflect on it as we consider this proposal.

The three main reasons for increasing the price of literature are:

1. Historically the books were published and available in the US and over the past several years we have moved to serve the whole world. Our literature is now published in four countries and in many languages. We went from local publishing to a worldwide publishing operation. This is exciting, however it is a much bigger/more complex business now with more expenses. The increase in book prices will allow us to make this leap to global production and availability of our literature.
  2. COVID-19 has impacted costs and inflation too. Our publisher in the US raised costs 30% last year, and then said they could not print out books since they did not have paper. Our staff then moved to a publisher in India which has expense impacts (e.g. shipping, increase in warehouse storage, etc.).
  3. There has been an increase in the cost of living over the past 16 years yet there has not been any increase in the costs of books and a lot of our revenue is from book sales.
- We would have to cut approximately \$100,000 from this year's budget if we do not increase the book prices, and this would mean cutting staffing costs.
  - The Board wants to limit increases to only what is needed and we need to consider this option to adapt to our rapid growth. We want to get your initial input and the Board will come back at next month's TC with various options.
  - Treasurer - The main reason for this proposal is that our fellowship is growing which means our costs are growing rapidly. Initially this means expenses are more and in a few years then revenues will increase too. We also considered that unlike other fellowships, 80% of ACA's income is from book sales.

*[Bill D., General Manager, presents a PowerPoint presentation on the history of book prices, book prices with inflation, warehouse costs increase, budget deficit without book price increase, etc.].*

See:  [2022 Book Price Increase v6 for TC.pdf](#)

#### D. Guest Questions/Comments on Possible Literature Price Increase (15 minutes)

##### Summary of Comments/Suggestions/Questions

- All of the guests who spoke supported the idea of a price increase for ACA literature based on the presentation.
- One person requested a copy of the PowerPoint presentation that Bill gave.
- One person requested to see what percent of the expenses in the budget goes to publications since 80% of the revenues are from books.
- A few guests suggested the Board consider not raising prices just to the minimum required, so that they do not have to be raised again in 6 months or one year.
- A former Board member stated that one reason the Board did not raise prices in year's past was because we began to purchase in larger quantities which drove the unit cost down.
- A guest stated that book prices should be considered each year in regards to the cost of living increase. We need to think about not just today, but tomorrow too; add a little increase every year to get up to where it should be.
- In response to a question about what literature is published, a member of the Literature Committee clarified that the Literature Committee does not write literature. The function is

to respond to literature submitted for review for approval. Committees can submit literature proposals to the Literature Committee for publication.

- Two people expressed concern about reducing staffing costs if literature prices are not raised - as this is not a direction we want to go in since we are growing worldwide and to prevent volunteers from getting “burned out.”
- A guest asked if there will be an increase in the price of eBooks too.
  - Gen. Manager - No, eBooks are not subject to the cost of goods sold. Also, if we increase the costs over \$9.99 then Amazon will get a higher percentage of profit (35% increase).
- A number of guests expressed concern that book sales revenue is covering a large part of the annual budget.
- One guest suggested considering whether publishing can be self-supporting and to explore other ways of covering expenses, such as looking at increasing 7th tradition contributions (e.g., the Board sending out a letter requesting contributions to keep operations going).
- One guest asked to see the history of how long books sales have been covering such a large part of the annual expenses.
- Others suggested the Board consider this proposal at the same time as looking at:
  - Increasing donations for meetings
  - Improving 7th tradition (fellowship donations) including re-looking at the percentage formula for 7th tradition
  - Determining how this will affect the 30% discount for Intergroups’ book purchases.
  - Reconsidering the structure of WSO (e.g. publishing as a separate entity).
- A guest suggested a task force could be created for this topic and those related as indicated above points and whether this proposal should come to the next ABC.
- At the end of this section, Charlie said that the Board will work with IT to come up with a way on the website for how people can continue to provide their comments on this topic for consideration (e.g. email or online form).

**IV. Committee Reports:** *[Since the meeting was running late, Charlie requested that only urgent updates/announcements are given in this section due to time constraints]*

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

Business Operations

- A. [WSO Office | ACA WSO](#): Bill D. presented report - see link.
- B. [Finance Committee | ACA WSO](#): Fredrik H. presented report - see link.
- C. [IT Committee | ACA WSO](#): Brad L. presented report - see link.
  - The ACA world convention website is open and you can register for the ABC and AWC.
    - If you registered for the event when the event was going to be in San Francisco, either in person or virtual, you need to register again.
  - We are looking for more applications for workshops at the AWC.

- D. [Distribution Center Oversight | ACA WSO](#): This committee is in a temporary pause, pending organization of the Business Operations Collaboration Committee.

#### Fellowship Engagement

- E. [Representation, Equity and Accessibility Ad-Hoc Committee | ACA WSO](#): Joe H.
- F. [European Committee | ACA WSO](#): Fredrik H. presented report - see link.
- There has been a re-launch of the translation subcommittee to Publishing and there will be a big meeting on February 16 at 7pm, central European time, 1:00pm eastern US time. If interested to join please contact me.
- G. [Global Members Committee | ACA WSO](#): Sue V. presented report - see link.
- H. [Member Services | ACA WSO](#): Tamara P.
- I. Public Services Committee with H&I
- [Public Services | ACA WSO](#): Jim B. presented report - see link.
  - [H-and-I Committee | ACA WSO](#): Rich R. presented report - see link.
- J. [Meeting and Service Safety Ad-Hoc Committee | ACA WSO](#): Rich R., Delinda H.

#### Policy & Structure

- K. [ABC AWC Committee | ACA WSO](#): Liz C. presented report - see link.
- Dates have been chosen and published. The correct dates for the ABC are Friday and Saturday, May 6 & 7- times TBD. And the dates for the AWC are Saturday and Sunday, May 21-22. This committee meets on the first and third Saturdays of the month at 10:30am EST and anyone who would like to help plan for these events is welcome to join.
- L. [ABC Proposals & Ballot Prep | ACA WSO](#): Jim B. presented report - see link.
- We had our town halls and reviewed all the proposals and audio of these are on the website. Voting will begin on February 15th and we will send out a mailing to all the registered groups, inner groups and regions.
- M. [Archives | ACA WSO](#): Marcia J. presented report - see link.
- We have close to 50 volunteers to do oral history. We are having a meeting next Saturday at 2:30pm EST to answer questions and information will be on Slack.
  - We have come to an agreement about a cataloging platform and it still needs to go to the Board for approval.
- N. [Human Resources Committee | ACA WSO](#): Jasmina T.
- O. [OPPM | ACA WSO](#): Kelle J. presented report - see link.
- P. [Nominating Committee | ACA WSO](#): Denise R. presented report - see link.
- I would like to clarify the mission of this committee - it is to vet and identify ACA members from throughout the full range of the ACA world fellowship, whose skills, experience, wisdom and program knowledge support their ability to be trustees. The Committee is responsible for forwarding qualified candidates to the Board for consideration. We have openings for the Board and on this committee so if you know someone, please encourage them to apply.
  - Erin - The Delegate Engagement sub-committee is trying to "find its feet again." We are planning an open house as a time for delegates and new delegates to give us their questions

and be able to point them to different resources. There is also a Slack channel for delegate engagement and we will be communicating with the delegates as they register. The committee does not currently have any officers so welcome anyone interested in getting involved.

Q. [Service Network Committee | ACA WSO](#): Charlie H. presented report - see link.

#### Content Creation

R. [Literature Committee | ACA WSO](#): Christine B. presented report - see link.

- Welcome to Justine. She has become the interim Chair of Literature in Development and will work with us to create a long-term strategy for literature. This includes a revision of the BRB. The ComLine is back in operation and we post new content on the 1st and 15th of the month. We thank all those who got it up and running. There is a link for comments on the blog.
- At the next quarterly meeting on April 1, we will be inviting all groups through fellowship who are working in any way shape or form on things that might end up being content and having an open conversation.

S. [Publishing Committee | ACA WSO](#): Sue V. presented report - see link.

- The Publishing Committee is working all over the world actively working with a number of simultaneous translations. And we are also working to straighten out our copyrights so that we have consistent copyright pages on all of our documentation. There are regional print hubs all around the world so lots of exciting things going on with publishing.

#### **V. Motions read into the Record**

A. Motion passed at a special vote at the Executive Committee Meeting on January 6, 2022

**Motion:** To approve the order of 1,000 Softcover YWB at a cost of \$3,814.99 plus shipping from CHG Printing (Charlie H.)

**Second:** (Fredrik H.)

**Background:** This is the first order in almost 4 years with 500 ordered last time in late 2017. This is larger than previous orders due primarily to an increase in H&I activity, but also to a dramatic increase in lead times because of supply chain disruptions and raw goods market instability. These disruptions have led to much higher printing costs with more price increases forecast for 2022. Board Detail: This is the largest quantity ordered for this YWB book softcover style to date and is over \$2,000 so it will require full board approval. The current quote and 1 past order (we could not locate a prior order earlier than the late 2017 invoice) are attached per previous board request. We solicited quotes from other printers including Sheridan. While Sheridan was a little less expensive, their delivery estimate was the end of March 2022. CHG Printing lead time was 6 weeks which would put it in our hands a full six weeks ahead of Sheridan. The rationale for going with CHG is that we were recently asked for a quote of 191 units by the California Prison System and do not have but 135 remaining in stock. They can better accommodate the lead time we require to fill the Calif Prison order much faster than Sheridan. We have shipped about 100 per year for the last 4 years so we would normally not order for another 6 months but with the pending order from the prisons, we will need them sooner.

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

B. Motions passed at a Board Working Session January 27, 2022

1. **Motion:** To approve the purchase and installation of 3-12' x 144" pallet racks in the amount of approximately \$2,900 to provide storage capacity for incoming book orders. (Sue V.)

**Second:** Sharon F.

**Background:** The additional storage space being secured needs pallet racks installed to accommodate all of the books being ordered. They will be similar to the racks currently installed in the warehouse.

**Decision:** Motion passed unanimously.

2. **Motion:** To authorize the GM to replace Sheridan Printers with another printer for the BRB HC, BRB SC, and LPG pending orders. (Sharon F.)

**Second:** Sue V.

**Background:** The printer we have used to print the BRB in the US cannot obtain the paper needed to fulfill these orders due to supply chain issues. They cannot predict when they will have it. We are at a critical point in our inventory level where these must be ordered now to prevent out of stock situations for all of these titles.

The GM and Publishing Staff have researched the world for printers who can handle this volume of books at a cost that WSO can buy them and not raise the prices drastically.

Two printers have been located that can do them for a competitive cost and deliver them to the Signal Hill address. We are in final negotiations with both printers and which books will be printed by which printer is to be determined.

**Decision:** Motion passed unanimously.

3. **Motion:** To approve the lease of additional warehouse space at 1406 E 33<sup>rd</sup> Street in the same business park as the WSO headquarters in Signal Hill, CA for a monthly lease cost of \$2,038 to accommodate the needed increase for storage available for books printed overseas. (Sharon F.)

**Second:** Sue V.

**Background:** The warehouse capacity of WSO needs to be increased substantially to accommodate incoming overseas print orders that is due to paper shortages in the US with our domestic printers. These supply chain disruptions have occurred as a result of a major pulpwood and paper manufacturer closing its plant in Tennessee. We have searched all over the US for a printer who can print the books at a comparable cost to the existing printer.

We have gone overseas to Asia to obtain pricing including shipping. In order to receive these prices, which include ocean shipping, WSO must take shipment of the entire book orders and not leave 50% of the books behind in the printer's warehouse.

This quantity of books will not fit into WSO's existing warehouse, so the only alternative is to lease warehouse space. We are fortunate this space is available, and we can use our forklift to shuttle pallets of books between the facilities as needed.

Here is a link about the closing of the mill:

<https://www.bloomberg.com/news/articles/2021-12-16/resolute-idling-u-s-pulp-mill-in-latest-hit-to-paper-supplies>

**Decision:** Motion passed unanimously.

4. **Motion:** To add the GM as an authorized signer on the ACA WSO financial accounts with two other Trustees, which would normally be the Chair and Treasurer providing both are eligible to serve. The Board may replace either the Board Chair or the Treasurer as signers on the account with other Board members by majority vote of the Board of Trustees. (Charlie H.)

**Second:** Fredrik H.

**Background:** The business operations of ACA WSO require a professional employee to be able to handle situations that arise due to non-routine financial needs such as check writing, Zelle transfers for electronic payments, credit card and debit card transactions, and issues with online account management that may arise from the controller or accountants during business hours.

This will also allow the GM to speak with the bank as an authorized signer to help resolve issues that may arise such as those related to the change in account signers.

This motion is in alignment with signing authority practices common to other 12 Step Fellowships' service organizations that has been documented by obtaining copies of the job descriptions of their executives.

**Decision:** Motion passed unanimously.

5. **Motion:** To create four Collaboration Committees (CC's), which each will meet at least once monthly to coordinate related committee and volunteer activity according to designated areas of responsibility. The Collaboration Committees will operate on a pilot basis for up to 18 months, with a scheduled review and possible reorganization to commence at the end of 2022. Additional information about the CC's during this pilot phase is as follows:

1) The following Collaboration Committees will be established. A full roster of the initial CC's will be listed in Section 6 of this motion.

- a. Business Operations
- b. Fellowship & Public Engagement
- c. Publishing, Literature, & Educational Resources
- d. Policy & Structure

2) The CC's each will be made up of at least two board members and the chairs of participating committees and temporary working groups. The two board members and each participating committee/working group will each have one vote.

3) The CC's will hold their first meetings no later than March 2022 and take up to three months with committees and working groups to organize and set broad goals for 2022. As they become fully operational, the CC's will perform the following functions.

- a. Serve as a liaison between the board and individual committees/working groups. Each CC will report monthly to the board, and support an ongoing interactive dialogue between the board and committees/working groups. The board, in turn, will assign new goals to appropriate Collaboration Committees, rather than to an individual committee or working group.
- b. Convene monthly meetings and collectively set and assign new priorities for appropriate committees and working groups. All committees will be represented by their chair or another designated representative at the CC meetings, as part of their committee obligations.
- c. Ensure a thorough vetting of emerging proposals, checking them against a uniform "informed group conscience" process. When proposals are ready, the CC will submit them to the board for action. Except in emergency situations, as affirmed by a 2/3 board vote, the board will only consider motions submitted by the appropriate CC, and will not consider motions submitted directly to the board by committees that are part of a CC.
- d. Support committees/working groups in maintaining internal focus and clear priorities, using such tools as a group inventory, and balancing the values of informed group conscience against the need for tangible fellowship service in a timely manner.
- e. Provide combined Collaboration Committee reports at the monthly teleconference and Annual Business Conference. These reports will communicate major committee/working group activity. Committees will continue to post monthly written reports online.
- f. Create temporary or ad hoc working groups, as needed, to achieve goals that may require participation of more than one committee. Set timetables for delivery as required.
- g. Ratify committee officers, priority lists, and statements of purpose.
- h. Post monthly written reports with summaries of CC meetings, motions submitted to the board, and any other major actions.
- i. Oversee completion of assignments received from the Board and/or ABC.
- j. At the board's direction, or through mutual agreement between Collaboration Committees, supply liaisons to other CC's to ensure communication and collaboration when needed to complete shared business.
- k. Work collaboratively with the board in conducting an annual review of the WSO committee roster.

4) Each board member will be assigned to one CC every July 1 and serve a one-year term. Board members may serve as voting members on a maximum of two Collaboration Committees. When board members cannot complete their terms as a CC member, the board will fill vacant positions. Board members may serve a maximum of three one-year terms on a CC. If they serve more than six months while completing another board member's term, they may serve a maximum of two full one-year terms on a CC. The board's chair and vice chair may participate as non-voting members of all CC's.

5) The board will maintain a written record of board assignments to Collaboration Committees, which will be included in the monthly Teleconference agenda. The most current listing of board assignments will be approved in a voice vote at each TC.

6) The initial makeup of the Collaboration Committees is listed here. However, all CC's will examine their appropriate activity lists and may work together to reorganize committees, working groups, and areas of responsibility, so this initial lineup is subject to change.

### **1. Business Operations**

1. Finance
2. Business IT
3. Publishing (New titles and distribution channels, including translations)
4. Merchandising, Inventory & Distribution (reprints & maintenance of established channels, medallions, etc.)
5. Law firm Liaison/Copyright Protection
6. HR firm liaison
7. General Manager

### **2. Fellowship & Public Engagement**

1. Global Member Services
2. European Committee
3. Member & Public Services
  - i. Regions & Intergroup outreach
  - ii. Public Services/H&I
4. Events & Workshop partnerships (including AWC programming support)
5. Representation, Equity, and Accessibility
6. Meeting Directory

### **3. Content Development**

1. Literature
2. Publishing Interface (standards for pre publishing, translation policy and support)
3. ComLine
4. Fellowship Service Manual
5. Oral Histories
6. Online Educational Resources
7. Website & IT Support
  - i. Newsletters & special mailings (eg, Traveler)
  - ii. Web content
  - iii. IT support for committees

### **4. Policy & Structure**

1. Policy Manual & By-Laws
2. Archives & Document Retention

3. Service Network
4. ABC/Ballot Prep/Delegate Engagement
5. Nominating Committee
6. Volunteer Resources
  - i. Service Safety policy & resources
  - ii. WSO volunteer service policies & support

(Charlie H.)

**Second:** Sharon F.

**Background:** The growth in ACA World Service committee activity has caused growing frustration and slowness in completing important strategic priorities. One key element has been the board's inability to effectively manage communications with roughly 18 committees, or to effectively process complex motions when they arrive with little advance education about the key issues. In addition, committees often have few resources to reset themselves if they lose focus or unity. After extensive discussion with committee volunteers, the board is seeking to launch an extended pilot program in which committee activity can be organized and harmonized by four Collaboration Committees. This motion effectively launches the pilot by giving the four Collaboration Committees enough authority and definition to convene organizational meetings with their particular committees and working groups, and to harmonize committee activity once fully functioning.

**Decision:** Motion passed unanimously.

Motions passed via Specific Concurrence (SC) during January and early February 2022

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

**Second:** Jim B.

**Background:** The GM needs to have access to the primary contact account because it is the account that Amazon recognizes as the primary contact. The treasurer email currently is the account that receives notices that are time sensitive or used to log in to Amazon to resolve account issues that the lower tiered acabooks cannot resolve. It has been our experience that certain communications with Amazon accounts must emanate from the primary contact login or Amazon won't recognize it and respond.

By having the GM as the primary contact using the acabooks email and the board listed as beneficial owners, the board is still able to exercise its fiduciary responsibility. By having the acabooks login and email account available to the Treasurer and a designated board member the board could maintain its active oversight role of the accounts.


**Decision:** Motion passed unanimously. Sharon F. was absent. (1/21/2022)

2. **Motion:** To update the OPPM for the Ballot Preparation Committee section C on proposal submission. The changes reflect format changes for the ballot proposal submission process, clarifies who can submit a proposal and provides contact information. (Jim B.)

**Second:** Sue V.

**Background:** The 2021 Proposal submission process was changed and new sections added. The new format details are provided. Also it was not clear who could submit proposals, this information is explicitly provided now. Please see the attached document for the proposed updated section and what it is currently. These changes have been reviewed by the OPPM and BPC members. These changes have been reviewed by the OPPM and BPC members, and provided to the Board of Trustees.

See this link to the document with the specific changes proposed:

 [BPC Proposal of Changes.pdf](#)

**Decision:** Motion passed unanimously. Sharon F. abstains. (2/7/2022)

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

**Second:** Jim B.

**Background:** Non-profit organizations and government entities do work for the common public good and as such often have limited funds. By discounting the literature for these non-commercial entities, WSO is supporting the carrying of the message to the still suffering adult children and others who have been affected by trauma and dysfunction in their lives. These entities would not normally purchase from Intergroups or Regions as they require detailed invoices for documentation of the expenditure for their auditors.

**Decision:** Motion passed unanimously. Sharon F. absent (1/17/2022)

4. **Motion:** To immediately invoke force majeure on a hotel contract connected with a planned in-person 2022 ABC/AWC, on the grounds that Covid has made it impossible to attract sufficient attendance, and instead plan an all-virtual annual meeting this year. In addition, make full refunds to everyone who paid food and event registration fees. Hotel consultant Helms Briscoe is authorized to negotiate next steps with the San Francisco Downtown Hilton. (Charlie H.)

**Second:** Liz C.

**Background:** The Omicron variant has made it impossible to market an in-person ABC and AWC this year, creating unacceptable health risks, as well as risks of financial losses if attendance targets cannot be met. Discussions at the Jan. 8, 2022, WSO monthly teleconference, and at a Jan. 9, 2022, meeting of the San Francisco local host committee, identified that a strong majority favor holding an all-virtual annual meeting this year.

**Decision:** Motion passed unanimously. Sharon F. was absent. (1/12/2022)

5. **Motion:** To hold the virtual 2022 ABC/AWC on the following dates (Times TBA) (Liz C.)

- ABC: Friday and Saturday May 6-7, 2022
- AWC: Saturday and Sunday May 21-22, 2022

**Second:** Tamara P.

**Background:** In 2021 the virtual ABC/ABC were held on two consecutive weekends. It is the opinion of the ABC AWC committee that having two consecutive weekends of recovery and service was difficult and overwhelming for mind, body, and spirit. These dates were chosen with an attempt to avoid conflict with religious and national holidays.

**Decision:** Motion passed unanimously. (2/5/2022)

6. **Motion:** To approve the sale of the Japanese BRB directly to the fellowship at a cost of \$15 USD including shipping. (Sue V.)

**Second:** Jim B.

**Background:** The cost to print each Japanese BRB is approximately \$7.31 plus a shipping cost of \$3.45 per book for a total of \$10.58. This will yield a profit margin of 29% which is in line with a publisher to bookstore profit margin of 30%. There will be a separate motion made later to set the price for selling on Amazon Japan.

**Decision:** Motion passed unanimously. Sharon F. was absent. (1/15/2022)

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

**Second:** Sue V.

**Background:** The cost to print each Japanese YWB is approximately \$4.63 plus a shipping cost of \$3.45 per book for a total of \$8.08. This will yield a profit margin of 35% which is in line with a publisher to bookstore profit margin of 30%. The initial print run may have partial shipping subsidization in lieu of the IG receiving royalty free books. This is a similar motion to the Japanese BRB motion approved by the board on January 13th.

**Decision:** Motion passed unanimously. (2/1/2022)

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

**Second:** Jamina T.

**Background:** The Japanese Fellowship has successfully translated the YWB into Japanese and turned the file over to WSO. They want WSO to print the book and handle the IG sales. They also would like WSO to sell it on Amazon Japan. It is cost prohibitive to print it in the US and ship orders to Japan so WSO has sought quotes from two international printers. The lowest per unit cost printer with the quickest delivery time was Thomson Press in India. The initial print run will have partial shipping subsidization in lieu of the IG receiving royalty free books. This is a similar motion to the Japanese BRB motion approved by the board on January 13th.

See calculation of selling costs at this link:



**Decision:** Motion passed unanimously. (2/1/2022)

9. **Motion:** To approve the maximum list price for all eBooks is \$9.99 USD with the understanding that specific countries may be adjusted downwards for economic reasons. (Sue V.)

**Second:** Jim B.

**Background:** The eBooks of our ACA literature are set for \$9.99 USD. Kindle pays a 35% royalty on eBooks priced above \$9.99, but pays a 70% royalty on eBooks priced at or below \$9.99. Amazon will adjust downwards automatically for economic conditions and the Publishing Committee will further adjust downwards if there is a concern for "ACA affordability" in our specific countries.

We would like a broad-based agreement for e-books. The Publishing Committee does not believe we need to take the board's time for each eBook. Currently eBooks can be kindle or Barnes Noble. There is excellent oversight from the Publishing Committee. We will keep the board informed.

**Decision:** Motion passed unanimously. Sharon F. was absent. (1/17/2022)

10. **Motion:** To authorize the printing of 500 copies of the Japanese language BRB with Thomson Press in India for a total cost of approximately \$3,565 USD. (Sue V.)

**Second:** Jim B.

**Background:** The Japanese Fellowship has successfully translated the BRB into Japanese and turned the file over to WSO. They want WSO to print the book and handle the IG sales. They also would like WSO to sell it on Amazon Japan.

It is cost prohibitive to print it in the US and ship orders to Japan so WSO has sought quotes from two international printers. The lowest per unit cost printer with the quickest delivery time was Thomson Press in India. The initial print run will have partial shipping subsidization in lieu of the IG receiving royalty free books.

**Decision:** Motion passed unanimously. Sharon F. was absent. (1/17/2022)

11. **Motion:** To approve the registration of the names of our organization currently used in our ACA literature to comply with the law as follows: "Adult Children of Alcoholic/ Dysfunctional Families", "Adult Children of Alcoholics Dysfunctional Families World Service Organization, Inc" and "Adult Children of Alcoholics and Dysfunctional Families World Service Organization" (Sue V.)

**Second:** Jim B.

**Background:** This motion is different from the ballot proposal about ACA's name. WSO did not register the names listed below for our organization. These different names are currently listed in our BRB, YWB, LLWB, SMR and LPG. Registration of the additional business name (s) protects our interests and brings our literature in alignment with business requirements.

**Decision:** Motion passed unanimously. Sharon F. was absent. (1/17/2022)

12. **Motion:** To approve the purchase of Smartsheet project workflow management software at a cost of approximately \$2,720 for the first-year subscription and training. (Charlie H.)

**Second:** Jim B.

**Background:** WSO staff and volunteers need tools to do their jobs. Specifically, project and workflow management tools. Staff and 3 committees (Publishing, IT, and Literature) have examined various other software products with these capabilities and find Smartsheet the best suited

program for our needs. These committees and staff have endorsed its use. By acting today, we will receive one free license for one year during their promotion.

**Decision:** Motion passed unanimously. (1/31/2022)

13. **Motion:** To authorize the General Manager to change the HR consultants currently under contract with ACA WSO as long as there is no cost increase or unacceptable performance degradation. (Fredrik H.)

**Second:** Justine F.

**Background:** The Finance Committee, General Manager and HR Liaison have examined the services offered by our current HR consulting firm compared to the HR services offered by the firm we currently use for Payroll processing. By consolidating the two services under one vendor we can save approximately \$4,000 per year.

**Decision:** Motion passed unanimously. Sharon was absent. (1/19/2022)

14. **Motion:** To approve the following ACA Workshop and Event Policy (Erin D.)

ACA Workshop and Event Policy

In order for an individual or ACA service body to present a Workshop or Event under the umbrella of the ACA name, it must adhere to the following criteria:

- Events listed on the Service Website Calendar must be sponsored by a registered ACA service body (eg, group IG, Region or WSO).
- The content must support the principles of the ACA Program, including the Steps, the Traditions, the ACA Solution our Conference-Approved Literature, including literature in development, literature approved for fellowship review, pending conference approval.
- The Presenters must be active members of the ACA Fellowship and cannot promote their professional services and outside literature during the Workshop or Event.
- The content of the Workshop or Event must address the various topics of specific interest to our Fellowship of recovering adult children that promote recovery in ACA.
- If a flyer is presented, it must include the ACA service body that is sponsoring the Workshop or Event, or that WSO is the sponsor.
- 7th Tradition Contributions may only be solicited to cover the direct costs of the Workshop or Event, and to support the purpose of the sponsoring ACA service bodies.

**Second:** Justine F.

**Decision:** Motion passed unanimously. (1/24/2022)

## VI. Guest Comments - Summary

- A guest commented on the last motion about Event Policies and how important this was based on a recent personal experience she had. She reached out to someone about a posted workshop and the person was upset. She was not sure if she handled it well.
  - A Board Member responded that it sounded like she did a wonderful job handling this situation, and these situations/questions can be posted on the Events channel for everyone to see and learn from.

- Member of IT/Meeting List Committee, said that they will add an extra step into the process, to contact the sponsoring group to confirm that they actually are sponsoring the event before it is posted.
- A guest asked about a Meeting listing that she requested be posted and initially heard it was an “outside issue” so it was not approved. She asked for clarification as to the definition of an “outside issue.”
  - Member of the Meeting List Committee, stated that the workshop she submitted will be approved/posted. Also, the committee is still figuring out how to define “outside issues” and is working on this. The committee is trying to be as sensitive as possible to all the different issues/traumas that come up. They also have a large volume of requests to handle.
    - The IT Chair added that the volunteers on this committee work many hours a week to handle the meeting requests/updates and with the workload, mistakes can be made. The committee would love to have more volunteers.
  - A guest shared that she thought it was important that any event that is approved keeps to the principles of the tradition.
  - Another guest was concerned that if racial trauma was considered an “outside issue” that religious trauma would also be this, and she hoped this would not be the case.
    - The Board Chair responded that “racial trauma” listing was approved and this raises the question as to what “traumas” are within the scope of ACA. There needs to be a holistic way of evaluating these questions.
- A guest asked about the information posted on the Events channel about the ABC and if it was ready to be shared with the entire fellowship.
  - A Board member stated that “yes” this information can be shared.
- A guest from Poland asked about an issue that has not been resolved via email. Their group had placed an order for the Loving Parent Guidebook and wanted to distribute them, yet they were not able to since they were still waiting for an invoice for the cost of delivery. It has been several months and the book is waiting to be sold and people want to have it.
  - The General Manager explained that due to the unusual set-up of having the shipping paid for by WSO for the Intergroups who bought this book, it has taken time to get the VAT tax costs. He finally got this information yesterday and Lucia will be sending an email with the invoices this Monday or Tuesday, then these books can be sold.
- A guest asked that since the Board has historically and currently is overwhelmed with tactical day-to-day issues and therefore not able to address bigger and longer-term things, is there a plan for the transition of these items to the General Manager.
  - The Board Chair replied that one necessity for becoming more professional, is to have paid staff under a General Manager. This is the direction we are going in and is a high priority. We have begun to fundamentally define a new role for the General Manager and will be “test driving” this over the year. In addition, the Board does have quarterly strategic planning meetings that are focused on long-term matters.

## VII. Closing Activities

A. Announcements

- Next WSO Board Teleconference Meeting is on Saturday, March 12, at 2:00pm EST

B. Motion to adjourn (Liz C.)

Second: Tamara P.

Decision: Motion passed unanimously.

C. Closing Serenity Prayer

## APPENDIX

From Treasurer's Report:

**Adult Children of Alcoholics World Service Organization Inc**  
**Balance Sheet**  
As of December 31, 2021

	<u>Dec 31, 21</u>	<u>Nov 30, 21</u>
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
1000 · Cash & Cash Equivalents	648 444,93	604 128,14
Total Checking/Savings	<u>648 444,93</u>	<u>604 128,14</u>
Accounts Receivable		
1300 · Customer Receivable	5 366,10	7 916,08
Total Accounts Receivable	<u>5 366,10</u>	<u>7 916,08</u>
Other Current Assets		
1320 · SHOPIFY-Shopp'g cart receivable	7 525,22	6 954,85
1330 · Interest Receivable	118,92	116,29
1350 · Prepaid Expenses	44 148,12	62 986,89
1400 · Inventory Asset	154 087,64	130 827,91
Total Other Current Assets	<u>205 879,90</u>	<u>200 885,94</u>
Total Current Assets	<u>859 690,93</u>	<u>812 930,16</u>
Fixed Assets		
1800 · Fixed Assets	48 486,05	49 711,21
Total Fixed Assets	<u>48 486,05</u>	<u>49 711,21</u>
<b>TOTAL ASSETS</b>	<u><u>908 176,98</u></u>	<u><u>862 641,37</u></u>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	43 430,30	4 195,00
Total Accounts Payable	<u>43 430,30</u>	<u>4 195,00</u>
Credit Cards		
2011 · Bank of America-Corp Card #1794	5 777,21	8 788,65
Total Credit Cards	<u>5 777,21</u>	<u>8 788,65</u>
Other Current Liabilities		
2100 · Payroll Liabilities	20 212,71	16 444,77
2120 · Sales Tax Payable	9 679,52	9 188,74
2130 · Other Liabilities	2 205,10	0,00
2200 · Accrued Liabilities	9 291,42	8 947,09
Total Other Current Liabilities	<u>41 388,75</u>	<u>34 580,60</u>
Total Current Liabilities	<u>90 596,26</u>	<u>47 564,25</u>
Total Liabilities	<u>90 596,26</u>	<u>47 564,25</u>
Equity		
32100 · Restricted Net Assets	3 010,58	3 537,47
32000 · Unrestricted Net Assets..	684 455,84	683 928,95
Net Income	130 114,30	127 610,70
Total Equity	<u>817 580,72</u>	<u>815 077,12</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>908 176,98</u></u>	<u><u>862 641,37</u></u>

**Adult Children of Alcoholics World Service Organization Inc**  
**Profit & Loss**  
December 2021

	<u>Dec 21</u>	<u>Nov 21</u>	<u>\$ Change</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4010 · Shopify Revenue	47 966,61	74 164,57	-26 197,96
4030 · Amazon Revenue	49 280,01	56 025,66	-6 745,65
4050 · Barnes & Noble Revenue	0,00	118,83	-118,83
4060 · Audible Revenue	4 457,55	0,00	4 457,55
4080 · 7th Traditions Contributions	44 726,83	15 234,03	29 492,80
4150 · European Sales	14,00	0,00	14,00
4200 · Other Revenue	2 725,25	8,76	2 716,49
<b>Total Income</b>	<u>149 170,25</u>	<u>145 551,85</u>	<u>3 618,40</u>
<b>Cost of Goods Sold</b>			
5000 · Shopify-Cost of Goods Sold	34 625,34	44 657,20	-10 031,86
5050 · Amazon COGS	40 227,73	30 711,70	9 516,03
5560 · International Printing Costs	2 887,12	0,00	2 887,12
<b>Total COGS</b>	<u>77 740,19</u>	<u>75 368,90</u>	<u>2 371,29</u>
<b>Gross Profit</b>	<u>71 430,06</u>	<u>70 182,95</u>	<u>1 247,11</u>
<b>Expense</b>			
6010 · Payroll Expense	22 256,69	22 791,00	-534,31
6030 · Payroll Taxes	2 252,81	1 871,69	381,12
6050 · Travel & Mileage Expense	4 439,98	7 302,78	-2 862,80
6054 · Contractors	5 104,64	7 199,74	-2 095,10
6057 · Events	10 174,93	860,82	9 314,11
6070 · Program Initiatives	4 207,89	0,00	4 207,89
6080 · Professional Fees	7 700,35	6 498,46	1 201,89
6090 · Technology IT Support	2 929,73	3 310,36	-380,63
6100 · License & Permits	104,00	0,00	104,00
6110 · Insurance Expense	239,58	239,58	0,00
6120 · Rent Expense	3 949,43	3 949,43	0,00
6130 · Utilities Expense	331,47	871,81	-540,34
6140 · Office Expense	1 212,66	1 293,00	-80,34
6150 · Dues and Subscriptions	56,04	206,04	-150,00
6160 · Repairs & Maintenance	0,00	2 000,00	-2 000,00
6190 · Tax Expense	97,00	5,00	92,00
6200 · Bank & Merchant Fees	4 045,49	4 328,81	-283,32
6210 · Depreciation & Amortization	1 225,16	1 225,16	0,00
9999 · Suspense	-1 401,39	726,91	-2 128,30
<b>Total Expense</b>	<u>68 926,46</u>	<u>64 680,59</u>	<u>4 245,87</u>
<b>Net Ordinary Income</b>	<u>2 503,60</u>	<u>5 502,36</u>	<u>-2 998,76</u>
<b>Net Income</b>	<u><u>2 503,60</u></u>	<u><u>5 502,36</u></u>	<u><u>-2 998,76</u></u>

**Adult Children of Alcoholics World Service Organization Inc**  
**Profit & Loss Budget vs. Actual**  
December 2021

	<b>Dec 21</b>	<b>Budget</b>	<b>\$ Over Budget</b>
<b>Ordinary Income/Expense</b>			
Income			
4010 · Shopify Revenue	47 966,61	48 935,48	-968,87
4030 · Amazon Revenue	49 280,01	59 403,58	-10 123,57
4050 · Barnes & Noble Revenue	0,00	91,67	-91,67
4060 · Audible Revenue	4 457,55	2 150,00	2 307,55
4070 · Royalty Contract Revenue	0,00	1 050,00	-1 050,00
4080 · 7th Traditions Contributions	44 726,83	18 416,67	26 310,16
4150 · European Sales	14,00		
4200 · Other Revenue	2 725,25	483,33	2 241,92
<b>Total Income</b>	<b>149 170,25</b>	<b>130 530,73</b>	<b>18 639,52</b>
Cost of Goods Sold			
5000 · Shopify-Cost of Goods Sold	34 625,34	34 697,32	-71,98
5050 · Amazon COGS	40 227,73	39 115,43	1 112,30
5560 · International Printing Costs	2 887,12		
<b>Total COGS</b>	<b>77 740,19</b>	<b>73 812,75</b>	<b>3 927,44</b>
<b>Gross Profit</b>	<b>71 430,06</b>	<b>56 717,98</b>	<b>14 712,08</b>
Expense			
6010 · Payroll Expense	22 256,69	29 277,23	-7 020,54
6030 · Payroll Taxes	2 252,81	2 300,29	-47,48
6050 · Travel & Mileage Expense	4 439,98	1 341,67	3 098,31
6054 · Contractors	5 104,64	6 583,33	-1 478,69
6057 · Events	10 174,93	1 026,67	9 148,26
6070 · Program Initiatives	4 207,89	1 629,17	2 578,72
6080 · Professional Fees	7 700,35	5 467,84	2 232,51
6090 · Technology IT Support	2 929,73	3 222,11	-292,38
6100 · License & Permits	104,00	8,33	95,67
6110 · Insurance Expense	239,58	255,08	-15,50
6120 · Rent Expense	3 949,43	3 927,65	21,78
6130 · Utilities Expense	331,47	525,00	-193,53
6140 · Office Expense	1 212,66	1 250,01	-37,35
6150 · Dues and Subscriptions	56,04	91,67	-35,63
6160 · Repairs & Maintenance	0,00	208,33	-208,33
6180 · Warehouse Supplies	0,00	833,33	-833,33
6190 · Tax Expense	97,00	91,66	5,34
6200 · Bank & Merchant Fees	4 045,49	2 162,50	1 882,99
6210 · Depreciation & Amortization	1 225,16	1 460,75	-235,59
9999 · Suspense	-1 401,39		
<b>Total Expense</b>	<b>68 926,46</b>	<b>61 662,62</b>	<b>7 263,84</b>
<b>Net Ordinary Income</b>	<b>2 503,60</b>	<b>-4 944,64</b>	<b>7 448,24</b>
<b>Net Income</b>	<b>2 503,60</b>	<b>-4 944,64</b>	<b>7 448,24</b>

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



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

March 12, 2022

2:00PM EST

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 <a href="https://zoom.us/j/adSv3hv19d">https://zoom.us/j/adSv3hv19d</a>

### I. Call to Order – Open with the ACA Serenity Prayer

- A. Roll call of Board Members: Charlie H., Fredrik H., Jasmina T., Jim B., Justine F., Liz C., Sharon F., Sue V., Tamara P. Absent: Erin D.

Notetaker: Trish I., Assistant to the Board Secretary.

Quorum - established

### II. Opening

- A. 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.
- B. Guest Introductions - 30 Guests
- C. Tradition Three – *The only requirement for membership in ACA is a desire to recover from the effects of growing up in an alcoholic or otherwise dysfunctional family.*

### III. Minutes

- A. February 2022 – link to document: [TCM\\_2022\\_0212\\_February](#) : Tamara P.  
Motion: To approve Minutes of February 12th Teleconference Board Meeting  
Second: Jim B.  
**Decision:** Motion passed unanimously. Erin D. was absent.

#### IV. Administrative Reports

- A. Chair Report – Charlie H.
- Since December we changed the structure of this meeting so that the Board can get comments and input from participants throughout the meeting. This allows us to get more focused input from the Fellowship. The concepts really talk about a service organization like ours, ACA World Service organization, a nonprofit that supports the fellowship in recovery and this work is informed by the fellowship, which is under the first concept. We are working on this type of format for the ABC too - with more space for input from the fellowship.
- B. [Treasurer's Report | ACA WSO](#): Fredrik H. - presents report - see link.
- Thank you to everyone who contributed to help ACA continue to meet a growing need.
  - The Literature Scholarship fund was started about a year ago. It started out slow with contributions yet has increased a lot. This fund supports fellowships that have a hard time financially to buy literature such as when they are starting up.
  - Board member - One of the questions I'm getting asked from different members is whether you can donate to this fund, and when doing this, put your name on it so they know that it was inspired by a meeting group in India or South Africa or Bangkok or wherever?
    - i. Treasurer -It is in the 7th tradition list and so the Finance Committee can look at this.
- C. [WSO Office | ACA WSO](#): Bill D. - presents report - see link.
- D. [Executive Committee | ACA WSO](#): Charlie
- Vice Chair- This is my last Teleconference meeting as a Board member as I am rotating off as of March 26. I wanted to say thanks to everyone that I have had the pleasure and honor of serving with. I have grown so much and with the expansion of the fellowship it has been exciting. Thanks to everyone.
  - Chair- Thank you very much for everything you have done not only on the Board but for all the years leading up to your time on the Board.
  - *[Additional thanks given to Sharon!]*
- E. Guest Questions/Comments (5 minutes)
- Guest - I was going to inquire about the Literature Scholarship fund, how does it work so that you know if a place is having difficulty financially for literature; how is it applied for?

A: Publishing Chair- We have the Global Members Committee and the European Committee. The Global members committee started in 2019, this Committee has a communication coordinator from countries that are just starting up. We found that the number one request was for literature. South Africa was the very first country we supported with this fund. They really wanted ACA literature and said they would bankrupt themselves since it is so expansive and there are import issues. So this then

went to the Publishing Committee and we had major discussions and finally a board motion was passed. So the scholarship fund has been used for South Africa's startup. WSO paid for the printing and they give a little bit of a royalty and pay for part of the shipping. The extra money they receive will accumulate until they can afford to pay for print runs themselves. They want to be self-supporting.

- Guest - On behalf of Concepts Study Group, we made a request to have on the Teleconference agenda to read the tradition of the month and the tradition concept too. Also, is there visibility into all the things the Board has in their "hopper" for greater transparency?

A: Chair- It is a wonderful idea to read the concepts on the monthly call. We have simply not followed up on this request. It is a bandwidth issue. Can you read it right now?

Guest: *CONCEPT III As a means of creating and maintaining a clearly defined working relationship between the ACA meetings, the ACA WSO Board of Trustees and its staff and committees, and thus ensuring their effective leadership, it is herein suggested that we endow each of these elements of service with the traditional "Right of Decision."*

*[Chair takes a poll via raising hands to see how many guests are familiar with the Concepts which is about 50%].*

A: Chair - For those new to the Concepts, they talk about the rights and responsibilities and the various pieces of service, and how they interact with each other. It's very helpful guidance in terms of who is supposed to be doing what and when. So what I'm hearing affirms that the idea of reading one every month is a good idea. Josh, would you speak about the Concepts Study Group?

Concept Study Group Chair- The concept study group currently meets every month. We've gone through two rounds of the concepts. One of the questions we're asking ourselves, now that we've gone through two rounds of study, is what comes next? Are there recommendations we might want to make based on the concepts? Do we want to undertake a comparison of the concepts in ACA versus other 12 Step programs? Are there implications of the concepts for how the ABC is conducted or how the WSO is organized? So if you're interested in those kinds of things, feel free to contact me.

## **V. Committee Reports:**

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

### Business Operations Committees:

[Finance Committee | ACA WSO](#): Fredrik H. - presents report (see link)

- Regarding price increases for the books that we talked about at last month's Teleconference, we sent out a survey through the Traveler and we got 176 responses.
  - It was lovely to see that 72% had heard about the book price increase.
  - We also asked if you would favor a smaller price increase every year until it reached a sustainable level or would you rather see the price is set at a level now that could delay future price increases.

- 64% said that they would rather see prices set at the level now that could delay further price increases.
- We asked about setting the BRB at \$20 and 80% wanted it.
  - 31% wanted the book price set for \$25 or more.
- So with this data, the finance committee sent a recommendation to the Board that the big red book should be \$21 for the hardcover and \$20 for the softcover. This only included the consumer price index - inflation. So the price increase only covers the cost.
- Finance Committee member - The other reason for looking at a price increase is that we are the fourth largest 12 step program in the world. Other fellowships support 45-55% of their operating revenue and ours is 17%. We need to grow the infrastructure of the organization to keep up with the worldwide demand. There are many more costs for publications than just the printing of the books so basing the price on this is not realistic. Also, costs are increasing fast. We got a quote yesterday to print 3,500 more loving parent guidebooks in Europe and it was up 14% since October.
- Publishing Chair - My passion is affordable literature and I absolutely recognize the need to look at increasing the prices of books. Can we also look at reducing costs? For example, the Laundry List Workbook is hardcover- can we go softcover? How much would that save us? For the BRB, we've got a really great red cover and yet we just talked about the difficulties of getting the red paper. Would this be something to change to reduce costs? We also need to consider conversion costs such as in Canada as this is going to significantly impact them. Perhaps we can get creative for how we can help our fellowships during this really challenging time worldwide.
- Chair - My understanding is that we're looking at some type of formula where if there is a price increase, even if it's happening largely in the US and Canada, that it isn't a hardship situation. We have some means of keeping a different price structure that's mindful of each country's economic ability to pay. Is that correct?
- Publishing Chair - Yes, from a global and European perspective we are definitely looking at that. There may be different levels depending on the economic circumstances.

[IT Committee | ACA WSO](#): Brad L. presented report - see link.

- The 2021 hacking report is online and a link to it will be in the Traveler.
- We have selected a vendor to develop the red website, ACA website. It will be much better designed and have an easier way to disseminate information. The company we are recommending is "Next Level." They are an international company with their headquarters in Latvia with a US presence. We did an extensive interview process for vendors. We also looked at what they produced and their reviews. Next Level has 15+ developers on staff. They also have coders that can take over and manage our plugins. The project should take maybe three to four months. There's a whole redesign committee that's rewriting these web pages to make them more relevant.
- *[Many thanks to the IT Committee were expressed, including to Sharon F., former Chair of the IT Committee]*

[Distribution Center Oversight | ACA WSO](#): This committee is in a temporary pause, pending organization of the Business Operations Collaboration Committee.

Guest Questions/Comments.(5 minutes)

- Guest - In terms of the price of books going up, there was an ABC where we passed a motion that the price would be set at 1.5 times the cost of printing and delivery to the office. If you have this policy in place then you don't have to spend so much time discussing it. This policy was voted in by an ABC. It may have been in 1994. What was the criteria for this price increase; is it still 1.5 times the cost?
  - A: General Manager - The WSO has been fortunate enough, in part due to new titles, to not need to increase the price before this year. I would estimate it is about 1.3%.
  - A: Treasurer - There are many costs for publishing/printing/storage of books, so it is not an easy thing to say what the cost of the book is. I would say though, it is not more than 1.5 times.
- Guest - My question is in regards to the IT report, you said a company will do our ACA website - is this because of security reasons? My second question is are we still going to have a discount on books for jails and hospitals?
  - A: General Manager - In regards to your second question, this program of discounts will still be in effect. This is part of our charitable mission.
  - A: IT Chair - In regards to your first question, this is for a full redesign of the ACA website, the red website and professional enhancements for coding. The IT team will still do the maintenance of this website.

#### Fellowship Engagement Committees

[Representation, Equity and Accessibility Ad-Hoc Committee | ACA WSO](#): Joe H. -No report

[European Committee | ACA WSO](#): Fredrik H. presents report - see link.

[Global Members Committee | ACA WSO](#): Sue V. presents report -see link

- A reminder that the Global Committee members includes Asia, Africa, Oceania, which is Australia, New Zealand, South Pacific islands, as well as Mexico and South and Central America.

[Member Services | ACA WSO](#): Justine F.

- We had a kind of a revisioning type of meeting. We only had one meeting because the second meeting was not well attended as some people had outside commitments. We are going to be meeting again this Tuesday at 4:30 ET. If anybody is interested in joining, that'd be great. The main thing that we discussed is getting all of the subcommittee's under the umbrella of MSC until there are enough volunteers involved to separate them back out again. The meetings are on Tuesdays at 4:30pm Eastern US time. And there is a public Slack channel for this committee.

#### Public Services Committees

[Public Services | ACA WSO](#): Jim B. presents report - see link.

[H-and-I Committee | ACA WSO](#): Rich R. presented reports - see link

[Meeting and Service Safety Ad-Hoc Committee | ACA WSO](#): Rich R

- We have three subcommittees:

- Service Norms subcommittee - We are working on service norms that hopefully will be used for committees and adopted for any meeting setting. It is not finished yet, but we're making good progress in service norms.
- The Virtual/Phone subcommittee is developing some documents and doing some workshops. They will be posted on the MSSC Slack channel.
- The Health Meeting subcommittee finished their document. It is posted on the MSSC Slack channel.

#### Guest Questions/Comments

- Guest - I do not see anything from the Volunteer Resources Committee. Also, as a former member of the Member Services Committee, can you make a public service announcement about it and why I might be interested in joining as a volunteer?

A: Chair - The Volunteer Resources is part of the Policy and Structure group which is next. The Members Services Committee are in early discussions of how to make it more outreach focused - to go out and try to engage with the fellowship more directly, as opposed to waiting for people to come to us.

#### Policy & Structure Committees

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

- The AWC is a subcommittee being chaired by Alaska and we extended the workshop application deadline to March 31. If anyone has applied to do a workshop or presentation at the previous venue and has not heard from us, please check your junk email or contact us at [ABCAWC@acawso.org](mailto:ABCAWC@acawso.org). One new thing this year is there will be one Zoom channel that will be running continuously. It will be open for groups to sign up and have a meeting. The sign-ups will be in a while and we just wanted to let groups know that that will be available.

[ABC Proposals & Ballot Prep | ACA WSO](#): Jim B presents report - see link.

[Archives | ACA WSO](#): Marcia J. presents report - see link.

[OPPM | ACA WSO](#): Jasmina T. presented report - see link.

- In the month of February, we have been conducting the committee group inventory. The only things we added to the OPPM were three items from other committees which can be seen on the new version of OPPM posted on the website:
  - Financial Committee - a fiscal policy increasing the bequest limit
  - Ballot Prep Committee addition
  - Nominating Committee - we added a flowchart from them.

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

- You've been hearing all these reports, and there's a lot of work that our Board is doing as they are doing service and business for our entire worldwide fellowship.
- There can be up to 20 Board members. And currently, there are 10 and now Sharon is stepping down. So if you have been considering doing service, please consider applying now, or consider board services for the future because we constantly need to add people to

the board. The nominating committee does the important and critical service of seeking and vetting applicants for board service.

- An important service that each one of you right here today can do is encourage members who may make good board members or nominating members to apply now or to consider applying in the future. If you have any questions about applying for the board or nominating committee, please feel free to contact me. Here is my contact information: See <https://acawso.org/category/nominating-committee/> for application guidelines, forms, and process information. Email is: [chairnomcom@acawso.org](mailto:chairnomcom@acawso.org)

#### [Service Network Committee | ACA WSO](#): Charlie H.

- I want to thank Sharon F. as she helped get people in to work on the Service Network Committee.
- We look at how all the various pieces of the fellowship work together.
- Our biggest priority, which we're working in collaboration with the ABC committee, is to bring together a presentation on the role of the conference, the role of delegates - and is there a need to change these. The Service Network tries to create connections so that there's more two way interaction.
- We have had a relatively new WSO Volunteer Resources Committee. The HR Committee disbanded in February since it was more focused on paid staff needs that are now being handled by our General Manager. We are trying to work on resources that will support both emotional sobriety and just healthy effective function at the committee level. Also to find other ways to support volunteers so they have a positive experience. One short term priority is to get together a five page explainer - a welcome to ACA volunteer service with things you should know. Our goal is to provide better resources to help integrate volunteers to support committees so they have a better sense of what they're supposed to be doing. Also, to look for ways to just ensure that committees are geared to deal with any kind of disagreements and conflicts in a way that uses program tools.

#### Guest Questions/Comments

- Guest: A question for Archives, the software went to the Board and did this get approved? And when will it be implemented? And once it is implemented, will the documents prior to 2006, mentioned in proposal one, be available to the fellowship or will there be any stipulations for access to the archives database?  
  
A: Archives Chair - It will take time for IT and I to get with the company and find out how to implement the installation of the new software as we are at the beginning of this. We will certainly need a policy on documents and privacy yet I think most of the documents will be available that you are talking about. In fact, if you want to get a hold of me on Slack, or email me at [archives@adultchildren.org](mailto:archives@adultchildren.org) and tell me what you want, I'll try and get it for you.
- Guest: You mentioned in your report that the OPPM was updated regarding the Nominating Committee. What has changed?

A: NomCom Chair - Basically it is the same. We made it more step by step to make it clear. We made it clear what the board does, what the applicant does, etc.

A: Chair- There was one thing that became unclear last year that led to a lot of discussions about the role of the Board. There are eight criteria that every candidate is supposed to meet and the Board cannot say, we don't like your nominee to the Nominating Committee. As Denise said we created a step-by-step flowchart to get rid of any ambiguities.

- Guest: I am new to the whole WSO scene. How do I get a “bird’s eye view” of the WSO as a whole such as all of the committees and a short description of what they do, and maybe a chart of how they depend upon each other?

A: General Manager - If you go to the blue website and scroll down on the right hand side toward the bottom side of the menu, there is an organizational chart and this will get you started. It's not up to date, but it'll get you started.

- Guest: This seems like something that would fall under the Volunteer Resources Committee (referring to above question). We had started a google document about this - with what each committee does etc. so anyone could see where they wanted to “plug in.” I'm going to recommend that the Volunteer Resources Committee take this, perhaps in collaboration with Bill D.

A: Chair - I think this is a valuable way of presenting this information.

- Guest: Is there a resource for how to do a step study? I help facilitate a step study every Tuesday night, and we started in the first week of January. What I'm noticing is, as the step study grows, there are some seriously new complexities and logistical hurdles. Because we want to have it be in a way that is pleasant for everybody and productive. We have 195 people on the roster and every Tuesday night, we get about 80 people. So we have 20 breakout rooms, because there's four people per room, five or six questions in the yellow workbook per night. So what I'm saying is, there's a lot of buttons to push and levers to pull in Zoom. I am wondering, am I blazing a new trail here or reinventing the wheel?

A: Chair - There are certainly a number of practitioners who do different types of step studies. And I think that's been affected a lot in recent years as things have gone from in person to virtual. I'm not sure that we quite have in our best practices section for dealing with something like this. I'm wondering whether this might actually make a good panel program for two or three people doing step studies come together, and we just start sharing experience, strength and hope. Would this be valuable to you?

Guest: Yes, because the complexity of how to navigate through Zoom is really the hindrance and it is hard to get their customer service on the phone.

Another guest: The agnostic community is pretty robust. We have a secular step study, we have a discord community, we have six meetings a week, and I'm absolutely willing to share any and all “growing pain” information with you. So please do reach out to me at secularstepstudy@gmail.com.

*[Thank yous again to Sharon F. for her service from everyone! (Sharon leaves the meeting).]*

## Content Creation Committees

[Literature Committee | ACA WSO](#): Christine B. [presents](#) report - see link.

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

## Guest Questions/Comments

- General Manager - During the break the question about the 1.5 ratio for book pricing resonated with me, and I wanted to do a quick analysis on our financials.

*[GM shares his screen to provide financial information].*

- Based on this information we are realizing a ratio of 1.3 of the costs, instead of 1.5.
- Guest: These figures are just for one month so we don't really know for sure.
- Guest: Based on what you said, Bill, should we have been raising the price of books already?
- Bill D.: Yes, theoretically we should have been looking at it but it wasn't a huge factor because we were smaller and able to print on larger scales. So we were holding our own against inflation yet it was time to do it.
- Guest: Hindsight is always great.

- Guest: What is the status of the REA committee?

A: Chair - We are just starting to roll out our collaboration committees and getting an assessment of the status of each committee will be a part of the first checklist for each of those committees. So, we will have a better answer in a month or so.

- Guest: I hear the General Manager is an interim position and I don't know if it has become permanent. What would the job description be and would this be something the fellowship could have a discussion about?

A: Chair - We will be discussing this at the ABC. In fact, we had a motion we can reference yet we ultimately decided since we're going through so many changes right now, and kind of ripping and tearing up of the model of management, that we extended the contract from February of this year to February of next year. The Board concluded that we were better off having some continuity right now rather than creating more disruptions until we could go through like a multi point overhaul both of how we're delivering books, how we're managing personnel, etc.

## **VI. Motions read into the Record**

### A. Motions passed at a Board Working Session on February 10, 2022

1. Motion: To disband the Human Resources Committee. (Charlie H.)

Background: The Human Resources Committee was formed in 2019, to provide policy and other resources to support WSO paid staff. It completed an HR manual for ACA World Service staff and oversaw the handling of several HR matters. Under a reorganization, HR management has been assigned to the General Manager, with support from an HR consultant and a board member who serves as HR liaison. The HR Committee concludes that its original purpose has been addressed.

**Second:** Tamara P.

**Decision:** Motion passed unanimously.

2. **Motion:** To establish the WSO-Volunteer Resources Committee and assign it to the Policy and Structure Collaboration Committee. The focus of the WSO-Volunteer Resources Committee will be on supporting and providing resources for WSO committee volunteers. Specifically, that will include developing onboarding materials, training workshops, and a policy section of the ACA service manual. WSO-Volunteer Resources also will work directly with committees, with a larger goal of supporting WSO volunteers and promoting emotional sobriety and healthy function in WSO committees. This committee also will serve as a resource to other committees to assist them with their volunteer needs.

Because of the special role this committee will play in supporting WSO volunteer service, the committee will have eligibility criteria to ensure there is a critical mass of service experience and emotional sobriety. Similar to the Nominating Committee, all voting members must be ratified by the Board of Trustees, for a maximum of three one-year terms. The committee initially will have a maximum of seven voting members, two of whom may have less than five years of ACA recovery. No more than two WSO Board members can serve as voting members of the committee. (Charlie H.)

**Background:** The Human Resources Committee, which has proposed that it be disbanded, recommends that a new committee be formed to provide policy and resource support to WSO's volunteer corps. In addition to its primary purpose of creating onboarding materials and a WSO volunteer section for the service manual, the committee will develop leadership training for committee chairs and vice chairs. Collaborating with committee chairs, it will provide periodic online and in-person workshops to educate, recruit, orient and support WSO volunteers.

Eligibility criteria to be a voting member include:

1. History of successfully completing work assignments in a WSO Committee or Board setting.
2. Ability to demonstrate emotional sobriety and personal respect while working with other WSO volunteers.
3. A working knowledge of the Twelve Steps, Traditions, and Concepts of Service, and an ability to translate these into effective committee participation.
4. Ability to donate substantial time to attend meetings and to fulfill the additional commitments of WSO-Volunteer Resources Committee membership.
5. Continuous attendance at ACA meetings for at least the previous five years, except that up to two members may have at least two years of regular ACA attendance.
6. One year or more of combined service for an ACA Intergroup, region, or WSO committee, with at least six months of active participation on a WSO Committee.

Note: the committee may recommend, and the Board may choose, that Criteria 5 or 6 may be waived if a candidate brings other identified strengths to the committee.

**Second:** Justine F.

**Decision:** Motion passed with 9 votes in favor; Sharon F. opposed motion.

3. **Motion:** To approve a contract with Bill D. to serve as General Manager of ACA World Service Organization Inc. for 12 months, commencing February 12, 2022 and concluding on February 11, 2023 (Charlie H.)

**Background:** Bill D. began serving as interim General Manager in October 2021, working under two short-term agreements. The board has concluded that a major strategic overhaul of business operations is needed before conducting a search for a long-term general manager. Bill's

experience in ACA World Service business operations, including oversight of the Distribution Center and establishing international channels for publishing and distribution of books, makes him better suited than an outside candidate at this time. The board anticipates hiring a long-term GM at the end of this contract.

**Second:** Fredrik H.

**Decision:** Motion passed with 9 votes. Jim B. abstained.

B. Motion passed at a Board Working Session on Feb. 24, 2022

**Motion:** To rescind a Jan. 13, 2022, motion to authorize negotiation of a six-month interim GM contract with Bill D., with options to extend an additional six months, to serve as General Manager of ACA World Service Organization Inc. (Charlie H.)

**Background:** After presenting this proposal to Bill D., he and the board agreed that the needs for a strategic overhaul in the coming 12 months required more stability than provided for in the Jan. 13 motion. Instead, a 12-month GM contract has been negotiated and submitted to the board for approval.

**Second:** Jasmina T.

**Decision:** Motion passed with 7 votes. Sharon abstained; Jim B. and Sue V. were absent.

C. Motion 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:** Approve an increase in the limit for one-time bequests made to WSO by the estates of ACA members from \$7,500 to \$50,000 USD. (Fredrik H.)

**Background:** After being required to return checks from estate executors over the years because they exceeded our contribution limit, an evaluation of the various bequest limits used by major fellowships was performed by the Finance Committee. It was learned that some fellowships had no limit on the amount of money or value of an asset that could be given in a will. It was also learned that ACA WSO had a lower limit on bequests than some of those that had limits. After discussions on future financial needs of WSO and the lack of effect a deceased person's contribution would have over the organization per the Traditions, it was unanimously recommended by the committee to increase the current limit.

**Second:** Sue V.

**Decision:** Motion passed with 9 votes. Jim B. opposed motion (10/6/2021)

## VII. Closing Activities

A. Announcements

- Next WSO Board Teleconference Meeting is on Saturday, April 9, at 2:00pm EDT

B. Motion to Adjourn Meeting (Jasmina T.), Second: Liz; Motion passed unanimously.

C. Closing Serenity Prayer

## Appendix

Treasurer's Balance Sheet and Profit and Loss Sheet for January 2022:

**Adult Children of Alcoholics World Service Organization Inc**

**Balance Sheet**

As of January 31, 2022

	<u>Jan 31, 22</u>	<u>Dec 31, 21</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
Checking/Savings		
1000 · Cash & Cash Equivalents	652 912,62	649 103,49
Total Checking/Savings	<u>652 912,62</u>	<u>649 103,49</u>
Accounts Receivable		
1300 · Customer Receivable	5 366,10	3 553,02
1302 · Sales Credit Memo	0,00	-129,55
Total Accounts Receivable	<u>5 366,10</u>	<u>3 423,47</u>
Other Current Assets		
1320 · SHOPIFY-Shopp'g cart receivable	7 566,22	7 540,20
1330 · Interest Receivable	121,44	118,92
1350 · Prepaid Expenses	45 731,88	44 148,12
1400 · Inventory Asset	171 581,65	154 103,39
Total Other Current Assets	<u>225 001,19</u>	<u>205 910,63</u>
Total Current Assets	<u>883 279,91</u>	<u>858 437,59</u>
<b>Fixed Assets</b>		
1800 · Fixed Assets	48 943,00	48 486,05
Total Fixed Assets	<u>48 943,00</u>	<u>48 486,05</u>
<b>TOTAL ASSETS</b>	<u><b>932 222,91</b></u>	<u><b>906 923,64</b></u>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable		
2000 · Accounts Payable	48 144,84	43 430,30
Total Accounts Payable	<u>48 144,84</u>	<u>43 430,30</u>
Credit Cards		
2011 · Bank of America-Corp Card #1794	11 947,59	5 777,21
Total Credit Cards	<u>11 947,59</u>	<u>5 777,21</u>
Other Current Liabilities		
2100 · Payroll Liabilities	21 265,91	20 212,71
2120 · Sales Tax Payable	11 576,34	9 679,52
2130 · Other Liabilities	1 531,91	2 205,10
2200 · Accrued Liabilities	8 055,76	9 291,42
Total Other Current Liabilities	<u>42 429,92</u>	<u>41 388,75</u>
Total Current Liabilities	<u>102 522,35</u>	<u>90 596,26</u>
Total Liabilities	<u>102 522,35</u>	<u>90 596,26</u>
<b>Equity</b>		
32100 · Restricted Net Assets	7 235,55	3 010,58
32000 · Unrestricted Net Assets..	809 091,83	684 455,84
Net Income	13 373,18	128 860,96
Total Equity	<u>829 700,56</u>	<u>816 327,38</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>932 222,91</b></u>	<u><b>906 923,64</b></u>

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

	Jan 22	Dec 21	\$ Change
Ordinary Income/Expense			
Income			
4010 · Shopify Revenue	63 487,60	47 981,59	15 506,01
4030 · Amazon Revenue	68 658,84	49 101,05	19 557,79
4050 · Barnes & Noble Revenue	125,82	0,00	125,82
4060 · Audible Revenue	2 127,42	4 457,55	-2 330,13
4070 · Royalty Contract Revenue	609,40	0,00	609,40
4080 · 7th Traditions Contributions	35 077,28	44 726,83	-9 649,55
4150 · European Sales	39,69	14,00	25,69
4200 · Other Revenue	8,80	2 725,25	-2 716,45
Total Income	170 134,85	149 006,27	21 128,58
Cost of Goods Sold			
5000 · Shopify-Cost of Goods Sold	45 442,29	34 620,60	10 821,69
5050 · Amazon COGS	55 380,40	41 312,75	14 067,65
5560 · International Printing Costs	19,92	2 887,12	-2 867,20
Total COGS	100 842,61	78 820,47	22 022,14
Gross Profit	69 292,24	70 185,80	-893,56
Expense			
6010 · Payroll Expense	21 975,91	22 256,69	-280,78
6030 · Payroll Taxes	2 107,58	2 252,81	-145,23
6050 · Travel & Mileage Expense	4 732,21	4 439,98	292,23
6054 · Contractors	4 885,68	5 104,64	-218,96
6057 · Events	178,25	10 174,93	-9 996,68
6070 · Program Initiatives	17,79	4 207,89	-4 190,10
6080 · Professional Fees	5 290,35	7 700,35	-2 410,00
6090 · Technology IT Support	3 466,33	2 929,73	536,60
6100 · License & Permits	391,00	104,00	287,00
6110 · Insurance Expense	278,25	239,58	38,67
6120 · Rent Expense	3 990,85	3 949,43	41,42
6130 · Utilities Expense	642,04	331,47	310,57
6140 · Office Expense	1 619,90	1 212,66	407,24
6150 · Dues and Subscriptions	56,04	56,04	0,00
6160 · Repairs & Maintenance	495,85	0,00	495,85
6190 · Tax Expense	0,00	97,00	-97,00
6200 · Bank & Merchant Fees	4 007,72	4 045,49	-37,77
6210 · Depreciation & Amortization	1 169,24	1 225,16	-55,92
9999 · Suspense	614,07	-1 392,32	2 006,39
Total Expense	55 919,06	68 935,53	-13 016,47
Net Ordinary Income	13 373,18	1 250,27	12 122,91
Net Income	13 373,18	1 250,27	12 122,91



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

## MONTHLY TELECONFERENCE AGENDA

**April 9, 2022**

**2:00PM EDT**

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

### I. Opening

- A. Call to Order – Open with the ACA Serenity Prayer
- B. Roll call of Board Members: Charlie H., Jim B., Justine F., Liz C., Sue V., Tamara P.  
Absent: Fredrik H., Jasmina T., Erin D.
- C. Quorum - established
- D. Notice of Recording: Starting in January 2022, audio-only recordings of the monthly teleconference will be posted online. We ask that you remain aware of this if you choose to speak during today's call. To protect your personal anonymity, you may participate in the guest introductions by identifying yourself using the chat function. Similarly, during guest comment periods, you may choose to submit a question via the chat function, and your first name will not be mentioned. Thank you for your cooperation.
- E. Guest Introductions (24)
- F. Tradition 4 - *Each group is autonomous except in matters affecting other groups or ACA as a whole. We cooperate with all other Twelve-Step programs.*
- G. Concept 4 - *Throughout our structure, we maintain at all responsible levels a traditional "Right of Participation."*

### II. Minutes

- A. March 2022 – link to document: [TCM\\_2022\\_03\\_12](#) Tamara P.  
Motion: To approve Minutes of the March 12, 2022 Teleconference Board Meeting

Second: Justine F.

**Decision:** Motion passed unanimously. Absent: Jasmina T., Fredrik H, Erin D.

### III. Administrative Reports

A. Chair Report – Charlie H.

This is a busy time of year as we are preparing for the upcoming ABC on May 5-6. If you have not registered yet, please do. We have 95 delegates so far. Also, the AWC is May 21-22. We will use a system so people can vote at any time over 10 hours.

B. [Treasurer's Report | ACA WSO](#): Lucia presents report - see link.

C. [Executive Committee | ACA WSO](#): Charlie - no report

D. [WSO Office | ACA WSO](#): Bill D.- Presents the WSO Office report - see link.

E. Guest Questions/Comments (5 minutes)

a. Q: Directory for different committees, what is the status of that?

○ A: General Manager - We have a draft for ABC, and many conversations are being held, so we don't know where it will land, likely Business Operations CC.

○ A: We are also working on the organization chart for the ABC.

b. Q: What time is the ABC?

○ A: On May 6-7 from 9:00am - 5:00pm ET. Possibly delegates will want to schedule extra time.

c. Q: How many CA based employees does WSO have?

○ A: General Manager - 4.

d. Comment: I think that the law about retirement plan applies to five CA employees.

○ A: GM will check on that.

e. Comment: It would be helpful to me if you show not only the budget for the month, but the budget to-date.

○ A: Controller: I will bring this to the finance committee.

f. Q: This is related to CA retirement plans for employees in CA. I would like to hear more about that in the future.

○ A: Chair - We have a June 30 deadline to determine which rules apply to us, so we will be moving quickly and reporting at the next Teleconference meeting.

### IV. Committee Reports:

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

#### Business Operations Committees

A. [Finance Committee | ACA WSO](#): Lucia -presents report - see link.

B. [IT Committee | ACA WSO](#): Marcin C. -presents report - see link.

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

- Chair- This is the first year of having a publishing committee and we thank you Sue V. for seeing it through since inception.

- D. [Distribution Center Oversight | ACA WSO](#): This committee is in a temporary pause, pending organization of the Business Operations Collaboration Committee.
- E. Guest Questions/Comments
- a. Q.: When is the board meeting on the issue about book price?  
A: Chair: I anticipate it will be at the next Board Meeting working session. I anticipate that we will brief at the ABC before anything is rolled out.
- b. Q.: How many participated in the survey?  
A: Controller: 173
- c. Q: I would like to hear more about the employee retirement plan before it is implemented.  
A: Chair - I think we will be addressing this in May.

#### Fellowship & Public Engagement Committees

- F. [Representation, Equity and Accessibility Ad-Hoc Committee | ACA WSO](#): No report presented.
- G. [European Committee | ACA WSO](#): Fredrik H. (absent) - No report presented.
- H. [Global Members Committee | ACA WSO](#): Sue V. -presents report - see link.
- I. [Member Services | ACA WSO](#): Tamara P. - No report presented
- J. Public Services Committee
- a. [Public Services | ACA WSO](#): Jim B. -presents report - see link.
- b. [H-and-I Committee | ACA WSO](#): no report presented.
- K. [Meeting and Service Safety Ad-Hoc Committee | ACA WSO](#): Rich R. -presents report - see link.
- L. Guest Questions/Comments (5 minutes)
- a. Q: What is the status of the Therapist pamphlet?  
A: Board member- That has been out for fellowship review for awhile; the team is working on updates based on that feedback; we are working to get a revised document out for fellowship review, not by ABC this year, but hopefully finalized by ABC 2023.
- b. Comment: I'd like to recognize Sue and Jim and everyone for all their hard work, that there were 20 countries that were able to be given a voice.
- c. Q: I'm wondering who on the board is staying and leaving to be presented at ABC?  
A: Chair: Board members are always up for ratification. The ratifications will be part of the worldwide voting. The Board officers at the ABC are Charlie as Chair, Vice chair is empty; Fredrik H. as Treasurer, Tamara P. as Secretary. We don't know yet who will be the new chair, that will happen after ABC.
- d. Q: MSSC ad hoc committee was established by conference vote for two year period which is now drawing to its end; what are the plans for the future of this committee?  
A: Chair: At the first collaboration committee meeting of Fellowship and Public Engagement, a motion has been submitted to the board to make it a permanent committee.
- e. Comment: I'm surprised that there have been no reports from Collaboration Committees since they have started.

Chair: The first meetings have been purely organizational. Reports are given the following month after the meeting, so that would be May since most meetings have just started.

*[Information from General Manager regarding earlier question about employee retirement plan]:*

- During the break I looked at the California Savers retirement mandate and it is correct that it is a minimum of five employees. We were sent this information because we had five employees. The position of Amazon fulfillment was vacated last month and we will refill it so we will have five employees.

*Quorum established*

#### Policy & Structure Committees

- M. [ABC AWC Committee | ACA WSO](#): Liz C.-presents report - see link.
- N. [ABC Proposals & Ballot Prep | ACA WSO](#): Marcin -presents report - see link.
- O. [Archives | ACA WSO](#): Marcia J. -presents report - see link.
- P. [OPPM | ACA WSO](#): Kelle J.-presents report - see link.
- Q. [Nominating Committee | ACA WSO](#): Greg R.-presents report - see link.

This will be my last month at a TC as a member of the Nominating committee after 4 years. We do need some volunteers. I will be around as an advisor. We just received two nominees.

Thank yous were given to Greg R. for his Nominating committee service.

- R. [Service Network Committee | ACA WSO](#): Charlie H. No online report.

We have been meeting over the past several months. We did an re-assessment of our strategic goals. We are in the project manager role of a Service Volunteer Manual working with other committees on this. We are preparing a report for the 2022 ABC with possible changes to the conference based on what is done in other fellowships. I am a temporary chair. Any comments from others in the committee?

- Comment: I want to acknowledge the role that Sharon F. played in the last year in coordinating our efforts in the forward direction and coordination of this committee.
- Comment: A topic to explore this committee for the ABC agenda – to have discussions between committees for the conference and the delegates about what the future ABC looks like. Maybe have committees outside of the conference. I'd like to have some time dedicated on the agenda for this instead of waiting for a year for a study group.
  - i. Chair: A lot of this is modeled after a report that Marcia and I did in 2017 for the ABC. There is no better group to get feedback from than the delegates.
- The ABC belongs to the Fellowship and it bothers me if WSO is deciding what we will be doing at the ABC.
  - i. Chair: We're actually trying to have the delegates guide us in what we will do.

- S. Volunteer Resources Committee: Charlie H. -No online report.

We're in the initial stages of forming this committee/ First act is creating a brief document that gives guidance to newcomer volunteers, and also building guidelines for what constitutes a

healthy committee. We hope to develop substantial resources and training for future incoming chairs, how to run a smooth meeting, how to resolve group conflict, how to stay on track with an agenda. We're taking it slow, except for this 5-10 page introductory document that we hope to have in a format by mid-July.

#### T. Guest Questions/Comments

- a. Q: There was talk about a map that showed where geographically people were when voting. For those intergroups and meetings that are virtual only, how are they shown on the map?  
A: IT - I put them in Greenland with a question mark on it.
- b. Observation to brainstorm ideas. I hear the name for "volunteers" on so many levels and I'm concerned about trying to fill all of these volunteer positions. When I go to my local meetings, they don't really know about a WSO and could there be a rep. position which is to convey the WSO news and needs. Can we brainstorm ideas about how we can educate the local and virtual meetings to let people know about the WSO group rep. since there is no communication to local meetings from WSO.  
A: Chair -One immediate place I suggest you contact is Member Services Committee involvement since they would be involved in this effort and you would be valuable for helping with this suggestion. This committee is to work on making WSO more known to people.
- c. Question: Regarding the FAQ document for Delegates that has been approved by the ABC Committee. I'd like to know what the status is related to board approval.  
A. Board member- It was approved as a one page document for distribution. For use in delegate education the two page document was approved by the ABC committee.
- d. Comment to Archives Chair - In the early 90's we put motions in the OPPM, so if these are still around, they should be added to the book of motions.  
A: Archives Chair- I've already started doing that, I've scanned it so people can see what was there originally, and I'm in the process of re-typing those for archives.

#### Content Development Committees

- U. [Literature Committee | ACA WSO](#): Greg R. presents report - see link.
  - We have an open literature policy: any meeting can use any literature that they want to; the role of the literature committee is to work toward conference approved literature.

#### V. Motions read into the Record

- A. Motions passed at a Board Working Session on March 10, 2022
  - 1. **Motion:** To approve the use of the Google shared drive system for translation work and the literature committee. (Sue V.)  
**Background:** This will be a new system (suggested by Brad L, IT) for translations and literature groups revising current literature to check the current editions with a view access and translations publication development files to work on publishing activities. This will increase copyright protection and support the fellowship groups with English and Translated literature development work.  
**Second:** Fredrik H.  
**Decision:** Motion passed unanimously.

2. **Motion:** To approve the translations license dated Sept 8, 2021; See: [2021 09 08 ACA TranslationsAgreement Rev 1.pdf](#) (Sue V.)  
**Background:** The translations license has been worked on for over a year, we need to approve it for September 8, 2021, and be open to further amendments. Christine recommended we start ensuring all documents have a date. The committee agreed.  
**Second:** Charlie H.  
**Decision:** Motion passed unanimously.
3. **Motion:** To approve that the WSO chair delegate the signing of publishing contracts related to the business (InDesign vendors, Translators and printing) to the General Manager. (Sue V.)  
**Background:** Currently the WSO chair signs all publishing contracts. The OPPM states the chair can delegate this responsibility. This would streamline publishing and provide a quicker turnaround time to complete publishing projects.  
**Second:** Charlie H.  
**Decision:** Motion passed unanimously. Sharon F. was absent.
4. **Motion:** To approve that the WSO chair delegate the signing of publishing contracts related to the fellowship part of publishing such as translations license and any NDAs associated with the volunteers as part of the publishing projects to a designated Board Liaison to the Publishing Committee. (Sue V.)  
**Background:** Currently the WSO chair signs all publishing contracts. The OPPM states the chair can delegate this responsibility. This would streamline publishing and provide a quicker turnaround time to complete publishing projects. (edited)  
**Second:** Charlie H.  
**Decision:** Motion passed unanimously. Sharon F. was absent.
5. **Motion:** To purchase a subscription to Preservica Starter Plus for \$2,388 per annum for 250GB of retrievable storage. (Charlie H.)  
**Background:** There is a need to preserve ACA history as well as make the materials that document that history available to the fellowship. Committee members and trustees use the material for their work. A complete scan of existing materials in our possession was approved by WSO in 2021. The next step is to provide a way to keep track of what we have and make it available to those who want the information. The Archives Committee has studied various cataloging platforms over the past year. We decided against open source products because of the skills that would be required to use them over time (technological in nature.) Our criteria were developed to assure a product that would be intuitive for use by changing volunteer archivists, easily available to the fellowship, and allowed for word searches through our document rather than requiring an established search vocabulary. We also wanted the product to be affordable. Preservica is the product that best fits the criteria at this time.  
**Second:** Jasmina T.  
**Decision:** Motion passed unanimously. Sharon F. was absent.
6. **Motion:** To approve the printing of 3,500 Loving Parent Guide books at a cost of approximately \$12,280 in the UK. (Fredrik H.)  
**Background:** The stock of LPGs from the October European launch is down to under 500 books. The UK IG Bookstore continues to sell them to anyone who places an order in Europe and WSO

also sends them to Amazon UK to replenish stock there. They have been selling on Amazon UK the past two months.

**Second:** Sue V.

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

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

**Second:** Jasmina T.

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

B. Motion passed at a Special Board Working Session on March 12, 2022

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

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

**Second:** Jim B.

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

C. Motions passed at a Board Working Session on March 24, 2022

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

**Second:** Liz C.

**Decision:** Motion passed unanimously.

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

**Background:** This motion will support our Ukrainian ACA Fellowship during the current global challenges in the Ukraine. We have also provided similar support to the ACA Russian Fellowship. [Note: FYI- They have signed a new translation license for Ukrainian language. No board action needed on translations].

**Second:** Fredrik H.

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

D. Motions passed at a Special Board Working Session on March 31, 2022

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

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

**Second:** Tamara P.

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

2. **Motion:** To accept the new ABC Voting Process submitted by the ABC Committee. (Liz C.)

See: [W ABC.Draft.Voting.Rules-3.30.22-9 Amber Edits.docx](#) - See Appendix B

**Second:** Jasmina T.

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

E. Motions passed via Specific Concurrence (SC) at special vote of the Executive Committee on March 17, 2022 (*An SC is considered time sensitive and is voted on electronically*).

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

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

**Second:** Justine F.

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

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

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

**Second:** Sharon F.

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

3. **Motion:** To approve the purchase of 1,000 Japanese YWB per the attached quote at a cost of \$3,141 plus shipping.

**Second:** Sharon F.

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

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

F. Motions passed via Specific Concurrence (SC) (An SC is considered time sensitive and is voted on electronically).

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

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

**Second:** Sharon F.

**Decision:** Motion passed unanimously

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

**Background:** The copyright attorney has advised we need to use the legal name of the WSO ACA organization. We are currently not doing that in all publications. We are using Adult Children of Alcoholics/Dysfunctional Families World Service Organization Inc. See examples at:

■ 2022 02 Examples\_Copyright Page\_Cover (1).pdf

**Second:** Jim B.

**Decision:** Motion passed unanimously

## VI. Guest Comments

- a. Q: Re: the complaint process, and the “only meetings.”

A: Chair: This complaint process is more related to mistreatment of one volunteer by another volunteer; this type of thing in the workplace would be a workplace harassment issue. It's important to have a clear and consistent process, and multiple channels with which to report them. We've put together a first draft of the process, and we're also trying to expand it so that it can address non-board volunteers as well. The goal is to look for solutions that are not disciplinary or punitive, but encourages resolution and encourages improvement in behavior. We want to have a policy in place that we can use and will make adjustments as we need to. We are looking for one neutral policy that deals with all types of volunteers, including board and non-board volunteers. We want to have a process that is used every time.

Q: What if there is a committee member that the rest of the committee have a vote of no confidence. Will this process be applied?

A: Chair: This is a separate process. We need to look at what happens if there is a breakdown in committees, which is something the volunteer resources committee would look at.

Q: My question is if there is a process for other grievances such as if I protested something a committee has done.

A: Chair: That is the right of petition and exists in the OPPM.

Comment: I want to acknowledge that there has been a lot of thought put into this process. I also want to say from a policy design perspective that there might be room for improvement. I

see this was accepted by the Board as a draft. My ask is that this be formally submitted to three committees for review: OPPM, MSSC and Volunteer Resources committee.

Chair: That's a really good suggestion. I agree that it is in progress and should be treated as the beginning of a complete process.

Comment: I'm glad to hear that we're going to have a retirement program for the employees. I also feel like CA employment law is in line with the Traditions in that people should be able to have a decent life.

Q: I'm wondering about an update of a re-launch of REA.

A: Chair: The Collaboration Committees are very much in the process of organization. One thing we're asking of the CCs is to assess the current status of committees and ad hoc committees. We intend to reach out to REA to give them support in determining if they will move forward.

Comment: Regarding the copyright of Tony A. Possibly AA could be consulted about their process.

Chair: That is part of the legal process that we are in right now.

## **VII. Closing Activities**

### **A. Announcements**

- Next WSO Board Teleconference Meeting is on May 14, at 2:00pm EDT

### **B. Motion to Adjourn Meeting (Charlie); Second: Liz C. Motion passed unanimously.**

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

## **APPENDIX**

### **A. COMPLAINT PROCESS PROCEDURE**

#### **Section1: Draft Complaint Evaluation Process**

The Operating Policy and Procedures Manual (OPPM) does not set out a specific process for evaluating complaints regarding volunteer behavior (including but not limited to complaints against Board members). While the Board has reviewed volunteer complaints in the past, we have done so without a formal or consistent process.

A review of our various guiding documents affirms that ACA WSO has a right and responsibility to ensure a safe working environment for WSO volunteers, as well as for paid employees. This authority is grounded in numerous sources listed in Section 2 (Page 7). They include WSO's articles of incorporation and bylaws, which address our legal obligations as a registered corporation in the state of California, and the Traditions, Concepts, Commitment to Service, Big Red Book commentaries on ACA service, and the OPPM. We also have spoken with HR consultants about our corporate responsibilities with regard to volunteer safety from any form of harassment or abuse.

This is an initial policy for assessing complaints submitted to the Board, as well as a potential foundation for a permanent assessment process. In keeping with ACA literature, the suggested process seeks to balance compassion and accountability. At least in the initial stages of adoption, the process should emphasize opportunities for education and constructive change where a volunteer's behavior is negatively affecting others. But it recognizes, as does the the Big Red Book and the Board Norms of Behavior, that extreme or repeated mistreatment of WSO volunteers can lead to additional responses.

#### **Fairness and Due Process**

The lack of a spelled-out process for assessing complaints involving volunteers (including complaints about Board trustees) has numerous downsides. Establishing a consistent process is important for consistency, transparency and trust. In keeping with Concept 4, it should be seen as accessible to, and fair to, volunteers at all levels of WSO service. The following elements should be considered:

- 1) A transparent process for reporting and addressing complaints concerning behavior by volunteers and Board members should be clearly posted on the website, including a form for submitting a complaint. This would remove any mystery on how ACA members should handle concerns about potentially problematic behavior. A volunteer may also contact the board or an individual board by email.
- 2) Establish a comprehensive scope. The policy may be used by, and applies to, all WSO volunteers, including Board members. The only exception is disputes that involve only Board members, which are covered under the Board Norms section of the OPPM.
- 3) There should be a consistent, written assessment process for evaluating complaints. This process should reference program service tools, such as Traditions, Concepts, and Commitment to Service, as well as the OPPM and laws governing harassment and workplace misconduct. It also should reference program recovery tools, such as the Landry List/Other Laundry List, the

Steps, Reparenting, and Emotional Sobriety. This process should become more complete with time and experience.

- 4) Find neutral individuals to evaluate complaints. It is expected that evaluators often may know one or more parties to a complaint, but they should be free of any prejudice or conflict of interest.
- 5) Assessment teams should include non-board volunteers, as well as designated Board members, and be diverse to reflect a range of perspectives.
- 6) Potential resolutions should include self- or group inventory, evaluation, increased awareness, and amended behavior, as part of a range of recommended changes, and not over-relying on formal disciplinary action. At the same time, the ultimate goal is service to the fellowship, and formal action may be needed when harmful behavior is severe or persistent.
- 7) There should be a policy regarding confidentiality at various stages of the process. All parties will keep initial evaluations confidential, and Board discussions and motions related to assessing a complaint will take place in executive session.
- 8) Short-term support policies so that volunteers may remove themselves from potential continuing abuse.
- 9) An initial policy that addresses these elements should be approved expeditiously so that pending complaints are not stalled for process reasons.
- 10) There should be ongoing review and revision of the initial policy. This can be organized through the Policy and Structure Collaboration Committee, and should likely seek input from the WSO-Volunteer Resources Committee and the Executive Committee.
- 11) The Board should determine whether any unresolved complaints regarding Board members or other WSO volunteers should be referred for evaluation under this process.
- 12) The Board will develop a generic public statement that can be shared if someone discloses that an assessment is in progress.

### **Initial Assessment Process & Scope of Complaint**

As affirmed in the Big Red Book, differences and tensions can arise in ACA service. Starting with the Board, any WSO volunteer must promote a service climate based on trust and mutual respect, resolving conflicts in a healthy manner that references Program tools.

When a WSO volunteer feels mistreated in a way that chronically or severely erodes their sense of safety and respect, and in a way that is inconsistent with Program principles or normal protections against workplace harassment, they may submit a complaint to the WSO Board's chair, vice chair, secretary or treasurer. Receipt of the complaint will be acknowledged in writing, and the board will be informed. In such instances, the board will authorize a team to assess the complaint, relying on the Traditions and other program tools, as well as basic HR tools for assessing workplace harassment allegations.

Note: If the complaint involves a member of the Executive Committee, the person filing the complaint may send it individually to one other member of the Executive Committee.

## Initial Procedures

1. **WSO, working with the assessment, secures all video and text evidence – zoom video, chat and transcription; request the complainant secure their emails, slack messages, minutes and texts.**
2. **Discuss whether the complainants need short term support during this process, ie sabbatical from committees etc.**
3. **Determine if any board members or other volunteers must recuse from the evaluation process.** This includes recusal from any role in the assessment by anyone who filed or helped to file the complaint, or who is named as a subject of the complaint. Volunteers, including Board members, also should declare any reasons that might call their neutrality into question. An example might include a direct sponsor-sponsee relationship with a participant, or extensive participation in events cited in a complaint. Simply knowing one or parties to a complaint is not grounds for recusal.
4. **Identify an evaluation team to assess complaints.** The team should include non-board volunteers, and should include members who are knowledgeable about WSO service and widely respected as fair and impartial.
5. **Confirm participation of the evaluation team,** and ask them to sign confidentiality agreements.

## Initial Assessment Phase

### 1) Assessment Team prepares

- a. **Review the process with the evaluation team,** including the Legal and Policy Framework.
- b. **Provide the evaluators with materials for assessing HR complaints,** including questions to identify potential harassment, as a resource. Ask if they wish additional training with WSO's HR consultant.
- c. **Review complaint(s) and determine whether the complaint—if factually true—might warrant potential board action** of some type. If not, recommend no further action. If yes, report this to the executive committee and schedule a meeting with the complainant.
- d. **Think through questions to ask the complainant and respondent,** seeking help from the executive committee if desired. Given the unique service dynamics of ACA, the team may specifically consider whether one or more volunteers engaged in emotional relapse or “acting out” behaviors, such as excessive reliance on traits from the Laundry List, Other Laundry List, or Workplace Laundry List.

### 2) Initial Interviews

- a. In all interviews, the reason for seeking the interview should be communicated. Written notes will be kept of all interviews. The complainant should be asked whether they expect confidentiality. If so, there should be a realistic assessment before proceeding as to whether

that is possible, given the nature of the complaint. The complainant also should be asked to keep the evaluation confidential while it proceeds.

- b. Ask questions of complainant to gain additional facts about the case; ascertain the exact nature of the alleged violation (eg, Traditions, Concepts, state law). Ask for corroborating witnesses and evidence, securing evidence as needed.
- c. Following the interview, assess whether, if true, the allegations warrant potential Board action. If so, report preliminary findings to the Executive Committee and schedule an appointment with the subject of the complaint (respondent).
- d. If the evaluators determine that the respondent should be interviewed, they will advise that person of the reasons for the complaint, including the specific alleged incidents, but not show them the written complaint. The evaluators also should advise the subject that any direct retaliation against the complainant is prohibited and subject to Board action. They also should advise the respondent that the initial evaluation is confidential and will not be divulged by WSO.
- e. During the interview, ask questions of the respondent to gain additional facts about the case, and the subject's side of what happened. Specifically pose any questions about potential violations of Traditions, Concepts, etc., to get a response. If needed, ask for corroborating witnesses and evidence, securing evidence as needed.
- f. Determine if witness interviews are needed, and if so, conduct them. The Board will be notified if this is happening.

### **3) Initial Assessment**

- a. Review physical and interview evidence.
- b. Decide whether the allegations are substantiated. If so, consider potential Board actions and determine which is most appropriate.

Possible actions can include dismissal of the complaint; written advisory to one or more volunteers involved, with any suggestions for a change in behavior; specific mandated training or Program reflection; request to voluntarily take time away from WSO service to focus on personal recovery; suspension from WSO service for a designated period; and dismissal from WSO service. Other actions could include requesting one or more volunteers make amends, facilitated discussions- either with individual and /or with chair of the Board etc., review of policies, education, healthy boundaries are established, warning given etc.

### **4) Presentation of Initial Findings**

- a. Once the team's research is complete, they will present written findings and meet with the entire board in executive session. This will include an initial finding of whether the team believes the allegations to be true, whether they found the behavior to be part of a larger pattern, and which WSO action they consider to be most appropriate.

- b. If the team concludes that an allegation is fundamentally unmerited or made in bad faith, they will notify the board.

## **5) Next Steps**

- a. The Board considers the evaluation and determines appropriate next steps regarding the parties to the complaint.
- b. Before finalizing an action, the Board will advise complainant and respondent of the preliminary findings and ask if anything in the report is incorrect, or if there is a major omission that might change the finding.
- c. After receiving additional comments, the Board will make its decision. In addition to specific recommendations regarding parties to the complaint, the board also may refer continued follow-up action to a Collaboration Committee and/or the WSO-Volunteer Resources Committee to support a healthier climate at within a specified committee.
- d. If the board believes that either a suspension or expulsion may be warranted, an additional round of investigation will take place. This will include Board interviews of the complainant, respondent, and if needed, third-party witnesses.
- e. The Board also will determine what if anything should be communicated to the fellowship and committees.

## **6) Appeals Process if Requested**

- a. Once the Board determines an appropriate resolution, it will designate a manner to transmit the outcome of the process to all volunteers involved. Each volunteer has a right of petition. If they disagree with the decision, they may arrange time with the Executive Committee to state their concerns.
- b. If the appeal demonstrates that some aspect of the finding was erroneous or fundamentally unfair, the Executive Committee will appoint a panel of up to four volunteers to hear the appeal. They will ask the volunteer making the appeal to summarize their concerns in a one- or two-page document.
- c. The appeal process will only consider whether information in the original findings and information were accurate and fair enough to justify the proposed Board actions. The team considering the appeal will not conduct fresh research or interviews.

- d. Where possible, the team considering the appeal should have three or five members, and most or all should be non-Board volunteers.
- e. Once the appeal is complete, a summary of findings will be submitted in writing to the Board. If it is found that the original decision is fundamentally unfair and should be changed or reversed, the reasons will be clearly stated.

## **7) Board Review of Complaint Process (Within 2-3 months)**

- a. The Board will appoint a team to assess the first applications of the complaint Process, identifying what worked well, what could be better and next steps.
- b. This is communicated to the full Board.
- c. Board also will assess whether other unresolved complaints should be reviewed under the initial policy.
- d. Policies will continue to be developed, in collaboration with the executive committee and the Policy & Structure CC (especially, the WSO Volunteer Services Committee). Any updates to the process will be added to the OPPM and communicated to the fellowship transparently with semi or annual reviews.
- e. Communicate with fellowship the new policies and expectations.

## **Section 2: Authorities regarding Board oversight of committees and volunteers: Legal and Policy Framework**

The initial policy for evaluating complaints involving volunteers, including board members and committee volunteers, draws on the following authorities:

### **1) Bylaws/California Articles of Incorporation**

- a. **Comment: WSO must comply with California law.** Bylaw II.1: “ACA WSO shall be incorporated under the laws of the State of California as a public benefit corporation. The organization shall maintain a nonprofit and tax exempt status under the laws of the United States and the State of California. This organization shall be organized for purposes as defined under Internal Revenue Service Code Title 26 U.S.C., Section 501 (c) 3., and shall be incorporated in accordance with California Corporation Revenue and Taxation Code, Section 23701 (d).”
- b. **Comment: WSO’s sole purpose is fellowship service.** Bylaw II.2: “The sole purpose is to serve the fellowship of Adult Children of Alcoholics (ACA) by maintaining service for those who might be seeking, through ACA, the means for recovering from being raised in an alcoholic or otherwise dysfunctional home.”

- c. **Comment: WSO committees assist WSO's sole purpose of service.** Bylaw VI.2. "Committees shall be formed as deemed necessary to conduct the business of ACA WSO in keeping with the definitions and guidelines set forth in the OPPM."

**Conclusion:** Because committees play an essential role in assisting WSO's sole purpose for incorporation, the Board is authorized to form such committees and ensure that their function serves WSO's sole purpose of service. This includes addressing volunteer purpose that may hurt committee service or compromise the safety of other volunteers.

## 2) Traditions and Concepts

- a. **Comment: Per Tradition 9, WSO is a service board ratified by the fellowship, through the Annual Business Conference, and may appoint committees to help provide this service.** Tradition 9: "ACA, as such, ought never be organized, *but we may create service boards or committees directly responsible to those they serve.*"
- b. **Comment: Traditions 1 (Unity), 2 (Group Conscience), 12 (Principles Before Personalities) all support harmonious group interactions in which the voices and perspectives of all members are honored.** To quote the Tradition 2 meditation, volunteers are encouraged to follow this spiritual guidance: "Allow me to listen to and consider the views of others. May I state my view and support all group decisions, including the ones I might disagree with."
- c. **Comment: Tradition 5 (Primary Purpose) supports productive committee and volunteer activity that helps ACA** "carry its message to the adult child who still suffers. Detours into squabbling and argument are discouraged. To quote the Tradition 5 meditation: "Help me remember to ask myself a simple question when I am doing the business of ACA. 'Does what we are about to do support the primary purpose of carrying the ACA message to another adult child needing help?' "
- d. **Comment: Per Concept 7, WSO manages issues related to legal instruments governing WSO.** Concept 7: "The Annual Business Conference recognizes that the Articles of Incorporation and the Bylaws of the Adult Children of Alcoholics World Service Organization are legal instruments: that the Trustees are thereby fully empowered to manage and conduct all of the world service affairs of Adult Children of Alcoholics."
- e. **Comment: Per Concept X, it is appropriate and necessary to set the scope of authority and guidelines for effective service.** Concept X: "Every service responsibility should be matched by an equal service authority—the scope of such authority to be always well defined whether by tradition, by resolution, by specific job description, or by the Operating Policy and Procedures Manual and bylaws."
- f. **Comment: Per Concept XI, Trustees hold "final responsibility for ACA's World Service administration" and must give "serious care and concern" to proper function of**

**committees and committee members.** Concept XI: “While the Trustees hold final responsibility for ACA’s World Service administration, they should always have the assistance of the best possible standing committees, corporate trustees, executives, staffs, and consultants. *Therefore the composition of these underlying committees and service boards, the personal qualifications of their members, the manner of their induction into service, the systems of their rotation, the way in which they are related to each other, the special rights and duties of our executives, staffs and consultants, together with a proper basis for the financial compensation of these special workers, will always be matters for serious care and concern.*”

**Conclusion:** The Traditions and Concepts all support committees that function according to a respectful group conscience, and do not divert ACA from its primary purpose. Concept XI specifically notes that the Trustees have the need to support healthy volunteer conduct at the committee level.

### **3) Big Red Book/Tradition 9/Service Handbook/Laundry List-Other Laundry List/Workplace Laundry List/Commitment to Service**

- a. Unfortunately, the trauma experienced by adult children creates challenges for almost everyone who participates in service, and can actually induce service volunteers to act out dysfunctional behaviors. As examples:
  1. **The Workplace Laundry List** notes that: “We confuse our boss or supervisor with our [dysfunctional] parent(s),” and, “We confuse our co-workers with our siblings or our [dysfunctional] parent(s), and repeat childhood reactions in those working relationships.”
  2. **Members who identify with the Laundry List may be quick to feel victimized by other volunteers, while those who practice Other Laundry List may be quick to domineer others.**
  3. **The Commitment to Service** cautions those in service “to avoid losing my own recovery through the use of service to act out my old behavior, especially in taking care of others, controlling, rescuing, being a victim, etc.”
  4. **The Tradition 9 essay** (Page 535) reminds us that “many of us arrive at ACA wounded and angry. We hurt, so we want to hurt others. However, no one has the right to harm anyone in ACA.” The essay explains this behavior as an attempt to recreate a dysfunctional family of origin, adding that “we could avoid working on ourselves by blaming group members for imagined wrongs or slights.”
- b. **In the Big Red Book, two extended passages provide options to an ACA group to deal with disruptive members. Both are rooted in the authority of the group conscience.**

1. While the Big Red Book favors informal solutions, it notes in Pages 533-535 that if there is an ongoing pattern of troublesome behavior, “such a person could be asked through another group conscience to leave the meeting until he or she has a change of heart regarding disruptive behavior.”
2. Specifically addressing the disruptive behavior of cross talk, the Big Red Book gives authority to all members to call an immediate group conscience to address the behavior.

**Conclusion:** ACA literature is very clear that the nature of the ACA condition makes it highly likely volunteers will be triggered, and that this may lead to violations of others through distorted thinking and disrespectful conduct. All volunteers have a shared responsibility in responding to this fact with compassion and accountability—so that volunteer settings do not replicate our families of origin.

#### 4) OPPM

**The OPPM has multiple examples of the board regulating committee behavior**, and the Board has the right to remove board members who disrupt WSO unity and function. There is no logical reason to believe this does not extend to other volunteers who disrupt volunteer unity and service function.

- a. **III.N.1: The OPPM authorizes a majority of the board (or ABC) to impeach any trustee for cause.** The OPPM adds, “Tradition violations, working outside the boundaries of the Policies and Procedures as set forth in this document or that have become common practice before being added to this document, abuse of fiscal responsibility, or other action seen as adverse to the operation of the Board or in service to the Fellowship, as determined by the majority of the members of the body (the Board or ABC) will serve as just cause.”
- b. **Appendix XI, the Norms of Conduct, also recognizes that the Board has a responsibility to examine behavior that may disrupt service to the fellowship**, but in a compassionate manner. It says that the Norms “promote trust and encourage respectful communication and behavior consistent with the ACA Traditions and Concepts. We recognize that none of us is perfect; we are above all Adult Children who each bring our own challenges with interpersonal communication. ... The central goal of the norms is not to eliminate differences, but to support Trustees in resolving conflicts in a healthy manner that references Program tools.”
  1. The Norms suggest a wide range of proportionate responses to disruptive behavior, but notes that removal of a disruptive board member may be required “in the case of repeated or severe violations of Traditions, Norms, OPPM, etc., [to] take disciplinary actions toward individual trustees. This may include letters of caution, request to take a leave, suspension, or removal from the board, in alignment with OPPM procedure.”

2. An addendum to the Norms states: “In all board disputes, the board as a whole, per Tradition 2, has the ultimate word.”
- c. **The Executive Committee is established under Bylaw VI.1**, which states, “The Board shall form an Executive Committee from among its members who shall be delegated the powers and authority as deemed appropriate by the Board, and shall serve in keeping with the guidelines set forth in the OPPM.”
  1. Under the OPPM, the Executive Committee is “responsible for ensuring that all other committees of the Board are complying with their responsibilities.” Presumably one aspect of this function is to ensure that individual volunteers are not disrupting or abusing committee functions. This can be done using criteria similar to those used to assess potentially problematic behavior by Trustees (eg, Traditions, Concepts, OPPM, Commitment to Service, etc.)
- d. **Section X, Pages 22-28, discuss the relationship between WSO committees and the board.** It notes that “All committees are referred to as Committees of the Board. ... Committees are created or disbanded by appropriate motions of the Board and/or the ABC.”

The section specifies that committees are to be generally guided by the Traditions, Concepts, and OPPM. It also sets out numerous areas where the committees must meet standards of accountability set by the Board of Trustees.

1. Section 10 notes that committee chairs and vice chairs must be ratified by the Board and by the ABC.
  2. Committees also must use Board procedures for conducting meetings.
  3. Committees also are required by the Board to periodically update their statements of purpose and to regularly update and report their top three strategic priorities, and also to file monthly reports for the teleconference.
- e. **Section X.F specifically sets out a relationship of accountability to the Board (and ABC) by all Committees of the Board.** X.F notes that “Committees are accountable to the fellowship, through the governance of the Board. Any actions they wish to take that propose to establish new policy or impact the fellowship as a whole must be approved by the Board. ... The committee chair is responsible for ensuring that the committee fulfills its reporting obligations.”
  - f. **Comment: The Board is under legal obligation to assess harassment and similar complaints filed by paid WSO staff.** Our HR consultant advised us that WSO has a similar right and obligation to protect the well-being of volunteers, by setting behavior standards for volunteers and examining safety complaints involving volunteers.

**Conclusion:** Since the Board holds itself accountable for respectful communications and adherence to the Traditions, and because committees operate in service to the fellowship, through the governance of the Board, applying a similar expectation to committees and committee volunteers is clearly within the Board's authority under the Bylaws and OPPM.

## **APPENDIX B:**

### **Draft Rules for ABC Delegate Deliberation and Voting (for only virtual meetings)**

The Annual Business Conference (ABC) brings together adult children from around the planet. It is important that delegates experience an environment of openness, inclusion, unity, and principles before personality, relying on a world-wide group conscience to achieve substantial unanimity on major issues. These values reflect the First, Second, Fifth, and Twelfth Traditions; Concepts 1, 2, 4, 6, 7, and 12; and ACA's Commitment to Service.

To support this type of deliberation, formal rules of debate are kept to a minimum, and special accommodations are provided to support those who do not speak English as a first language, or who live in time zones that are not compatible with business hours in North America. The process also honors the minority's right of petition (Concept 5), by including a process to request a re-vote on motions and ratification votes.

**Important note: It sometimes is impossible to complete all business in two days. Delegates will be given a choice during the morning of Day 2 on whether to schedule a third day.**

### **Worldwide Online Voting**

The fullest debate of issues, including the Ballot Proposals, will occur over two consecutive days, roughly from 9 am to 5 pm eastern US time. However, except on specified procedural matters, most final decisions will be made through a worldwide online voting process lasting 10-12 hours, available to all registered ABC delegates. Final voting results typically will not be known until the following day.

The worldwide online voting system will increase access to registered delegates in countries with different time zones, and to those who cannot attend the ABC during the day because of work or other conflicts.

During the initial discussion at the ABC, delegates will decide whether to submit a Motion to worldwide online voting, and if so, what the wording of that Motion will be. At the end of each day's ABC session, an email will be sent to all registered delegates that enables them to cast their online votes.

To assist online voters, a WSO web page will list Motions and Ratifications that are to be voted on. It also will include a brief summary of main arguments pro and con. Audio recordings of delegate discussion also will be posted.

## **Day 1**

### **Ballot Proposal Discussions (Day 1)**

Once the ABC begins, in accordance with Tradition 2, the final word on all Ballot Proposals and Floor Motions belongs to the delegates, not to the group or individual that authored them. In discussing items, the ABC will rely on group conscience discussion and electronic polling to assess agenda items.

### **Introduction of a Ballot Proposal (Day 1)**

**Initial Assessment.** The Ballot Proposal submitters may speak up to a total of three minutes for each of their submitted ballot proposals. Delegates will have up to 30 minutes to discuss the general merits of an issue and propose alternative approaches. Any questions for clarification will be addressed to the ABC chair, who will decide how the question should be answered.

**Identifying a general direction.** The ABC chair will announce a poll, generally with four possible responses. The ABC chair will ask, “Which of these positions do you most agree with?”

- a. I support the spirit of the Ballot Proposal and would like a Motion to be crafted for immediate enactment.
- b. More information is needed. I prefer an in-depth study that will report to a future ABC.
- c. I would like to delegate this matter to the ACA World Service board for possible action.
- d. I do not support the Ballot Proposal in any form.

Note: If the purpose of a Ballot Proposal is to call for a long-term study, Option B will be eliminated, to avoid confusion.

If a delegate poll indicates 60 percent or more support for any one option, the ABC Chair will ask delegates to move to the next stage in the process (Crafting a Motion).

If no option receives 60% or more support, the least popular option will be removed. Additional polls will be conducted until only two options remain. At this point, whichever choice gets the majority vote in a final poll is acted upon. Abstentions are not counted as part of the total vote.

**Crafting a Motion.** If delegates choose Option A (“support the spirit of the Ballot Proposal”), the group that drafted the Proposal may submit a written motion, using a process announced to all delegates by the ABC chair. At that time, the ABC chair will ask for a minute of silent reflection. After the pause, delegates may submit alternative written motions. These motions must accomplish the general spirit of the Proposal. As each alternative motion is received, it will be added to a screen that all delegates can read.

Up to 10 minutes will be given to this process, and the only purpose is to generate alternative motions for delegates to consider. Unless recognized by the ABC chair, there will be no speakers during this period.

If Option B (“long-term study”) or C (“refer to the Board”) is chosen, delegates will be given 5 minutes to suggest written motions that implement that option.

**Discussing and selecting a preferred motion.** After all alternative motions are posted on the screen, delegates may discuss the merits of the motions for up to 15 minutes. The ABC chair will then announce a new delegate poll, asking, “Which motion or alternative do you prefer?”:

- Motion 1 (with wording)
- Motion 2 (with wording)
- Etc.
- I do not support any of the motions.

A series of polls will be conducted until one choice receives 60 percent, or only two choices remain. After each poll, all options receiving less than 10 percent will be removed. If there are seven or more choices in a poll, the three least popular options will be removed, regardless of the percentage received. If there are six or fewer choices, the two least popular choices will be removed, regardless of percentage received.

If a motion receives 60 percent or more in any poll, it is submitted to worldwide online voting. If a poll is taken with just the final two options, a motion will be submitted to worldwide online voting if it receives a simple majority.

### **Combined Discussions of Multiple Ballot Proposals**

Occasionally, several Ballot Proposals are either nearly identical, or address very similar or identical issues. When this occurs, the ABC AWC Committee may propose an agenda that groups multiple proposals into one combined discussion. In this scenario, the ABC AWC Committee will briefly explain how the Proposals are related. Then, the groups sponsoring the Proposals each will have three minutes to speak.

After up to 30 minutes of delegate discussion, the ABC chair will announce a poll, asking, “Which alternative do you prefer?” Generally, delegates will be given six possible responses. However, if any Proposal calls for a long-term study, Option D will be eliminated, to avoid confusion.

- a. I support the spirit of Ballot Proposal X and would like a Motion to be crafted for immediate enactment.
- b. I support the spirit of Ballot Proposal Y and would like a Motion to be crafted for immediate enactment.
- c. I support the spirit of Ballot Proposal Z and would like a Motion to be crafted for immediate enactment.
- d. More information is needed. I prefer an in-depth study that will report to a future ABC.
- e. I would like to delegate this matter to the ACA World Service board for possible action.
- f. I do not support any of these Ballot Proposals in any form, and I believe they should not be given any more consideration at this ABC.

After each poll, any option receiving less than 10 percent will be removed. Regardless of percentage, the two least popular options will be removed after each poll, until only two options remain. If an option receives 60 percent or more in any poll, it is submitted to worldwide online voting. If a poll is taken with just the final two options, the option that receives a simple majority will be acted on.

Delegates will proceed to “Crafting a Motion,” unless Option F (“do not support this in any form”) is selected.

### **Board Ratifications (Day 1)**

Ratification of Trustees requires a simple majority of all voting delegates. Board members speak up to 3 minutes each. If time permits, delegates may ask questions of board members. Trustee ratifications are automatically placed in worldwide online voting. The Board may also submit a motion to ratify its strategic agenda, or specific high-profile initiatives, to worldwide online voting.

### **Worldwide Online Voting**

Within two hours of the conclusion of Day 1, an email will be sent to all registered delegates that access worldwide online voting. Voting hours will be announced and posted online.

### **Day 2**

#### **Minority Opinion/Request for Revote (Day 2)**

As soon as they are available, results of Day 1 worldwide online voting will be posted on the website. At the beginning of Day 2, the ABC chair will announce each result, asking if anyone in the minority requests a revote. Any motion or ratification that is not challenged is final.

If any delegate challenges a specific motion or ratification, up to three speakers, each speaking up to a minute, may voice a minority opinion as to why the original vote should be reconsidered. The chair has discretion to recognize additional speakers who have views that have not been presented. Where a board member’s ratification is challenged, the trustee will have one minute to respond to concerns raised during the minority opinion.

The ABC chair will then poll delegates, asking whether there should be a revote. If more than 40 percent request a revote on either a Motion or ratification, the original substantial unanimity will be in question, and the matter will be submitted to Day 2 of worldwide online voting. If fewer than 40 percent request a revote, the original vote is final.

#### **Floor Motions (Day 2)**

To receive immediate ABC attention, 60 percent or more of delegates must determine that a delegate Floor Motion is time-sensitive and cannot wait until a future ABC. If delegates find that any Floor Motions do require immediate action, the ABC chair will use the same group conscience process, including a chance for delegates to identify and narrow alternative motions, as is used for Ballot Proposals. If at least 60 percent of delegates agree on a Floor Motion’s wording, it will be placed in worldwide online voting.

#### **Deciding Whether to Have a Third Day**

At this time, it will be known whether a second day of worldwide online voting is needed, and whether all scheduled matters are likely to be heard during the two-day ABC session. The ABC chair will poll delegates, seeking a simple majority for any of these options. If needed, a second poll will be taken, and the least popular option will be removed.

- a. I support meeting a third day, to be scheduled Saturday, June 11. Minority opinions and unfinished business will be considered at that time.
- b. I support meeting for up to two hours on Sunday, May 8, to hear worldwide online voting results and conduct minority opinion discussions.
- c. I support ending the ABC on Saturday, May 7. Voting results will be posted on online, and any unfinished business will be referred to the ACA World Service board.

### **Minority Opinion on Floor Motions (Day 2)**

If delegates vote to end the ABC on May 7, an opportunity will be given for minority opinion on any Floor Motion that is approved, before it goes to worldwide online voting. If more than 40 percent of delegates request a revote, a second vote will be taken on the Motion. If it again receives 60 percent, the Motion will go to worldwide online voting. Motions that get less than 60 percent in a revote will be referred to the Board.

### **Committee Ratifications (Day 2)**

During committee reports, each committee will identify its chair and top three strategic priorities for the coming year. At the end of the report, the ABC chair will ask delegates if anyone wishes to challenge either the chair's appointment or the strategic priorities. If no challenge is lodged, the chair and agenda are ratified.

If objections are raised, an opportunity for minority opinion will be provided after all committee reports are concluded. After minority opinion is heard from up to three speakers, a committee chair who is challenged will have one minute to speak. Then a poll will be taken.

If the request for a ratification vote receives less than 40 percent, the committee chair or priority list is ratified.

If the request receives 40 percent or more, a ratification vote will be held. The chair or strategic priorities are ratified if they receive a simple majority. If ratification is denied, the Board and committee will schedule a follow-up meeting, open to delegates and the fellowship, to identify best options for moving forward.

Committee ratifications are not submitted to worldwide online voting.

## Appendix B: Financial Reports

### Adult Children of Alcoholics World Service Organization Inc

#### Balance Sheet

As of February 28, 2022

	<u>Feb 28, 22</u>	<u>Jan 31, 22</u>
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
1000 · Cash & Cash Equivalents	527 611,28	652 912,62
Total Checking/Savings	<u>527 611,28</u>	<u>652 912,62</u>
Accounts Receivable		
1300 · Customer Receivable	5 244,10	5 366,10
1302 · Sales Credit Memo	0,00	-593,75
Total Accounts Receivable	<u>5 244,10</u>	<u>4 772,35</u>
Other Current Assets		
1320 · SHOPIFY-Shopp'g cart receivable	7 692,37	7 566,22
1330 · Interest Receivable	124,05	121,44
1350 · Prepaid Expenses	131 709,19	45 731,88
1400 · Inventory Asset	217 329,86	171 789,01
Total Other Current Assets	<u>356 855,47</u>	<u>225 208,55</u>
Total Current Assets	<u>889 710,85</u>	<u>882 893,52</u>
Fixed Assets		
1800 · Fixed Assets	51 124,89	48 943,00
Total Fixed Assets	<u>51 124,89</u>	<u>48 943,00</u>
<b>TOTAL ASSETS</b>	<u><b>940 835,74</b></u>	<u><b>931 836,52</b></u>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	59 125,53	48 144,84
Total Accounts Payable	<u>59 125,53</u>	<u>48 144,84</u>
Credit Cards		
2011 · Bank of America-Corp Card #1794	12 464,43	12 959,44
Total Credit Cards	<u>12 464,43</u>	<u>12 959,44</u>
Other Current Liabilities		
2100 · Payroll Liabilities	25 296,19	21 265,91
2120 · Sales Tax Payable	7 829,81	7 961,98
2130 · Other Liabilities	0,00	1 531,91
2200 · Accrued Liabilities	6 682,88	8 055,76
Total Other Current Liabilities	<u>39 808,88</u>	<u>38 815,56</u>
Total Current Liabilities	<u>111 398,84</u>	<u>99 919,84</u>
Total Liabilities	<u>111 398,84</u>	<u>99 919,84</u>
Equity		
32100 · Restricted Net Assets	7 393,18	7 235,55
32000 · Unrestricted Net Assets..	811 782,46	811 940,09
Net Income	10 261,26	12 741,04
Total Equity	<u>829 436,90</u>	<u>831 916,68</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>940 835,74</b></u>	<u><b>931 836,52</b></u>

**Balance Sheet**  
As of February 28, 2022

	<u><b>\$ Change</b></u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
1000 · Cash & Cash Equivalents	-125 301,34
Total Checking/Savings	-125 301,34
Accounts Receivable	
1300 · Customer Receivable	-122,00
1302 · Sales Credit Memo	593,75
Total Accounts Receivable	471,75
Other Current Assets	
1320 · SHOPIFY-Shopp'g cart receivable	126,15
1330 · Interest Receivable	2,61
1350 · Prepaid Expenses	85 977,31
1400 · Inventory Asset	45 540,85
Total Other Current Assets	131 646,92
Total Current Assets	6 817,33
<b>Fixed Assets</b>	
1800 · Fixed Assets	2 181,89
Total Fixed Assets	2 181,89
<b>TOTAL ASSETS</b>	<u><b>8 999,22</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2000 · Accounts Payable	10 980,69
Total Accounts Payable	10 980,69
Credit Cards	
2011 · Bank of America-Corp Card #1794	-495,01
Total Credit Cards	-495,01
Other Current Liabilities	
2100 · Payroll Liabilities	4 030,28
2120 · Sales Tax Payable	-132,17
2130 · Other Liabilities	-1 531,91
2200 · Accrued Liabilities	-1 372,88
Total Other Current Liabilities	993,32
Total Current Liabilities	11 479,00
Total Liabilities	11 479,00
<b>Equity</b>	
32100 · Restricted Net Assets	157,63
32000 · Unrestricted Net Assets..	-157,63
Net Income	-2 479,78
Total Equity	-2 479,78
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>8 999,22</b></u>

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

	<b>Feb 22</b>	<b>Budget</b>	<b>\$ Over Budget</b>
<b>Ordinary Income/Expense</b>			
Income			
4010 · Shopify Revenue	47 715,41	68 491,67	-20 776,26
4030 · Amazon Revenue	64 844,32	54 316,64	10 527,68
4050 · Barnes & Noble Revenue	0,00	100,00	-100,00
4060 · Audible Revenue	0,00	2 800,00	-2 800,00
4070 · Royalty Contract Revenue	256,00	3 091,67	-2 835,67
4080 · 7th Traditions Contributions	28 626,45	31 608,33	-2 981,88
4150 · European Sales	9,34	16,67	-7,33
4200 · Other Revenue	7,67	16,67	-9,00
<b>Total Income</b>	<b>141 459,19</b>	<b>160 441,65</b>	<b>-18 982,46</b>
Cost of Goods Sold			
5000 · Shopify-Cost of Goods Sold	31 529,87	51 076,42	-19 546,55
5050 · Amazon COGS	44 943,26	42 382,07	2 561,19
5560 · International Printing Costs	597,91	316,67	281,24
<b>Total COGS</b>	<b>77 071,04</b>	<b>93 775,16</b>	<b>-16 704,12</b>
<b>Gross Profit</b>	<b>64 388,15</b>	<b>66 666,49</b>	<b>-2 278,34</b>
Expense			
6010 · Payroll Expense	23 613,42	27 174,37	-3 560,95
6030 · Payroll Taxes	2 132,33	2 234,05	-101,72
6050 · Travel & Mileage Expense	2 674,59	400,03	2 274,56
6054 · Contractors	6 248,16	7 280,00	-1 031,84
6057 · Events	0,00	166,70	-166,70
6070 · Program Initiatives	394,99		
6080 · Professional Fees	8 750,17	8 447,70	302,47
6090 · Technology IT Support	5 359,35	4 629,97	729,38
6100 · License & Permits	0,00	16,70	-16,70
6110 · Insurance Expense	278,25	295,83	-17,58
6120 · Rent Expense	5 004,85	5 760,98	-756,13
6130 · Utilities Expense	137,48	536,70	-399,22
6140 · Office Expense	1 049,22	1 555,07	-505,85
6150 · Dues and Subscriptions	136,70	178,33	-41,63
6160 · Repairs & Maintenance	1 889,00	208,33	1 680,67
6180 · Warehouse Supplies	698,00		
6190 · Tax Expense	0,00	125,00	-125,00
6200 · Bank & Merchant Fees	5 403,91	3 191,73	2 212,18
6210 · Depreciation & Amortization	1 169,24	1 318,62	-149,38
9999 · Suspense	1 928,27	25,00	1 903,27
<b>Total Expense</b>	<b>66 867,93</b>	<b>63 545,11</b>	<b>3 322,82</b>
<b>Net Ordinary Income</b>	<b>-2 479,78</b>	<b>3 121,38</b>	<b>-5 601,16</b>
<b>Net Income</b>	<b>-2 479,78</b>	<b>3 121,38</b>	<b>-5 601,16</b>

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



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

## MONTHLY TELECONFERENCE AGENDA

**May 14, 2022**

**2:00PM EDT**

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

### I. Opening

- A. Call to Order – Open with the ACA Serenity Prayer
- B. Roll call of Board Members: Brad H., Charlie H., Fredrik H., Jasmina T., Justine F., Liz C., Sue V., Tamara P.  
  
Absent: None                      On Leave: Erin D.
- C. Quorum established
- D. Notice of Recording: Starting in January 2022, audio-only recordings of the monthly teleconference will be posted online. We ask that you remain aware of this if you choose to speak during today's call. To protect your personal anonymity, you may participate in the guest introductions by identifying yourself using the chat function. Similarly, during guest comment periods, you may choose to submit a question via the chat function, and your first name will not be mentioned. Thank you for your cooperation.
- E. Voluntary Request: To add your service title to your Name on Zoom (e.g. Tamara P., Board Secretary; Christine B., Literature Committee Chair, etc.) for newcomers to see.
- F. Guest Introductions
- G. Tradition 5 - *Each group has but one primary purpose – to carry its message to the adult child who still suffers.*

- H. Concept 5 - *Throughout our structure, a Right of Petition prevails, thus assuring us that minority opinion will be heard and that petitions for the redress of grievances will be carefully considered.*

## II. Minutes

- A. April 2022 – link to document: [TC Minutes\\_2022\\_04\\_09](#) -Tamara P.  
Motion: To approve Minutes of the April 9, 2022 Teleconference Board Meeting  
Second: Justine F.  
**Decision:** Motion passed unanimously

## III. Administrative Reports

- A. Comments from ABC Tri-chairs- Mary Jo I, Fredrik H., Sue V. and Liz - ABC Committee Chair; Amber - Delegate Engagement Subcommittee, followed by extended comments from Charlie H., board chair
- Many expressed gratitude for the people who planned the ABC event, helped behind the scenes, the delegates, etc..
  - New online global voting system was good -seemed like an inclusive and equitable voting system. The ACA WSO no longer needs to speculate how fellowship feels about a particular issue.
  - The new process for ABC was challenging the first morning yet it went better after that.
  - Minority opinion should get the space it needs yet when the group conscience is made we need to accept it in full even if it doesn't agree with my view.
  - The ABC committee and Delegate Engagement subcommittee are small and invite you to join to help with your recovery and make the load lighter for everyone else.
  - A committee will be doing a study to see what is the best way to approach the annual business meeting and annual world conference - invite you to join.
  - Scheduling the third day of ABC is underway with a poll of the people doing the work behind the scenes.
  - Received a lot of personal messages about the need for safety rules during the ABC.
  - A survey will go out and we welcome your opinions, suggestions. Suggestions and feedback will be used for ways to improve for next year.
  - By adding a third day to ABC and quarterly meetings this year, this signals a new type of partnership between the conference and WSO.
  - Encouraging to see studies from motions approved, rather than quick decisions on complex issues.
  - We had an observation Zoom room and had hundreds of observers.
- B. Guest Questions/Comments
- Literature chair – There are 35 people on this call, at ABC there were at times 100 delegates, plus observers. The Comline is supposed to report on the ABC as per the OPPM. While it was dark last year, it is alive this year. I welcome anyone to send their experience, strength and hope to Comline to include in the report so it can be publicized to the larger fellowship.
  - The ABC 2022 is a cross road for the way ACA WSO is doing business. I appreciate all the efforts of the organizers to make it as diverse and inclusive as possible in a short time. It is a sign of maturity from the delegates in taking seriously the needs of our members and the

future of ACA. The only thing that can't change is us doing service coming from love. The conference for me was very difficult and traumatizing to me, and I received that message from many delegates. I believe that our priority is to create a safety baseline, re-creating a safe space at ABC.

- A few observations. 1. At a committee level we've begun to incorporate some of the methods modeled at ABC, e.g. using time towards creating a statement of purpose or motion, and it went very well. 2. Three members of my group attended and they appreciated the model that "I don't have to be perfect", it gave them breathing room. There were 8 of us in What'sApp and it gave us a great space to help each other. 3. I saw 450 people observing at one time, which is wonderful.
- I am grateful for how different and how much more inclusive this year was than previous years. As someone from outside of North America, it is difficult to participate, but I want to thank the tech. team for how much easier it was to participate. I was concerned about the way some comments were said that it did make me feel a bit unsafe. We can work together to find a way to keep these meetings safe, especially people who do not speak English as a first language are still able to participate.
- I want to thank the Board and others who were behind the scenes, not only for your service, but for demonstrating service coming from love, and how that provides a safe space. I had three buddies who were really traumatized, and because of that service coming from a good space of healthy recovery, they felt safer.
- The WeAgnostics committee set up an observer space of our own, so we had space on Discord for our delegates and observers, and this gave a good method of supporting them, particularly the new observers and delegates. This worked really well.
- Some observations: 1. This is my first ABC, and I am impressed with how most of the delegates stayed with it, even if they didn't share. They came out with good decisions, thoughtfully rendered. 2. I've heard people say that they were uncomfortable; whenever you get a group of people together with opinions and are trying to come to agreement there are going to be uncomfortable moments. I believe that if we are respectful of one another, we can get through it. The group conscience works.
- I am dismayed that members of our fellowship on Slack are calling out others by name. Though I am not named, I received enough private communications to understand that I am seen as one of several others who are perceived as having held the entire conference hostage and poisoned the atmosphere. I learned early on in my recovery, that the only thing holding us together in unity is our abiding by the traditions and concepts, that things work better when we practice them. Without this a group of fellow travelers with good intentions can quickly divide and turn on each other. I was raising important principled questions about our service structure. It is my belief that our current service structure is ineffective and even harmful. It is easy to deflect attention from the mistakes that were made in both the planning and execution of this year's event. Unfortunately, there is insufficient awareness of, and an education about both the traditions and the concepts. In ACA we are seeing the direct result of this playing out in our service structure right now. Our program is about carrying the unique message of ACA to those who still suffer. How are we to do this if we continue to ignore the traditions and concepts, and carry on in recreating a toxic and dysfunctional environment within our service structure.

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

C. AWC Chair

- Provides information about upcoming AWC :
  - i. Starts May 21 at 9pm Friday PT, and the closing ceremony 1:30pm ET on Sunday.
  - ii. It will be 40 hours of panels, workshops, recovery meetings, and activities.
  - iii. There will be a fellowship meeting room that participants can sign up for, there will be time slots available every two hours. Any group can sign up to have a meeting in these rooms. Like having a regular meeting, but anyone can come in.
  - iv. There will be show and tell, talent/no-talent showcase. These will be available for sign up, too.
  - v. Most importantly, to attend you MUST register. We will not be posting the Zoom information on the website to avoid interrupters. We will email you the information with your registration email. Registration link:  
<https://www.acaworldconvention.org/2022-awc-registration/>

D. Chair Report: Charlie H. - No report

E. [Treasurer's Report | ACA WSO](#): Fredrik H. presents report - see link.

F. [Executive Committee | ACA WSO](#): Charlie H. - No report

G. [WSO Office | ACA WSO](#): Bill D. presents report - see link.

**IV. Committee Reports:**

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

Business Operations Committees

A. [Finance Committee | ACA WSO](#): Fredrik H. presents report - see link.

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

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

- The India ACAIntergroup prepared a business proposal to receive a grant from our International Literature Scholarship Fund. It was very compelling about their economic conditions and what they have been doing to save money. We looked at our subsidization principles, which the Publishing Committee developed last year and they met every one of them. Their proposal was unanimously approved by the committee and is now pending Board approval.
- We have a new coordinator in Mexico who just volunteered.

D. [Distribution Center Oversight | ACA WSO](#): This committee is in a temporary pause, pending organization of the Business Operations Collaboration Committee.

E. Guest Questions/Comments (5 minutes)

- Q: What software solutions are you looking into for the new accounting system and the warehouse management system?

A: Controller - Warehouse management is critical with inventory hubs all over the world, e.g., India, Canada, Signal Hills, because of where they are located and where they are printing from. Right now everything is on a spreadsheet and QuickBooks. We are meeting this week with a consultant to see which software will work with QuickBooks and our Amazon downloads. There's so much research that needs to be done to come up with the best solution. This is why it is taking time and we are not ready to make a decision.

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

A: June 1, 2022

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

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

#### Fellowship & Public Engagement Committees

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

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

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

G. [European Committee | ACA WSO](#): Fredrik H. presents report - see link.

H. [Global Members Committee | ACA WSO](#): Sue V. presents report - see link.

- Member of Global Committee: The South African population just simply could not afford literature; it was out of our reach. Our meetings at that point were not representative of the population demographics in the country. What has happened over the past couple of years are two things 1. To get literature ultimately published in the country and working through the publishing committee has meant the literature is now available and affordable. 2. This has helped to change the nature of the meetings so there is true representation. We have a recognizable shift in the direction of true representation of our population demographic. Thank you.

I. [Member Services | ACA WSO](#): Tamara P.

- Members Services has had initial conversations about re-visioning, and there is a lot of excitement about re-initiating ACA Teen, in order to give back to Teens what was created by Tony A. and his co-creators as teens. #msc\_re-visioning\_forum on Slack or email members@adultchildren.org
- Report will be posted in the near future.

J. Public Services Committee

- [Public Services | ACA WSO](#): Jim B. presents report - see link.
- [H-and-I Committee | ACA WSO](#): Rich R. presents report - see link.

K. [Meeting and Service Safety Ad-Hoc Committee | ACA WSO](#): Rich R, Delinda H

- Report will be posted in the near future.
- The Healthy Meeting Practices checklist has been sent for review to the Website Redesign subcommittee to be included on the website.
- Service Norms subcommittee is close to completion of their document and will be a very broad dive into safety measures on virtual and phone committee or subcommittee meetings.

Policy & Structure Committees

L. [ABC AWC Committee | ACA WSO](#): Liz C. - No report (except comments above)

M. [ABC Proposals & Ballot Prep | ACA WSO](#): Mary Jo presents report - see link.

N. [Archives | ACA WSO](#): Alicia R.

- Oral history group is underway - we need to determine if it should be a separate committee.

O. [OPPM | ACA WSO](#): Vacant- No report

P. [Nominating Committee | ACA WSO](#): Denise R. - No report

Q. [Service Network Committee | ACA WSO](#): Karin

- At the committee meeting on May third, a motion was presented to the committee, and seconded that the Service Network Committee recommend to the Board of Trustees that the Committee be disbanded effective immediately due to lack of leadership within the committee, and resulting absence of continuity regarding committee mission and goals.

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

R. Volunteer Resources Committee: Charlie H.

- Jim R. has taken over as temporary chair.
- Jim R.: We started running toward a goal, and slowed down so that we could put enough thought into it. We are starting with creating a document that can help people who are newly volunteering with WSO to make the process easier and more manageable. Rather than recreating a document we look at some of our foundational documents yet this is challenging with using language from the BRB easily.

### Content Development Committees

S. [Literature Committee | ACA WSO](#): Christine B. presents report - see link.

T. Guest Questions/Comments

- Q: I want to confirm that Tony A's steps can be read in any meeting without violating anything. Please confirm.  
A: Lit. Chair: Tony A's steps can be read in a meeting because we are an open literature policy. However, since the book is copyrighted, if you make a copy and hand it around the meeting this would be violating copyright laws.
- Q: There are a lot of Intergroup websites that have Tony A's steps on them; is that in violation?  
A: Chair- This is an outside issue as Intergroups are autonomous and make their own decisions. We have been advised by a lawyer that WSO will be sued if WSO does this. Intergroups make that decision on their own.  
Q: Will this information be communicated to intergroups?  
A: Those at the ABC were informed about WSO. The groups are autonomous.
- Comment: We gave an open literature policy and intergroups are independent rather than stating that intergroups can use Tony A's steps.

- Q: Re: the document that was produced on how to handle Zoom bombings by the Virtual Safety Committee under MSSC, I asked if that could be emailed out to all the online groups, the answer I was given was that it had to go through many more steps in the process; meanwhile there are many more bombings happening and groups do not have this information. Can this document be emailed out?

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

## V. Motions read into the Record

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

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

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

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

**Second:** Fredrik H.

**Decision:** Motion approved by Executive Committee unanimously

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

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

**Second:** Tamara P.

**Decision:** Motion approved by Executive Committee unanimously

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

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

**Second:** Charlie H.

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

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

- A. **Motion:** To extend the term as Chair of the Archives Committee by one year for Marcia J. (Charlie H.)

**Background:** No one currently on the committee is willing to take the position as chair. We have just purchased an online platform for the ACA Archives. Marcia has the expertise to get the system up and running as well as to collaborate with others to set up long-term policies and procedures that will keep information current within the system.

**Second:** Tamara P.

**Decision:** Motion passed unanimously.

- B. **Motion:** To expand the OPPM criteria for certifying new Regions; and establish an interim process for recertifying Regions and assessing complaints concerning a Region. Also work with relevant WSO Committees to draft a permanent policy on certification and recertification of Regions. The interim policy would add the following language to Appendix II of the OPPM, immediately following existing language on Region certification criteria. (Charlie H.)

#### Additional Expectations

While regions generally are autonomous in their decision-making, they are expected to adhere to the Traditions and Concepts of Service. This includes:

- a) Transparency and accountability to the fellowship they serve.
- b) A process that ensures regular rotation of trusted servants.
- c) Documentation of a bank account and institution (such as a bank).
- d) A designated member of the region's current officers, such as a treasurer, who will administer any treasury or financial reserve and provide regular reports to the regional membership.

#### Recertification

Because certified regions have a distinct formal role within the ACA World Service Organization, including the opportunity to submit a nominee for the Board of Trustees, they must accept a requirement to periodically verify that they are meeting WSO certification requirements.

Each registered region must provide current information regarding certification requirements annually by February 1. Once that information is received, the region is presumed recertified for the following year, unless the Board of Trustees questions the certification information within two months of receipt.

If participating groups or intergroups believe a region is not complying with certification requirements, the process is to notify the Regions Subcommittee ([regions@acawso.org](mailto:regions@acawso.org)) and the Service Network Committee ([svc@acawso.org](mailto:svc@acawso.org)). Such complaints will be referred to the Board's Executive Committee, and the Board may choose to examine the issues raised. The primary goal will be to correct any violations, but in the event of severe or repeated violations, the Board may withdraw or modify a region's certification.

**Background:** This interim policy is being approved on an expedited basis so that fellowship concerns about any certified Region can be examined in a timely manner. WSO committees will help develop a permanent policy, clarifying criteria that all WSO-certified regions must follow in order to be part of WSO's service network. This ensures that Regions adhere to the Traditions and Concepts of Service.

**Second:** Justine F.

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

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

Current OPPM	Proposed Changes
<p><b>D. Expenditure Approvals</b>  The Board establishes guidelines for the expenditure of funds, and management of such expenditures to ensure the appropriateness of expenses. The Treasurer ensures that the appropriate level of approval is attained before expenditures are made. Any expenditure more than \$2,000 for the purchase of a single item or service should have bids from three (3) suppliers, if possible. Acceptance of the lowest bid is not necessarily required. These bids will be reviewed and specifically approved in advance by the Board of Trustees.</p> <p>Long term contracts such as those for recurring printing orders, office rent, etc., are excluded from this requirement.</p> <p>All potential expenditures must be approved via motion of the Full Board, except as noted below:</p> <ol style="list-style-type: none"> <li>1. Reorders of inventory for resale only require Executive Committee approval when the quantity does not exceed 10% of any previous order. The Board Vice Chairperson is responsible for reporting such purchases during the monthly Teleconference.</li> <li>2. The Executive Committee is authorized to approve non-recurring expenditures of up to \$1,000 that are in addition to</li> </ol>	<p><b>D. Expenditure Approvals</b>  The Board establishes guidelines for the expenditure of funds, and management of such expenditures to ensure the appropriateness of expenses. The Treasurer ensures that the appropriate level of approval is attained before expenditures are made. Any expenditure more than <u>\$5,000</u> for the purchase of a single item or service should have bids from three (3) suppliers, if possible. Acceptance of the lowest bid is not necessarily required. <u>These bids will be reviewed and specifically approved in advance by the Executive Committee for up to \$10,000 and by the Board of Trustees if the expenditure is \$10,000 or higher. Long term contracts such as those for office rent, etc., are excluded from this requirement.</u></p> <p>All potential expenditures must be approved prior to the order of goods or services as follows:</p> <ol style="list-style-type: none"> <li>1. <u>Orders of Inventory for resale require approval of the General Manager for purchases up to \$25,000; Executive Committee approval for purchases of \$25,000 to \$99,999; and the full Board for purchases of \$100,000 or greater. These purchases shall be reported by the approving party during the monthly Teleconference.</u></li> <li>2. <u>Non-recurring or non-budgeted expenditures of up to \$2,000 may be authorized by the General Manager.</u></li> </ol> <p><u>This should be #3. (see below for #2)</u></p>

<p>anything already specifically budgeted for.</p> <p>3. Committees with annual budgets are authorized to spend those funds as needed within the bounds of the committee's work. For other than routine, recurring expenses, sub-committees must get sign-off from the Primary Committee Chair, e.g., the MPS Chair signs off on H&amp;I non-routine expenditures. Appropriate paperwork must be completed and submitted to the Treasurer or designate as soon as possible.</p> <p>4. The Operations Manager is authorized to approve/purchase budgeted operating expenditures for the Distribution Center of up to \$2,000. In the OM's absence, the Treasurer is authorized to approve the same.</p> <p>5. The Distribution Center Oversight Committee (DCOC) is authorized to approve non-routine expenditures of up to \$500 as well as inventory management costs for up to \$1,000.</p>	<p><u>Anything exceeding \$2,000 and less than \$10,000 requires approval by the Executive Committee. Expenditures of \$10,000 or higher, must be approved by the Board.</u></p> <p><u>Requests for software should first be vetted by the IT Committee for integrity of the program, overall company usage and longevity, and cost effectiveness.</u></p> <p>3. Committees with annual budgets are authorized to spend those funds as needed within the bounds of the committee's work. <u>For other than routine, recurring expenses, or expenditures exceeding budget requests, appropriate paperwork must be completed and submitted to the Treasurer or designee as soon as possible. Amounts less than \$10,000 must be approved by the Executive Committee. Amounts of \$10,000 or greater must be approved by the Board. Sub-committees must get sign-off from the Primary Committee, e.g., the PSC Committee signs off on H&amp;I non-routine expenditures.</u></p> <p><u>This should be #2.</u></p> <p>4. The <u>General</u> Manager is authorized to approve/purchase budgeted operating expenditures for the Distribution Center of up to <u>\$5,000</u>. In the <u>General Manager's</u> absence, the Treasurer is authorized to approve the same.</p> <p>5. No changes.</p>
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An account of such expenditures over \$250 must be made at the Board's monthly teleconference.	
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**Second:** Brad H.

**Decision:** Motion passed unanimously.

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

Current OPPM	Proposed Changes
<p><b>C. Signatory</b> The Treasurer is the official signatory on all WSO accounts. An additional Board member shall be authorized by the Board to be listed on WSO accounts as a back-up signatory. When possible, this should be a Board Officer.</p>	<p><b>C. Signatory</b> The Board Chair, the Treasurer, and General Manager are the authorized signatories on all ACA WSO accounts. The Board may replace either the Board Chair or the Treasurer as signers on the account with other Board members by majority vote of the Board of Trustees.</p>

**Background:** Motion on January 27, 2022, approved unanimously by the ACA WSO Board of Trustees.

**Motion for Bank Account Procedures**

**Motion:** To add the GM as an authorized signer on the ACA WSO financial accounts with two other Trustees, which would normally be the Chair and Treasurer providing both are eligible to serve. The Board may replace either the Board Chair or the Treasurer as signers on the account with other Board members by majority vote of the Board of Trustees.

**Second:** Jim B.

**Motion passed unanimously.**

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

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

**Background** - WSO currently does not have a standardized data storage policy. Consequently, this had led to the Board and committees storing data in multiple places. These include personal Google drives, Microsoft Sharepoint, Microsoft One Drive, and Dropbox. And due to rotation of service this had led to many members not being able to find the data they needed. WSO Google Shared Drives are associated with our Google workplace account (formerly G

Suite) and not tied to any specific email. Therefore, if shared drives are labeled sensibly (eg. by committee, WSO office, WSO Board) it will be much easier to keep the fellowship's data organized. For those that want a backup cloud storage for very important documents, a second (smaller) cloud storage account, with a different company, can be maintained to provide space for backup copies that are already on the WSO Google shared drive.

**Second:** Sue V.

**Decision:** Motion passed unanimously.

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

**Second:** Jim B.

**Decision:** Motion passed unanimously.

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

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

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

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

**Second:** Liz C.

**Decision:** Motion passed unanimously on April 26, 2022.

## VI. Guest Comments

- Q: What is WSO doing about strengthening education in ACA about the Concepts and Traditions. I am asking because there was a situation in the ACA community directly impacting WEAgnostics that we believe would have been less likely to occur and definitely could have

been handled with more compassion if the traditions and the concepts were better understood. Our major concern is that this lack of observance of the traditions and the concepts has the potential to rupture our ACA community.

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

Based on my personal experience, one of the most helpful things for me to understand both the traditions and the concepts is to get together with people and talk about them. To have recovery meetings that are focusing on these discussion topics. And one thing I noticed in the meeting focused dropdown list on the ACA meeting finder on the website is that the steps are referenced in that drop-down list. But there is no mention of service. there is no mention of traditions, and there is no mention of concepts. And so my suggestion for encouraging more discussion of the traditions and the concepts among members of the Fellowship.

- Board member: First off, I'm a fan of the concept study. I was only able to get one. but I have to say I was impressed, and I learned a lot as a board member, and as far as somebody doing service. So thank you. Karin, for all that effort and the team. And I think Julianne's question is really important and applying the Traditions and Concepts to what we are doing - this is a learning. Also, to have things more centrally available and accessibility instead of having to hunt for them. There is a lot more we can do and WSO is a "we" and a shared responsibility and we all need help.

- Board member: If Erin (Trustee on leave) were here, she'd be the first to say that MSSC has been doing a lot of work done on Traditions, and we have talked about a Traditions workbook. These things that will be set into motion when she returns from leave. The Traditions and Concepts are a particular passion for her.
  - The reason for my passion for REA being a functioning, working committee is that it needs to have a seat at the table for all of this re-writing of the BRB and looking at the Traditions, Concepts, etc., for these underrepresented groups, and right now that is not happening.
  - Chair.: Re: Concepts, the AA Service Manual has 55 pages on service concepts, with background. It has a wealth of information on the words used. I am hoping that we will be able to draft something comparable. *[To the original person who asked the question]* Do you think if we had one place on our website for all the information on Traditions and Concepts this would be helpful? Also, what is missing and have these answers been responsive to the situation you have faced?
  - Response: I have experience in two other organizations in which I have done my recovery. In these organizations the concepts were talked about, up in the meeting rooms, and prominent in the literature. I have not found this in ACA and a culture that is willing to talk about these. I have found people willing to talk about inner child and loving parent - not that these are wrong. However, these are different from the things that hold our organization together - which are the Traditions and Concepts. So having one place to go would be great, however in this situation those who spoke about WeAgnostics did not even seem to know the Traditions and Concepts existed.
  - Chair.: I appreciate you bringing this up. I know that there is a hunger for more on the Traditions and Concepts and all the things that make a meeting more than just a place to show up and read a book. Anyone who is open to advancing this conversation is encouraged to contact anyone on the Board.
- Comment: I want to emphasize and support, based on what has been said on how to use our Traditions, especially in regards to innovators, people coming with new ideas. It is hard for them to find the suggestion box and support. This is especially true when their ideas are counter to our main thrust or emphasis. We can talk more later. I would like equity in terms of being heard. I want to reinforce all of those who would like to write or speak up who have something that is important for us to hear.
  - Chair.: Thank you for all the good ideas introduced today.

## VII. Closing Activities

### A. Announcements

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

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

### C. Closing Serenity Prayer

## APPENDIX

### A. The ACA Bill of Rights

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

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

## B. Treasurer's Financial Reports

2:19 PM  
05/03/22  
Accrual Basis

**Adult Children of Alcoholics World Service Organization**

## Balance Sheet

**As of March 31, 2022**

	Mar 31, 22	Feb 28, 22
<b>ASSETS</b>		
<b>Current Assets</b>		
Checking/Savings		
1000 · Cash & Cash Equivalents	467 211,04	527 490,33
<b>Total Checking/Savings</b>	467 211,04	527 490,33
Accounts Receivable		
1300 · Customer Receivable	2 695,00	5 244,10
<b>Total Accounts Receivable</b>	2 695,00	5 244,10
<b>Other Current Assets</b>		
1310 · Other Receivables	590,98	0,00
1320 · SHOPIFY-Shopp'g cart receivable	7 522,51	7 540,20
1330 · Interest Receivable	2,37	0,00
1350 · Prepaid Expenses	133 506,29	131 709,19
1400 · Inventory Asset	212 831,91	212 392,21
<b>Total Other Current Assets</b>	354 454,06	351 641,60
<b>Total Current Assets</b>	824 360,10	884 376,03
<b>Fixed Assets</b>		
1800 · Fixed Assets	150 860,29	150 860,29
1830 · ROU Assets (Leased Assets)	91 695,00	97 672,00
1860 · Accum. Depr' & Am't	-100 921,23	-99 735,40
<b>Total Fixed Assets</b>	141 634,06	148 796,89
<b>TOTAL ASSETS</b>	<b>965 994,16</b>	<b>1 033 172,92</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable		
2000 · Accounts Payable	9 275,55	59 125,53
<b>Total Accounts Payable</b>	9 275,55	59 125,53
Credit Cards		
2011 · Bank of America-Corp Card #1794	11 780,90	12 464,43
<b>Total Credit Cards</b>	11 780,90	12 464,43
<b>Other Current Liabilities</b>		
2100 · Payroll Liabilities	32 721,55	25 296,19
2120 · Sales Tax Payable	6 251,16	7 829,80
2200 · Accrued Liabilities	7 329,94	6 682,88
<b>Total Other Current Liabilities</b>	46 302,65	39 808,87
<b>Total Current Liabilities</b>	67 359,10	111 398,83
<b>Long Term Liabilities</b>		
2300 · ROU Liability (Lease Liability)	91 695,00	97 672,00
<b>Total Long Term Liabilities</b>	91 695,00	97 672,00
<b>Total Liabilities</b>	159 054,10	209 070,83
<b>Equity</b>		
32000 · Unrestricted Net Assets	810 027,36	811 782,46
32100 · Restricted Net Assets	7 490,25	7 393,18
	<b>Mar 31, 22</b>	<b>Feb 28, 22</b>
<b>Net Income</b>	-10 577,55	4 926,45
<b>Total Equity</b>	806 940,06	824 102,09
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>965 994,16</b>	<b>1 033 172,92</b>

2:05 PM  
05/03/22  
Accrual Basis

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

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

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



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

June 11, 2022

2:00PM EST

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

### I. Opening

- A. Call to Order – Open with the ACA Serenity Prayer
- B. Roll call of Board Members: Brad H., Charlie H., Fredrik H., Justine F., Sue V.  
New Board Member Present: DeLinda H. (Dove)  
Absent: Liz C., Jasmina T., Tamara P. Erin D. on Leave
- C. Quorum - established
- D. Introduce New Board Member - Dove
- E. 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.
- F. Voluntary Request Reminder: To add your service title to your Name on Zoom (e.g. Tamara P., Board Secretary; Christine B., Literature Committee Chair, etc.) for newcomers to see.
- G. Tradition 6 - *An ACA group ought never endorse, finance or lend the ACA name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.*
- H. Concept 6 - *On behalf of ACA as a whole, our Annual Business Conference has the principal responsibility for the maintenance of our world services, and it traditionally has the final decision respecting large matters of general policy and finance. But the Annual Business Conference also*

*recognizes that the chief initiative and the active responsibility in most of these matters would be exercised primarily by the Trustee members of the World Service Organization when they act among themselves as the World Service Organization of Adult Children of Alcoholics.*

- I. Suggested Commitment to Service
- J. Guest Introductions

## II. Minutes

TC Minutes for May 14, 2022 – link to document: [TCM\\_2022\\_05\\_14](#) - tabled to next meeting

## III. Administrative Reports

### A. Chair Report and Executive Committee Report: Charlie H.

- This is my last Chair report and I am stepping down on June 30. Sue V. will then be Chair. I have been a Board member for five years.
- Key developments over past five years:
  - Now more than ever a global organization.
  - Business aspect has grown and the benefit of having special workers with professional skills.
  - Literature has grown with many publications that are more accessible for new people.
  - Volunteer participation has grown to over 200 people.
  - ABC delegates have grown and are representing groups from around the world.
  - AWC began during this time.
  - Moved out of “survival” mode.
  - Nominating Committee
- Unfinished Business going forward
  - Diversity and inclusion
  - Tools for groups/committees that get “derailed”
  - Defining WSO’s role - shared understanding and trust
  - Continue developing global publishing system - to literature around the world
  - ABC - 3rd day and quarterly meetings
  - Fellowship engagement
- Introduce New Executive Committee
  - Sue V. - Chair
  - Fredrik H. - Treasurer
  - Jasmina T. - Vice Chair (not present in meeting)
  - Tamara P. - Secretary (not present in meeting)
- Acknowledge four former Board Members

### B. [Treasurer’s Report | ACA WSO](#): Fredrik H. presents report - see link.

- If you are interested in service at the world level, we would welcome you to join our committee and learn more about the finances of WSO while helping us build solid bonds with our members, groups, intergroups, and regions.

C. [WSO Office | ACA WSO](#): Bill D. presents report - see link.

D. Guest Questions/Comments

- I would appreciate hearing from Sue V., as new Chair, what you think are the relationships between WSO and the Conference, and WSO and the fellowship, based on concepts of service.
  - I am open to learning about all of this and can only share what I know now. I have been listening to the conversations around the WSO and the ABC Conference, and the role of ABC as the voice of the fellowship. I am excited about the third day of the ABC and the quarterly delegate meetings and how this will evolve. Also, I am excited about the ad hoc committee strategically looking at what this means for the ABC and the AWC and with the fellowship. I see it as a shared responsibility and shared leadership and deeply listening to the fellowship. In terms of World Service and fellowship - I see this as support - what support needs do we currently have and are we able to provide these. Such as the Global Members Committee was ratified by the conference. This committee has reported to the ABC and is working with the Board. I don't have all the answers and I want to listen in as to how the concepts guide us. Thank you for your question. Thank you for your confidence in me and I hope to live up to this.
- Thank you, Charlie, for your service as Chair. I learned a lot from you by your example, and you have been a role model for me. This has been a safe place for me to experience new role models and respectful, kind communication. Thank you for this.
- Request to the Treasurer to respond to an email I sent him about a month ago - would appreciate it. Thanks for your service, Charlie, and the new members. I see a lot of issues coming up about shared ideas about what the Concepts and Traditions mean. I think this is extremely important. How can this be evolved without members being shut out for having different interpretations.
  - Chair - I will commit to getting this to you this week. In terms of the Concepts and Traditions, I think when people talk through things long enough, they begin to understand each other better. People come with different frames of reference. I think having a shared, inclusive discussion would be the healthiest next step. The board is very committed to participating in this dialogue and not dictating it.
  - Board member - We love different opinions, stay curious and stay kind with one another. We need inclusive curiosity, with kindness. We are growing up as a fellowship - progress, not perfection.

BREAK

Board quorum established

#### IV. Motions read into the Record

A. Motions passed at a Board Working Session on May 12, 2022

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

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

**Second:** Brad H.

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

2. **Motion:** To increase the hourly wage for the replacement Amazon / eCommerce Fulfillment Associate position in the 2022 budget (Fredrik H.)

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

**Second:** Sue V.

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

B. Motion passed at a Board Working Session on May 26, 2022

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

**Second:** Tamara P.

**Decision:** Motion passed unanimously.

C. Motion passed at a Board Special Session on June 2, 2022

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

**Second:** Brad H.

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


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)*

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

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

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

 Principles of Subsidization Publishing 2021 07.pdf

**Second:** Tamara P.

**Decision:** Motion passed unanimously.

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

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

**Second:** Liz C.

**Decision:** Motion passed unanimously.

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

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

**Second:** Fredrik H.

**Decision:** Motion passed unanimously. Sue V. and Justine F. abstained.

V. **Committee Reports:**

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

## Business Operations

- A. [Distribution Center Oversight | ACA WSO](#): This committee is in a temporary pause, pending organization of the Business Operations Collaboration Committee.
- B. [Finance Committee | ACA WSO](#): Lucia S. presents report - see link.
- C. [IT Committee | ACA WSO](#): Mary Jo presents report - see link.

## Fellowship & Public Engagement

- D. [European Committee | ACA WSO](#): Fredrik H. presents report - see link.
- E. [Global Members Committee | ACA WSO](#): Marion M. presents report - see link.
- F. [Member Services | ACA WSO](#): No report at meeting
- G. [Meeting and Service Safety Ad-Hoc Committee | ACA WSO](#): Dove H. presents report - see link.
- H. Public Services Committee
  - [Public Services | ACA WSO](#): No report at meeting -see link for monthly report
  - [H-and-I Committee | ACA WSO](#): No report at meeting - see link for monthly report
- I. [Representation, Equity and Accessibility Ad-Hoc Committee | ACA WSO](#): Joe H. presents report - see link.
  - Chair - This committee has reached the end of their two year term and the board is reviewing it in terms of next steps.
  - REA Chair - The concepts each letter represents REA are very important. We will wait to hear from the Board as to what we will do next.

## Policy & Structure

- J. [ABC AWC Committee | ACA WSO](#): Amber (ABC) and Alaska (AWC) presents report - see link.
- K. [ABC Proposals & Ballot Prep | ACA WSO](#): Jim R. presents report - see link.
- L. [Archives | ACA WSO](#): Marcia J. presents report - see link.
- M. [OPPM | ACA WSO](#): Vacant - no report
- N. [Nominating Committee | ACA WSO](#): Denise R. presents report - see link.
- O. Volunteer Resources Committee: Jim R.
  - New group on this committee and drafted purpose statement.
  - Looking at that form that new people fill out and this procedure.
  - Looking at creating breakout rooms where volunteers can go and share and ask questions, bring challenges, etc.

## Content Development

- P. [Literature Committee | ACA WSO](#): Christine B. presents report - see link.
- Q. [Publishing Committee | ACA WSO](#): Sue V. presents report - see link.

## V. Guest Questions/Comments

- For the Literature committee - I understand that the safety card, formally known as addressing predatory behavior card, is in final review. Is there an update when it will be made available to all the fellowship?
  - Lit Chair - This is coming up at our next Literature Evaluation meeting which is June 17. Thanks for asking.
- On the 12th of last month, the WeAgnostics virtual intergroup sent an email to San Francisco bay area intergroup, the ABC/AWC committee and Meeting Safety committee requesting redress for our grievance for the explicit and inflammatory post they had on their website about the WeAgnostics community. We asked in the email for some specific feedback from the intergroup. As the interim Chair for the intergroup, I am disappointed with the feedback from the committees that we contacted and the intergroup. What is the grievance process in place to help us with this redress?
  - Chair - One question, is the questionable language still online?
  - No, the post was removed. We want to know what prompted this particular language that they used about the WeAgnostics community. Why did they think it was appropriate to be defamatory about another group within the fellowship?
  - Board member- Is it about the intergroup?
  - Yes, we have not received any communication from the intergroup. We requested a copy of the recording so we could know what we did that was so objectionable.
  - Board member- I don't think we have had this challenge before to have a process or policy since the groups are autonomous, unless it affects a group or the fellowship as a whole.
  - Chair - I would like more time to think about it before committing to any action. Would you be open to me contacting you for more information?
  - Yes, I can provide you with all the emails.
  - Send it to the [Chair@acawso.org](mailto:Chair@acawso.org) . Thank you.
- With the notification that we are not able to use the steps since we do not have the rights to them, has it been discussed to create a new set of steps in Literature Development? If so, how will we be notified?
  - Lit. Chair. - Please address this question to the committee at [LitDev@acawso.org](mailto:LitDev@acawso.org) This is the committee that is looking at questions such as this one.
  - Chair - We, as an organization, WSO, have been told we will be exposed to legal action if we reprint the Tony A. steps. However, ACA has an open literature policy so there is no such restriction on an individual group using the material. WSO has no opinion if a group does this.
- When we put together Region II, we developed a hierarchy of things that meetings do, groups do, regions do, WSO does. Is there a way to coordinate, for instance, is there a hierarchy for literature and proposal development, workshops, town halls, service workshops, conventions? We were looking at a five year convention at WSO and then regions would do annual conferences. Is there any movement on trying to coordinate so we have a flow of materials and incoming literature development, and all of that.
  - I am the Chair of the Regions subcommittee under MSC. I would hate to limit the influx of ideas for workshops and literature to one service body. They are currently coming in

from individuals sponsored by groups or sponsored by intergroups. The hope is that the Northeast US region would be a repository for workshop scripts. Yet if we assign the region to do this, does this mean the intergroups cannot do it?

- Every group is autonomous, that is a given. WSO has a lot of work to do implementing the ABC proposals and serving the corporation requirements. Is there a way to use the Service structures to alleviate some of the pressure on WSO, which has ended up doing everything for everyone?
- Chair - I think this topic of regions holding conferences is part of the study commissioned by the last ABC in terms of the future of the annual meeting. As far as literature goes - anyone can create literature and distribute it at the local level as long as copyright is observed. I think the other topics you raised are more related to Member Services to have better coordination working together. I like the idea of greater clarity about contributions coming from other directions.
- Lit. Chair - At some point we are hoping to have a committee that will be involved with education, workshops and coordinating with the regions and anyone else who is doing workshops so we have an umbrella for our fellowship looking for resources. This role has not yet been filled and we are hoping to fill it.
- Chair - I am happy to pursue this conversation yet having a clearing house where we are working altogether may be the more fruitful approach.
- Question to Publishing - I am grateful to Lit Evaluation that they have finished their process in regards to the Bill of Rights. Having been someone who has worked on this I am so excited this has now gone to Publishing. Can you give us a timeframe for this?
  - Publishing Chair- We received it yesterday from Christine and it is now in our Publishing queue. We will be looking at the timing next week. I can commit to that once we figure out the timing we can post this on the open literature Slack channel. It is important to us and we will do it as quickly as we can.
- For REA committee, any plans for publication or flier for people to join that can be posted in the Traveler and/or ComLine. I was disappointed in some comments directed to some people at the ABC and so wanted to know if there are any plans for this.
  - We have a draft flier and draft business card, and trifold that are ready to go. I do not have permission to release them yet.
  - Chair - Did you present these to a Collaboration Committee or the Board?
  - REA Chair- Not at the board level. We have developed it and presented it to an intergroup to beta test the material. It is on hold.
  - Chair - This will need to be taken over by the next generation of REA leadership.
- Last TC I asked that the document on how to deal with Zoom bombers be given to the Board so we can distribute it to the fellowship.
  - It did go to the Board and IT to post.

## **VI. Closing Activities**

### **A. Announcements**

- Next WSO Board Teleconference Meeting is on July 9, at 2:00pm EDT

### **B. Motion to Adjourn Meeting**

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

## APPENDIX - Financial Reports

### Adult Children of Alcoholics World Service Organization

#### Balance Sheet

As of April 30, 2022

	Apr 30, 22	Mar 31, 22
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
1000 · Cash & Cash Equivalents	441 207,35	467 211,01
Total Checking/Savings	441 207,35	467 211,01
Accounts Receivable		
1300 · Customer Receivable	2 450,00	2 695,00
Total Accounts Receivable	2 450,00	2 695,00
Other Current Assets		
1310 · Other Receivables	0,00	590,98
1320 · SHOPIFY-Shopp'g cart receivable	7 585,86	7 522,51
1330 · Interest Receivable	4,98	2,37
1350 · Prepaid Expenses	127 979,35	133 506,29
1400 · Inventory Asset	205 941,42	218 051,51
Total Other Current Assets	341 511,61	359 673,66
Total Current Assets	785 168,96	829 579,67
Fixed Assets		
1800 · Fixed Assets	150 860,29	150 860,29
1830 · ROU Assets (Leased Assets)	85 718,00	91 695,00
1860 · Accum. Depr' & Am't	-102 107,06	-100 921,23
Total Fixed Assets	134 471,23	141 634,06
<b>TOTAL ASSETS</b>	<b>919 640,19</b>	<b>971 213,73</b>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	10 140,03	9 275,55
Total Accounts Payable	10 140,03	9 275,55
Credit Cards		
2011 · Bank of America-Corp Card #1794	-21,37	11 780,90
Total Credit Cards	-21,37	11 780,90
Other Current Liabilities		
2100 · Payroll Liabilities	14 870,93	31 265,55
2120 · Sales Tax Payable	4 522,98	6 251,16
2130 · Other Liabilities	3 225,00	2 996,00
2200 · Accrued Liabilities	8 733,71	7 329,94
Total Other Current Liabilities	31 352,62	47 842,65
Total Current Liabilities	41 471,28	68 899,10
Long Term Liabilities		
2300 · ROU Liability (Lease Liability)	85 718,00	91 695,00
Total Long Term Liabilities	85 718,00	91 695,00

	<u>Apr 30, 22</u>	<u>Mar 31, 22</u>
Total Liabilities	127 189,28	160 594,10
Equity		
32000 - Unrestricted Net Assets	810 193,58	810 027,36
32100 - Restricted Net Assets	7 324,03	7 490,25
Net Income	-25 066,70	-6 897,98
Total Equity	<u>792 450,91</u>	<u>810 619,63</u>
TOTAL LIABILITIES & EQUITY	<u><b>919 640,19</b></u>	<u><b>971 213,73</b></u>

# Adult Children of Alcoholics World Service Organization

## Profit & Loss

April 2022

	Apr 22	Mar 22	\$ Change
<b>Income</b>			
4010 - Shopify Revenue	42 673,35	48 530,61	-5 857,26
4030 - Amazon Revenue	62 585,83	69 679,49	-7 093,66
4050 - Barnes & Noble Revenue	13,98	-20,97	34,95
4060 - Audible Revenue	147,00	1 952,09	-1 805,09
4070 - Royalty Contract Revenue	1 778,63	0,00	1 778,63
4080 - 7th Traditions Contributions	20 399,35	17 423,89	2 975,46
4200 - Other Revenue	1 089,50	5,83	1 083,67
<b>Total Income</b>	<b>128 687,64</b>	<b>137 570,94</b>	<b>-8 883,30</b>
<b>Cost of Goods Sold</b>			
5000 - Shopify-Cost of Goods Sold	31 887,29	37 617,09	-5 729,80
5050 - Amazon COGS	42 831,89	53 490,86	-10 658,97
5560 - International Printing Costs	493,46	354,74	138,72
<b>Total COGS</b>	<b>75 212,64</b>	<b>91 462,69</b>	<b>-16 250,05</b>
<b>Gross Profit</b>	<b>53 475,00</b>	<b>46 108,25</b>	<b>7 366,75</b>
<b>Expense</b>			
6010 - Payroll Expense	25 533,74	25 785,88	-252,14
6030 - Payroll Taxes	1 958,12	2 052,35	-94,23
6050 - Travel & Mileage Expense	7 351,50	2 969,87	4 381,63
6054 - Contractors	6 185,74	6 398,20	-212,46
6057 - Events	80,23	0,00	80,23
6070 - Program Initiatives	1 906,91	3 553,58	-1 646,67
6080 - Professional Fees	10 758,26	7 392,54	3 365,72
6090 - Technology IT Support	6 748,73	3 405,29	3 343,44
6110 - Insurance Expense	298,50	379,46	-80,96
6120 - Rent Expense	5 292,52	6 018,85	-726,33
6130 - Utilities Expense	391,74	1 049,95	-658,21
6140 - Office Expense	466,28	53,75	412,53
6150 - Dues and Subscriptions	170,78	57,70	113,08
6160 - Repairs & Maintenance	180,00	180,00	0,00
6190 - Tax Expense	265,00	34,31	230,69
6200 - Bank & Merchant Fees	3 067,85	2 639,14	428,71
6210 - Depreciation & Amortization	1 185,83	1 185,83	0,00
6500 - Bad Debt Expense	0,00	99,10	-99,10
9999 - Suspense Costs	-198,01	-90,60	-107,41
<b>Total Expense</b>	<b>71 643,72</b>	<b>63 165,20</b>	<b>8 478,52</b>
<b>Net Income</b>	<b>-18 168,72</b>	<b>-17 056,95</b>	<b>-1 111,77</b>

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

	Jan - Apr 22	Budget	\$ Over Budget
<b>Income</b>			
4010 · Shopify Revenue	202 406,97	273 966,61	-71 559,64
4030 · Amazon Revenue	265 153,48	217 266,53	47 886,95
4050 · Barnes & Noble Revenue	118,83	400,00	-281,17
4060 · Audible Revenue	4 226,51	11 200,00	-6 973,49
4070 · Royalty Contract Revenue	2 644,03	12 366,64	-9 722,61
4080 · 7th Traditions Contributions	101 526,97	126 433,36	-24 906,39
4150 · European Sales	70,04	66,64	3,40
4200 · Other Revenue	1 111,80	1 066,64	45,16
<b>Total Income</b>	<b>577 258,63</b>	<b>642 766,42</b>	<b>-65 507,79</b>
<b>Cost of Goods Sold</b>			
5000 · Shopify-Cost of Goods Sold	147 488,39	204 305,62	-56 817,23
5050 · Amazon COGS	196 014,53	169 528,28	26 486,25
5560 · International Printing Costs	1 476,45	1 266,64	209,81
<b>Total COGS</b>	<b>344 979,37</b>	<b>375 100,54</b>	<b>-30 121,17</b>
<b>Gross Profit</b>	<b>232 279,26</b>	<b>267 665,88</b>	<b>-35 386,62</b>
<b>Expense</b>			
6010 · Payroll Expense	96 509,79	108 697,51	-12 187,72
6030 · Payroll Taxes	8 250,38	8 936,03	-685,65
6050 · Travel & Mileage Expense	17 728,17	6 800,24	10 927,93
6054 · Contractors	23 717,78	32 851,14	-9 133,36
6057 · Events	258,48	4 000,16	-3 741,68
6070 · Program Initiatives	5 873,27	19 600,00	-13 726,73
6080 · Professional Fees	32 590,48	31 886,72	703,76
6090 · Technology IT Support	18 979,70	20 586,65	-1 606,95
6100 · License & Permits	391,00	66,72	324,28
6110 · Insurance Expense	1 234,46	1 183,36	51,10
6120 · Rent Expense	20 307,07	23 043,96	-2 736,89
6130 · Utilities Expense	2 221,21	2 146,72	74,49
6140 · Office Expense	3 887,15	6 386,72	-2 499,57
6150 · Dues and Subscriptions	421,22	713,36	-292,14
6160 · Repairs & Maintenance	2 744,85	833,36	1 911,49
6190 · Tax Expense	299,31	500,00	-200,69
6200 · Bank & Merchant Fees	15 118,62	12 766,80	2 351,82
6210 · Depreciation & Amortization	4 710,14	5 274,52	-564,38
6500 · Bad Debt Expense	99,10		
9999 · Suspense Costs	2 003,78	100,00	1 903,78
<b>Total Expense</b>	<b>257 345,96</b>	<b>286 373,97</b>	<b>-29 028,01</b>
<b>Net Income</b>	<b>-25 066,70</b>	<b>-18 708,09</b>	<b>-6 358,61</b>

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

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

July 9, 2022

2:00PM EDT

Zoom Meeting Details:	Dial US	Dial International
<b>Zoom ID:</b> 228 809 511 <b>Passcode:</b> 90755	<b>US:</b> +1-669-90-06833 (San Jose) <b>US:</b> 1-929-205-6099 (New York)	<b>List of International Numbers</b> <a href="https://zoom.us/j/adSv3hV19d">https://zoom.us/j/adSv3hV19d</a>

### I. Opening

- A. Call to Order – Open with the ACA Serenity Prayer
- B. Roll call of Board Members: Brad H., Charlie H., Dove H., Fredrik H., Jasmina T., Justine F., Liz C., Sue V., Tamara P.  
Absent: None Erin D. on Leave
- C. Quorum - established
- D. Notice of Recording: Starting in January 2022, audio-only recordings of the monthly teleconference will be posted online. We ask that you remain aware of this if you choose to speak during today's call. To protect your personal anonymity, you may participate in the guest introductions by identifying yourself using the chat function. Similarly, during guest comment periods, you may choose to submit a question via the chat function, and your first name will not be mentioned. Thank you for your cooperation.
- E. Guest Introductions
- F. Tradition #7 - *Every ACA group ought to be fully self-supporting, declining outside contributions.*
- G. Concept # VII -

The Annual Business Conference recognizes that the Articles of Incorporation and the Bylaws of the Adult Children of Alcoholics World Service Organization are legal instruments: that the Trustees are thereby fully empowered to manage and conduct all of the world service affairs of Adult Children of Alcoholics. It is further understood that our World Service Organization relies upon the force of tradition and the power of the ACA purse for its final effectiveness.

### II. Minutes - TC Minutes for June 11, 2022 – link to document: [TCM\\_2022-06-11](#)

**Motion:** To approve the Minutes of the June 11, 2022 Teleconference Board Meeting (Tamara P.)

**Second:** Justine F.

**Decision:** Motion passed unanimously.

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

#### A. Chair Report –Charlie H.

- Introduces herself as new Chair
- Board held four Working Sessions in June. Included:
  - i. Focused on followup from ABC including preparing for 3rd day and ratifications to take forward motions approved by ABC (i.e. created two ad hoc committees - see ratifications below).
  - ii. Change Board Officer terms to one year instead of two years and have two Vice Chairs. Need to revise bylaws which require amendments.
  - iii. Change in Executive Committee and handover.

#### B. [Treasurer's Report | ACA WSO](#): Fredrik H. presents report - see link.

- Financial statements on blue website (see Appendix too)- Fredrik presents an overview.

#### C. [Executive Committee | ACA WSO](#): Sue V. - no formal report this month; introduction of new executive committee.

#### D. [WSO Office | ACA WSO](#): Bill D. presents report - see link.

#### E. Guest Questions/Comments

- Regarding chair report re: amendment to the by laws, can there be additional time for discussion on this topic?
  - i. Chair - We will be reading this change under the motions, and can take comments/questions at this time.

### 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. [Distribution Center Oversight | ACA WSO](#): This committee is in a temporary pause, pending organization of the Business Operations Collaboration Committee.

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

#### C. [IT Committee | ACA WSO](#): Brad L. presents report - see link.

- New Vice Chair is Marcin C.
- New Board Liaison is Tamara P.
- Brad gave a demonstration of the newly organized "Find a Meeting" page on ACA website.

#### D. Guest Questions/Comments

- RE: “Find a Meeting” - I thought there was going to be a choice of choosing hybrid meetings since these are not coming up.
  - IT Chair - Hybrid meetings will show up under both “online” and “in person.”
- I would like a report on how many meetings, intergroups and regions we have each month.
  - Gen. Manager - This is listed in my report: 2,846 active meetings, 112 intergroups, and 2 regions.
- I thank Brad for including “Traditions” as a meeting topic and would like to see “Concepts” added too.

#### Fellowship & Public Engagement

- E. [European Committee | ACA WSO](#): Fredrik H. presents report - see link.
- F. [Global Members Committee | ACA WSO](#): Marion M. presents report - see link.
- G. [Member Services | ACA WSO](#): Tamara P. - no report posted this month
  - The next committee meeting date that was sent out in the Traveler is not accurate and will not be held on July 30; notification will be posted in multiple places. The next meeting is tentatively scheduled and will be announced in The Traveler and on the blue website.
  - ACA Teen will be held on July 30 at 1pm ET and meeting info will be posted on the committee calendar.
  - If interested in revisioning MSC or ACA Teen, you can contact myself or Charlie H. or fill out the form on the website.
- H. [Meeting and Service Safety Ad-Hoc Committee | ACA WSO](#): Rich R. presents report - see link.
- I. Public Services Committee
  - [Public Services | ACA WSO](#): Rich R. presents report - see link.
  - [H-and-I Committee | ACA WSO](#): Rich R.
    - We are creating a proposal for the board regarding prisoners. One of the things we are looking for are ACA members who can be pen pals for inmates as I receive a lot of letters and cannot reply to all of them. If you are interested in being part of this proposal about supporting prisoners, you can contact me at [hichair@adulthood.org](mailto:hichair@adulthood.org)
    - Board member -What are the subjects that prisoners are writing about?
      - If they request literature then the General Manager sends out literature. Some are asking for sponsorship or about starting a group. Also, inmates who are close to getting out of prison are asking for contacts which we do not have.
    - How are you making it known that you need pen pals for inmates?
      - Rich - We are working on a proposal to the board about this, including contacts for when they get out of prison.

J. [Representation, Equity and Accessibility Ad-Hoc Committee | ACA WSO](#): Joe H. - No report this month.

- Our ad hoc committee has been active since 2019 and our two year limit is near. REA is about organizational behavior, which can be triggering. We have a June report for the Board to continue with REA. I am requesting time with the Board with all the past Chairs of REA regarding going forward.
- Chair- The June report is not posted and Brad L. can look into this.

K. Guest Questions/Comments

- RE H&I - I am intrigued by comments about inquiries from prison inmates and also concerned about local members who may interface with former inmates upon release. Are you working on something on this?
  - A lot is being worked on. If people are concerned about their safety then they can choose to not interact with past inmates. We are looking at what AA is doing in this regard to include in our proposal.
- What are the demographics of the prisoners and are you looking to match them up with pen pals in this regard?
  - Most are male, this is all I know about demographics.
- Why would you extend REA?
  - Chair - REA was created as an ad hoc committee and ad hoc committees have two years and then the committee is assessed. I think they created a proposal to continue the committee for the Board and the Board has not yet received this.
  - REA Chair - This is a big topic and it will require more than two years.
- What are the minimum requirements for working on a committee in terms of steps, etc.?
  - Board member - There are a few committees that benefit from people with more service time e.g. OPPM committee, Service Network. I have seen that the first focus for those in ACA needs to be focused on recovery and grounding in recovery. You can consider starting with supporting meetings or groups.
  - Chair - It is helpful to have a foundation of recovery for doing service work and we do need volunteers, when someone is ready.

[Break 5 min.]

### Policy & Structure

L. [ABC AWC Committee | ACA WSO](#): Liz C. and Amber

- If you were a delegate you should have received an email this week with:
  - The date of 3rd day of ABC - July 23 from 9am- 5pm ET
  - A post event survey using SurveyMonkey for delegates who were participating in the conference. This information will be used to inform the 3rd day of ABC.
  - Information on two refresher sessions for delegates

- We are working to provide an update to the Delegate binder and will get this out soon.
- Questions/comments
  - How do we get caught up on the ABC since I would like to be an observer.
    - On the website ACAWSO.org, there are audio recordings and summaries of the proposals from the first two days of the ABC. The minutes are also posted up on the blue website. Information on voting is there too. There is a lot of information that will get you caught up.
  - Can you only be voted to be a delegate before the ABC?
    - The group needs to be registered to have a delegate. If a group needs to change their delegate, they can do this on the website and also this is where you can sign up to be an observer.
  - I feel like I missed something regarding the ABC committee taking forward an ad hoc committee that Liz spoke about.
    - The ballots regarding the ABC/AWC were combined into one motion and approved. The ABC committee will take this one forward.
    - I did not realize you were speaking to this specific proposal.
  - I heard about a survey regarding safety, will results be made available to delegates and be transparent?
    - Yes, I will ensure the results are posted for everyone to see.
  - It was mentioned about the safety of the meetings, can you clarify what this is?
    - There was a lot of talk on Slack after the ABC from people who did not feel safe or heard. The committee is working on how people can feel safe and heard in these meetings.

M. [ABC Proposals & Ballot Prep | ACA WSO](#): No report presented

N. [Archives | ACA WSO](#): Alicia L. - The committee will not be active this summer for various reasons.

O. [OPPM | ACA WSO](#): Vacant - No report presented.

P. [Nominating Committee | ACA WSO](#): Denise R.

- Barbara stepped down from the committee, we have three openings on the committee. One of these spots is for someone outside of the US.

Q. [Volunteer Resource Committee | ACA WSO](#): Laura L. and Carole C.

- We need clarity as to who responds to inquiries on the volunteer form - is it the Volunteer Resources Committee?
- At the Policy and Structure Collaboration Committee, it was clarified that when someone fills out a Volunteer form it goes to the committee they are interested in, so this does not need to be handled by VRC.
- IT Chair -To clarify, the email goes to the Chair of the committee they indicate interest in.
- If VRC has any questions about this process, please bring them to the Policy and Structure CC meeting.

R. Guest Questions/Comments

- I see a natural opportunity for MSSC and VRC for collaboration. One aspect is getting new volunteers and the other is keeping them/retention. One aspect may be psychological aspects of safety in work of WSO and this topic could be a collaboration between MSSC and VRC. Any progress/update on this going forward will be helpful.
- What is “controlled vocabulary” that was mentioned in the Archives report?
  - This can be answered directly by the Archives Committee - you can contact Alicia L. to get this information at Alicia L. email: [salewis2.0@gmail.com](mailto:salewis2.0@gmail.com) or on Slack @Alicia L.

## Content Development

S. [Literature Committee | ACA WSO](#): Greg R. presents report - see link.

T. [Publishing Committee | ACA WSO](#): Sue V. presents report - see link.

- Board Member- Can you speak about copyrights?
  - Publishing Chair - With our expansion on Amazon we are finding issues with people using our materials so we are working hard on copyright and infringements.
  - General Manager - It is very important to have our brand registered on Amazon and this requires trademarks in each country. We have an attorney firm to file the trademarks in these countries for us.

## U. Guest Questions/Comments

- Regarding Tony A., I did not see anything in the Fellow Traveler about the information that was given at the ABC over the past two months. Will this just be posted in the ComLine?
  - Chair - This is something we will need to follow-up on after the third day of the ABC is completed for the groups that did not have a delegate at the ABC.

## V. Motions read into the Record

### A. Motions/Resolutions passed at Board Working Sessions on June 9, June 16, and June 23, 2022

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

1. All 2022 ABC Delegates and other members of the fellowship will be invited to participate in the study.
2. The participants will determine ground rules, number of voting members, how decisions are made, scope statement/mission of how the resolution will be implemented using the Traditions and Concepts of Service.
3. The Board will select one or more designated liaisons to support the committee and be voting members.
4. The Chair of the Committee will give monthly progress reports to the fellowship, the Policy and Structure Collaboration Committee, the Board of Trustees, and business

meetings. These reports will be made available to the fellowship by posting on the ACA website and other communication avenues.

**Background:** This resolution implements the motion adopted by the 2022 Annual Business Conference regarding 2022 Ballot Proposal #4.

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

**Second:** Fredrik H.

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

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

1. All 2022 ABC Delegates and other members of the fellowship will be invited to participate in the study.
2. The participants will determine ground rules, number of voting members, how decisions are made, scope statement/mission of how the resolution will be implemented using the Traditions and Concepts of Service.
3. The Board will select one or more designated liaisons to support the committee and be voting members.
4. The Chair of the Committee will give monthly progress reports to the fellowship, the Policy and
5. Web posting on the ACA website and other communication avenues.

**Background:** This resolution implements the motion adopted by the 2022 Annual Business Conference regarding 2022 Ballot Proposal #5.

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

**Second:** Tamara P.

**Decision:** Resolution passed unanimously.

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

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

**Second:** Sue V.

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

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

**Second:** Fredrik H.

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

**#5. 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.

- B. Motions passed at a Board Working Session on April 14, 2022 (*Note: these motions were "on hold" until the Board approved a motion to make changes to the by laws regarding board officer terms and elections (see #8 above).*)

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

- a. The board chair, vice chair, treasurer, secretary and the Nominating Committee and HR liaisons will be elected annually by the board to one-year terms that start on July 1.

- b. Board officers may be elected to a maximum of three one-year terms, unless they first are elected between July 1 and December 31 to replace a previously elected board officer. In that event, they may be elected to a maximum of two one-year terms.

**Second:** Fredrik H.

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

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

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

**Second:** Tamara P.

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

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

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

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

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

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

**Second:** Fredrik H.

**Decision:** Motion passed unanimously.

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

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

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

**Second:** Justine F.

**Decision:** Motion passed unanimously.

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

**Second:** Fredrik H.

**Decision:** Motion passed unanimously.

## VI. Guest Comments

- The process of changing the bylaws needs to be more deliberate than brought forward to one meeting and then voted at a second meeting. You really need time to process the changes.
  - Chair - These bylaw changes were just on officer terms and the board deliberated on these. If there are by law changes that are bigger, they would need to go to an ABC.- Any major changes we would want to have as many voices as possible. Any changes that affect the conference would go through additional review and input by the fellowship.
- I too share a governance concern, yet not for these specific changes. I heard you say if the Board decides it is anything significant, the Board would bring it to the ABC, and for the Board to determine what is considered "significant" concerns me. I think for the Board to change the bylaws without more input, I am concerned.
  - Chair - We do need to do a review of this and have all of the right people in the conversation. You are right, if you get the wrong people on the Board and they make decisions about the by laws, we take this seriously. We need to have respectful dialogue on this.

## VII. Closing Activities

### A. Announcements

- Next WSO Board Teleconference Meeting is on Saturday, August 13 at 2:00pm EST

### B. Motion to Adjourn Meeting (Justine F.) Second: Dove

Motion passed unanimously

### C. Closing Serenity Prayer

## APPENDIX

### A. Financial Reports for May 2022

#### Adult Children of Alcoholics World Service Organization

#### Balance Sheet

As of May 31, 2022

Accrual Basis

	May 31, 22	Apr 30, 22	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
Checking/Savings				
1000 · Cash & Cash Equivalents	433,911.29	441,207.35	-7,296.06	-1.65%
Total Checking/Savings	433,911.29	441,207.35	-7,296.06	-1.65%
Accounts Receivable				
1300 · Customer Receivable	2,450.00	2,634.90	-184.90	-7.02%
Total Accounts Receivable	2,450.00	2,634.90	-184.90	-7.02%
Other Current Assets				
1310 · Other Receivables	99.00	0.00	99.00	100.0%
1320 · SHOPIFY-Shopp'g cart receivable	7,612.58	7,585.86	26.72	0.35%
1330 · Interest Receivable	10.13	4.98	5.15	103.41%
1350 · Prepaid Expenses	159,327.74	127,979.35	31,348.39	24.5%
1400 · Inventory Asset	183,739.87	205,901.24	-22,161.37	-10.76%
Total Other Current Assets	350,789.32	341,471.43	9,317.89	2.73%
Total Current Assets	787,150.61	785,313.68	1,836.93	0.23%
<b>Fixed Assets</b>				
1800 · Fixed Assets	154,385.29	154,385.29	0.00	0.0%
1830 · ROU Assets (Leased Assets)	79,741.00	85,718.00	-5,977.00	-6.97%
1860 · Accum. Depr' & Am't	-103,290.45	-102,104.62	-1,185.83	-1.16%
Total Fixed Assets	130,835.84	137,998.67	-7,162.83	-5.19%
<b>TOTAL ASSETS</b>	<b>917,986.45</b>	<b>923,312.35</b>	<b>-5,325.90</b>	<b>-0.58%</b>

#### LIABILITIES & EQUITY

##### Liabilities

##### Current Liabilities

##### Accounts Payable

2000 · Accounts Payable

10 140.03

9 275.55

Total Accounts Payable

10 140.03

9 275.55

##### Credit Cards

2011 · Bank of America-Corp Card #1794

-21.37

11 780.90

Total Credit Cards

-21.37

11 780.90

##### Other Current Liabilities

2100 · Payroll Liabilities

14 870.93

31 265.55

2120 · Sales Tax Payable

4 522.98

6 251.16

2130 · Other Liabilities

3 225.00

2 996.00

2200 · Accrued Liabilities

8 733.71

7 329.94

Total Other Current Liabilities

31 352.62

47 842.65

Total Current Liabilities

41 471.28

68 899.10

##### Long Term Liabilities

2300 · ROU Liability (Lease Liability)

85 718.00

91 695.00

Total Long Term Liabilities

85 718.00

91 695.00

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

	<b>May 22</b>	<b>Apr 22</b>	<b>\$ Change</b>
<b>Income</b>			
4010 - Shopify Revenue	47 715,37	42 673,35	5 042,02
4030 - Amazon Revenue	58 765,84	62 585,83	-3 819,99
4050 - Barnes & Noble Revenue	27,96	13,98	13,98
4060 - Audible Revenue	4 773,47	147,00	4 626,47
4070 - Royalty Contract Revenue	0,00	1 778,63	-1 778,63
4080 - 7th Traditions Contributions	28 651,64	20 399,35	8 252,29
4150 - European Sales	21,01	0,00	21,01
4200 - Other Revenue	422,50	1 089,50	-667,00
<b>Total Income</b>	<b>140 377,79</b>	<b>128 687,64</b>	<b>11 690,15</b>
<b>Cost of Goods Sold</b>			
5000 - Shopify-Cost of Goods Sold	33 886,89	31 887,29	1 999,60
50000 - Cost of Goods Sold	37,90	0,00	37,90
5050 - Amazon COGS	45 287,55	42 831,69	2 455,86
5560 - International Printing Costs	10,42	493,46	-483,04
<b>Total COGS</b>	<b>79 222,76</b>	<b>75 212,44</b>	<b>4 010,32</b>
<b>Gross Profit</b>	<b>61 155,03</b>	<b>53 475,20</b>	<b>7 679,83</b>
<b>Expense</b>			
6010 - Payroll Expense	26 032,92	25 533,74	499,18
6030 - Payroll Taxes	1 964,71	1 958,12	6,59
6050 - Travel & Mileage Expense	3 371,95	7 351,50	-3 979,55
6054 - Contractors	8 663,24	6 185,74	2 477,50
6056 - Trademarks	238,52	0,00	238,52
6057 - Events	68,30	80,23	-11,93
6070 - Program Initiatives	1 715,94	1 906,91	-190,97
6080 - Professional Fees	5 190,98	10 758,26	-5 567,28
6090 - Technology IT Support	4 154,43	3 223,73	930,70
6110 - Insurance Expense	298,50	298,50	0,00
6120 - Rent Expense	6 018,85	5 292,52	726,33
6130 - Utilities Expense	521,02	391,74	129,28
6140 - Office Expense	813,28	466,28	347,00
6150 - Dues and Subscriptions	113,74	170,78	-57,04
6160 - Repairs & Maintenance	610,00	180,00	430,00
6190 - Tax Expense	0,00	265,00	-265,00
6200 - Bank & Merchant Fees	2 331,23	3 067,85	-736,62
6210 - Depreciation & Amortization	1 185,83	1 185,83	0,00
9999 - Suspense Costs	1 343,35	-198,01	1 541,36
<b>Total Expense</b>	<b>64 636,79</b>	<b>68 118,72</b>	<b>-3 481,93</b>
<b>Net Income</b>	<b>-3 481,76</b>	<b>-14 643,52</b>	<b>11 161,76</b>

Adult Children of Alcoholics World Service Organization					
Profit & Loss Budget vs. Actual					
January through May 2022					Accrual Basis
		Jan - May 22	Budget	\$ Over Budget	% of Budget
<b>Income</b>					
	4010 - Shopify Revenue	250,122.34	342,696.12	-92,573.78	72.99%
	4030 - Amazon Revenue	324,092.11	271,583.20	52,508.91	119.33%
	4050 - Barnes & Noble Revenue	146.79	500.00	-353.21	29.36%
	4060 - Audible Revenue	8,999.98	14,000.00	-5,000.02	64.29%
	4070 - Royalty Contract Revenue	2,644.03	15,458.31	-12,814.28	17.1%
	4080 - 7th Traditions Contributions	130,178.61	158,041.69	-27,863.08	82.37%
	4150 - European Sales	91.05	83.31	7.74	109.29%
	4200 - Other Revenue	1,534.30	1,083.31	450.99	141.63%
	<b>Total Income</b>	<b>717,809.21</b>	<b>803,445.94</b>	<b>-85,636.73</b>	<b>89.34%</b>
<b>Cost of Goods Sold</b>					
	5000 - Shopify-Cost of Goods Sold	181,375.28	255,381.99	-74,006.71	71.02%
	50000 - Cost of Goods Sold	37.90			
	5050 - Amazon COGS	241,340.31	211,910.31	29,430.00	113.89%
	5560 - International Printing Co	1,486.87	1,583.31	-96.44	93.91%
	<b>Total COGS</b>	<b>424,240.36</b>	<b>468,875.61</b>	<b>-44,635.25</b>	<b>90.48%</b>
	<b>Gross Profit</b>	<b>293,568.85</b>	<b>334,570.33</b>	<b>-41,001.48</b>	<b>87.75%</b>
<b>Expense</b>					
	6010 - Payroll Expense	122,542.71	135,871.88	-13,329.17	90.19%
	6030 - Payroll Taxes	10,215.09	11,170.02	-954.93	91.45%
	6050 - Travel & Mileage Expenses	21,100.12	8,500.21	12,599.91	248.23%
	6054 - Contractors	32,381.02	41,406.70	-9,025.68	78.2%
	6056 - Trademarks	238.52			
	6057 - Events	326.78	5,000.14	-4,673.36	6.54%
	6070 - Program Initiatives	7,589.21	24,500.00	-16,910.79	30.98%
	6080 - Professional Fees	37,781.46	37,608.38	173.08	100.46%
	6090 - Technology IT Support	19,609.13	25,233.28	-5,624.15	77.71%
	6100 - License & Permits	391.00	83.38	307.62	468.94%
	6110 - Insurance Expense	1,532.96	1,479.19	53.77	103.64%
	6120 - Rent Expense	26,325.92	28,804.94	-2,479.02	91.39%
	6130 - Utilities Expense	2,742.23	2,683.38	58.85	102.19%
	6140 - Office Expense	4,700.43	7,983.38	-3,282.95	58.88%
	6150 - Dues and Subscriptions	534.96	891.69	-356.73	59.99%
	6160 - Repairs & Maintenance	3,354.85	1,041.69	2,313.16	322.06%
	6190 - Tax Expense	299.31	625.00	-325.69	47.89%
	6200 - Bank & Merchant Fees	17,449.85	15,958.45	1,491.40	109.35%
	6210 - Depreciation & Amortization	5,895.97	6,593.14	-697.17	89.43%
	6500 - Bad Debt Expense	99.10			
	9999 - Suspense Costs	3,349.08	791.76	2,557.32	422.99%
	<b>Total Expense</b>	<b>318,459.70</b>	<b>356,226.61</b>	<b>-37,766.91</b>	<b>89.4%</b>

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

## **Appendix B.**

### **Job Title: IT Manager for ACA WSO (World Service Organization)**

Department: IT

Reports To: General Manager and interacts with the Board as IT liaison

Job Type: part-time, ~25 hours

Benefits: Paid time off, sick leave, paid holidays, flexible schedule, IRA

Compensation type: Salary commensurate with experience

### **Job Summary**

Directs and coordinates the strategic development of IT needs of the organization.

Oversees and supervises day-to-day tasks of IT personnel and volunteers within the IT department.

### **General Accountabilities**

- Consults with management to analyze computer system needs for management information and functional operations, to determine scope and priorities of projects, and to discuss system capacity and equipment acquisitions.
- Recommends and develops plans for systems development and operations, hardware and software purchases, budget, and staffing.
- Manages the development, implementation, installation, and operation of information and functional systems for the organization.
- Develops, implements, and monitors management information systems policies and controls to ensure data accuracy, security, and legal and regulatory compliance.
- Negotiates and recommends contracts with consultants, technical personnel, and vendors for services and products.
- Provides support to end users in the selection, procurement, usage, and maintenance of software programs and hardware.
- Manages computer operation scheduling, backup, storage, and retrieval functions.
- Reviews reports of computer and peripheral equipment production, malfunction, and maintenance to determine costs and impact, and address problems.
- Develops, maintains, and tests disaster recovery plans.
- Performs other related duties as assigned by management.

### **Job Qualifications**

- Education: Bachelor's degree in related field.
- Experience: Minimum 5 year's related experience and/or training.

- Technical:
  - Must be proficient in working with Wordpress, Divi Page Builder, Online Google applications, and DNS.
  - Advantageous to have a working knowledge of Givewp, Google Workspace Mailchimp, Shopify, and Zoho Forms.
  - Ability to troubleshoot network issues and operating systems problems.

## **Skills**

- Working with the General Manager to ensure effective strategy, budget, planning, operation, and maintenance of all computer-based information systems and the information assets of the office
- Ability to manage others, delegate responsibility and provide support.
- Ability to meet deadlines.
- Ability to gain the respect and confidence of other team members.
- Have a high level of energy, positive attitude, and possess a selfless attitude for the benefit of the organization.
- Must contribute to the organization and the profession in a meaningful, substantive way.
- Must demonstrate a clear talent for understanding, motivating and inspiring our volunteers, consultants, and staff.
- Must be able to professionally represent the organization in all communications.
- Flexibility in working with uncertainty.

Additional Programs ACA WSO uses –the paid IT special worker should be knowledgeable in almost all of these (few exceptions such as specialty programs like Adobe In-Design and QuickBooks where there are other special workers)

1. Accounting
  - a. QuickBooks – general ledger
  - b. Right Networks – accounting hosting
  - c. Webgility – accounting integrations
2. Archival Software
  - a. Preservica
3. Business Messaging
  - a. Slack
4. Calendar Systems
  - a. The Events Calendar
  - b. Teamup
5. Custom Programs
  - a. Meeting Database
  - b. Daily Meditation Delivery System
6. Design Software
  - a. Adobe In-Design

7. Donations
  - a. GiveWP
8. Email
  - a. Google Workspace
9. Flow Charts
  - a. Diagrams.net
10. Integrations
  - a. Zapier
11. Mailings
  - a. Mailchimp
12. Office Software
  - a. Microsoft Office
13. Online Storage
  - a. Google Drive
  - b. Drop Box
  - c. One Drive
14. Password Management
  - a. Dashlane
15. PDF
  - a. Adobe Acrobat
16. Phone System
  - a. Intermedia Unite
17. Polling/Elections
  - a. Election Buddy
  - b. QuestionPro
  - c. Survey Monkey
18. Project Management
  - a. Smartsheet
  - b. Zoho Project
19. Sales Platform
  - a. Shopify
  - b. Amazon FBA
20. Transcription Software
  - a. Otter.ai
21. Video Conferencing
  - a. Zoom
22. Video Streaming
  - a. IBM Watson

## 23. Websites

- a. Domain Registration – Go Daddy
- b. Web Hosting – A2 Hosting
- c. Content Management System (CMS) – Wordpress
- d. Page Builder – Divi/Elegant Themes
- e. Content Delivery Network (CDN) – Cloudflare
- f. Web Application Firewall (WAF) – Cloudflare
- g. Endpoint Firewall – Wordfence
- h. Security Scanners – WPScan & Patchstack
- i. Website Backup - Updraftplus

## 24. Webforms

- a. Gravity Forms
- b. Zoho Forms

### **List of typical duties for IT manager**

#### Weekly

##### 1. Webserver Security

- a. Deployment of plugin updates on test server that require manual review
- b. Respond to firewall and security scanner alerts
- c. Ensure web backups are posting properly

##### 2. IT Requests

- a. Website posting
- b. Email updates
- c. Any number of requests from the various programs from the list

##### 3. Business IT

- a. Research potential programs
- b. Coordinate with subject matter experts
- c. Support business workflows by providing technical assistance
- d. Participate in trainings

##### 4. Meetings

- a. IT Committee
- b. Website Redesign Subcommittee
- c. Meeting List Maintenance Subcommittee
- d. Business IT Subcommittee
- e. Business Operations Collaboration Committee
- f. Meetings of other committees and projects as needed (frequency varies from multiple times a month to multiple times a week)
- g. Meet with Next Level (website design contractor)

##### 5. Supervision

- a. Meet with IT committee volunteers to assist with their projects/issues
- b. Meet with fellowship members to discuss their IT concerns

#### Annual Projects

1. Annual Business Conference
2. ACA World Convention

Long Term Projects

1. Adultchildren.org website redesign
2. Acawso.org website redesign
3. Improve website flow
  - a. 7<sup>th</sup> Tradition
  - b. Volunteers
4. Procedures and Policies (e.g. Online storage standardization)
5. Meeting List Integrity Project



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
<b>Zoom ID:</b> 228 809 511 <b>Passcode:</b> 90755	<b>US:</b> +1-669-90-06833 (San Jose) <b>US:</b> 1-929-205-6099 (New York)	<b>List of International Numbers</b> <a href="https://zoom.us/j/adSv3hv19d">https://zoom.us/j/adSv3hv19d</a>

### 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. 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. presented report - see link.

### D. [WSO Office | ACA WSO](#): Bill D. presented report - see link.

### E. Guest Questions/Comments

- 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.
  - Chair - 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?

- Controller - 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?
  - 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?
  - 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.
- 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. 33.3% 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.
  - 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. 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.
  - Chair- 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. presented report - see link.

##### Guest Questions/Comments

- Does the website in its new redesign have accessibility for low readers?
  - 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.?
  - 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 the IT Chair to answer.

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

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.
  - 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 -and 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.
  - 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 a 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 as an advocate for 12 step, let's mark our benefits of 12 steps.

- Chair - 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.
- On Prudent Reserve - where is a summation of what the policy is and a place that discussion could be accessed?
  - 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.
  - Chair- 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 it's 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. - presented report - see link.
- 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 presented report - see link.

- H. [Public Services | ACA WSO](#) and [H-and-I Committee | ACA WSO](#): Jim B. presented report - see link.
- 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
- 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.
    - 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.
  - Where is this complaint policy?
    - It is not yet in the OPPM yet because we are still working on this policy. It is still being developed.
    - 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. presented report - see link.
- L. [ABC Proposals & Ballot Prep | ACA WSO](#): Jim R. presented report - see link.
- M. [Archives | ACA WSO](#): No report.
- N. [OPPM | ACA WSO](#): Jasmina T. - presented report - see link.
- O. [Nominating Committee | ACA WSO](#): Denise R.
- P. [Volunteer Resource Committee](#): Jim R. presented report - see link.
- 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.
    - Thank you.
  - I went to my first IG meeting and we discovered that someone had run away with the treasury money. Is this common?
    - 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.
    - 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?
  - 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?
  - 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.
  - 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?
  - It is people who have been vetted and served on the nominating committee.
- 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.
  - 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.
  - 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.
  - 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.
- 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?
  - 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.

- 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](mailto:ABC@adultchildren.org)
- There will be an interim agenda based on the survey that referenced, 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 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?
  - 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.
  - 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.
  - 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 presented report - see link..
- S. [Publishing Committee | ACA WSO](#): Sue V. presented report - see link.
- T. Guest Questions/Comments - 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: Chairperson, Vice Chairperson, 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.
  - Thank you. And absolutely, the General Manager 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.
  - 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?
  - 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.
  - 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.
  - 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.
  - 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.
  - 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>
<b>ASSETS</b>		
<b>Current Assets</b>		
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
<b>Fixed Assets</b>		
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
<b>TOTAL ASSETS</b>	<u><b>896 627,44</b></u>	<u><b>918 524,67</b></u>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
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
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>896 627,44</u></b>	<b><u>918 524,67</u></b>

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

	<b>Jun 22</b>	<b>Budget</b>	<b>\$ Over Budget</b>
<b>Income</b>			
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
<b>Total Income</b>	<b>125 505,09</b>	<b>182 838,74</b>	<b>-57 333,65</b>
<b>Cost of Goods Sold</b>			
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
<b>Total COGS</b>	<b>78 870,79</b>	<b>93 775,07</b>	<b>-14 904,28</b>
<b>Gross Profit</b>	<b>46 634,30</b>	<b>89 063,67</b>	<b>-42 429,37</b>
<b>Expense</b>			
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
<b>Total Expense</b>	<b>75 506,72</b>	<b>73 999,20</b>	<b>1 507,52</b>
<b>Net Income</b>	<b>-28 872,42</b>	<b>15 064,47</b>	<b>-43 936,89</b>

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.

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



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**

Zoom Meeting Details:	Call In Numbers
<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

### 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 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

C. [Treasurer's Report | ACA WSO](#): Fredrik H. presented report - see link.

[Note: the financial reports are presented for two months prior to current month]

D. [WSO Office | ACA WSO](#): Sue V. presented report on behalf of Bill D. - see link.

## Guest Questions/Comments

- 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?
  - 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%.
  - The book sales are supporting the fellowship and the fellowship should support itself.
  - 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 more 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.
  - 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?
  - 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?
  - This will be addressed in the Finance Committee report.

## IV. Committee/Office Reports:

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

### Business Operations

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

- Member of 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.
  - 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. presented report - see link.

C. [Publishing Committee | ACA WSO](#): Sue V. presented report - see link.

#### Guest Questions/Comments

- 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.
  - 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.
  - 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 and address in the next meeting..
- 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.
  - 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?
  - 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?
  - 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.
  - Good ideas for the Finance Committee.
  - 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. presented report - see link.
- E. [Global Members Committee | ACA WSO](#): Marion M. presented report - see link.
- 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. presented report - see link.
  - Do you have to be in California to do correspondence with prisoners?
  - 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. presented report - see link.
- 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

- Q: I am in San Luis Obispo county in CA, do you know which prison it is?
  - 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?
  - 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?
  - 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?
  - IT Chair- 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
  - 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. presented report - see link.
  - 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. presented report - see link.
- L. [Archives | ACA WSO](#): Marcia J. presented report - see link.
- M. [OPPM | ACA WSO](#): Jasmina T. presented report - see link.
- N. [Nominating Committee | ACA WSO](#): Denise R. presented report - see link.
- O. [Volunteer Resource Committee](#): Jim R. presented report - see link.

## Guest Questions/Comments

- 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?"
  - Treasurer - 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?
  - 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.
  - You're raising a good point that, now that we have quarterly business meetings, will the timing need to be adjusted.
  - 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.
  - The new ABC Study is starting up and welcomes volunteers.
  - 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. presented report - see link.

### Guest Questions/Comments

- Q: WeAgnostics have created a copyright secular version of 12 steps, does ACA have any guidelines for groups producing literature.
  - 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**

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

1. **Motion:** To replace the OPPM's policy on leave of absence by board members, with a new policy, to be titled, "Board leave, vacations, and self-care," that incorporates the following points:
  - Self-care is an important part of ACA, and all board members should honor their need for rest, renewal, and personal recovery. This should include time off for all board members.
  - Because time off for any individual board member affects others, all board members should communicate any planned absences to the greatest extent possible. The board recognizes that in some circumstances, such as a sudden medical emergency, a board member may not be able to communicate with the board.
  - Board members are expected to attend the Annual Business Conference. Any leave or vacation that conflicts with the ABC must be approved in advance by the Board. The board, in turn, will strive to honor bona fide emergencies and grant leave when needed, even during the ABC.
  - Board members should generally plan to take up to four weeks of vacation from board work annually. Vacations are defined as a temporary but substantial withdrawal from normal board activity.
  - Board members should be protective of their vacation and rest time, but they may choose to periodically monitor Slack channels and engage in light board tasks and communication. Except

in emergencies, board members are not expected to attend board- or committee-related meetings while on vacation.

- If a vacation requires a board member to miss a Working Session, monthly teleconference, strategic planning session, or other significant board event, they will give the board as much advance notice as possible.
- Leave is defined as a temporary separation from the board.
- Where possible, leave plans should be submitted to the board in writing, and include a beginning and ending date. Those seeking leave are encouraged to give at least a general reason for their request, while respecting the board member's need for privacy about specifics.
- A board member may declare a leave of up to six weeks at one time without board approval. Additional leave must be requested in writing and approved in advance by a board vote.
- Board members may take leave more than once. In any given year, maximum allowed leave is 12 weeks, unless the Board approves additional leave time. A maximum of six months' total leave may be granted to a board member over multiple years, unless the Board grants additional leave time.
- Board members taking leave should, if possible, make themselves available on a limited basis for up to a week to make sure that all necessary handoffs of duties are completed smoothly. This should include providing the Board (as much as possible) with a list of committees and other projects that the Board member is currently working on.
- Once all major handoffs are complete, a board member on leave should be removed from Slack channels accessed only by board members.
- If a board officer takes leave, the officer's position is considered vacated for the duration of the leave. In the event of a board officer's leave or vacation, the board may choose to appoint an interim officer to perform duties normally assigned to the officer.
- In all aspects of this policy, the prevailing value should be individual and group self-care. Board members should be open to reasonable accommodations to support trustees taking leave or vacation, while setting appropriate limits if essential board functions are compromised. Likewise, board members taking leave or vacation may be adding to the workload of fellow trustees and should manage and communicate about a pending absence in ways that reduces any burden to others.

(Charlie H.)


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

**Second:** Brad H.

**Decision:** Motion passed unanimously.

Absent: Jasmina T. and Tamara P.

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

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

**Second:** Charlie H.

**Decision:** Motion passed unanimously.

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

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

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

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

**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].

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

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

Current OPPM Text	Proposed OPPM Text
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### **A. Requirements to Establish and Certify an ACA Region**

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>”.

NOTE: The OPPM uses the preferred term “Region(s)” in place of “Regional Service Committee.”

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.

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 Intergroup<sup>7</sup>).

The additional steps below are provided to help a Region become formally recognized by ACA WSO.

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.

2., 3., .....

### **B. ACA Regions in the United States and Canada**

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 & Institutions) needs. This map will be adjusted as Regions form organically.

[MAP]

### **C. ACA Regions around the World**

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.

### **Requirements to Establish and Certify an ACA Region**

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>”.

NOTE: The OPPM uses the preferred term “Region(s)” in place of “Regional Service Committee.”

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.

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.

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 Intergroup<sup>7</sup>).

The additional steps below are provided to help a Region become formally recognized by ACA WSO.

1. Notify the Regions Subcommittee (regions@acawso.org) of your intent to become certified as a region.

2., 3., .....as is.

*[Remove all of B and C including maps]*

[MAP]	
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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.

#### 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?
  - 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.
  - 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.
  - 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?
  - 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.
  - 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 for employees now, because we are growing so rapidly. So we are in a 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?
  - I think it is from my personal opinion. When we meet in person there is a big difference as we saw in Europe.
  - I joined service because of an in person ABC and by the show of hands there are many others who did too.
  - 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>		
Current Assets		
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>
Fixed Assets		
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><b>940 233,62</b></u>	<u><b>896 914,86</b></u>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
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
Total Long Term Liabilities	<u>92 210,00</u>	<u>73 764,00</u>
Total Liabilities	<u>162 562,87</u>	<u>133 698,65</u>
Equity		
32000 - Unrestricted Net Assets	808 781,45	809 347,61
32100 - Restricted Net Assets	8 738,60	8 172,44
Net Income	-39 849,30	-54 303,84
Total Equity	<u>777 670,75</u>	<u>763 216,21</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>940 233,62</b></u>	<u><b>896 914,86</b></u>

**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><u>14 454,54</u></u>	<u><u>9 439,79</u></u>	<u><u>5 014,75</u></u>

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



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

October 8, 2022

2:00 PM EDT

18:00 UTC

Zoom Meeting Details:	Dial
<a href="https://us02web.zoom.us/j/228809511">https://us02web.zoom.us/j/228809511</a>	US: 1-929-205-6099
Zoom ID: 228 809 511 Passcode: 90755	For Numbers Outside US: <a href="#">Outside US Phone #'s</a>

### I. Opening

- A. Call to Order – Open with the ACA Serenity Prayer
- B. Roll call of Board Members: Dove H., Fredrik H., Jasmina T., Liz C., Tamara P., Erin D.- joined later in mtg.  
Absent: Sue V., Brad H., Charlie H. On leave: Justine F.
- C. Quorum - established
- D. Meeting Support:
  - a) Chair: Jasmina T., Vice Chair
  - b) Notetaker: Trish I./ Assistant to Board Secretary
  - c) Tech Hosts: #1. Brad L. #2. Tamara P.
  - d) Timekeeper: Liz C.
- E. 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]*

### F. Guest Introductions

- G. Tradition # 10: *Adult Children of Alcoholics has no opinion on outside issues; hence the ACA name ought never be drawn into public controversy.*
- H. Concept X – *Every service responsibility should be matched by an equal service authority – the scope of such authority to be always well defined whether by tradition, by resolution, by specific job description, or by the Operating Policy and Procedures Manual and bylaws.*

## II. Minutes

Board Teleconference Minutes LINK: [☰ 2022-09-10 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 September 10, 2022 Teleconference Board Meeting (Tamara P.)

Second: Liz C.

Decision: Motion passed unanimously.

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

- A. [Executive Committee | ACA WSO](#): Jasmina T. presented report - see link.
- B. [Treasurer's Report | ACA WSO](#): Fredrik H. presented the August financial reports -see link.
- [Note: the financial reports presented are for the month two months prior to current month]
- C. [WSO Office | ACA WSO](#): Bill D. presented report - see link.
- Included a briefing on the non-profit status of WSO.
- D. Guest Questions/Comments
- Q: Are you talking about a tax exempt status related to when someone goes to give a contribution through Paypal?
    - This was related to a question about whether our publishing revenue impacts our non-profit status and I wanted to clarify that our publishing revenue is part of our service program so we are well above the requirement for this non-profit status.
  - Q: Is the low percentage of 7th tradition contributions due to COVID, or do we have any understanding of why it is so low?
    - We on the Finance committee have also wondered about this, and it is not easy to determine the answer. Some reasons may include: 1. Outside of North America, there hasn't been any ACA WSO information, so they have not received the knowledge about the importance of 7th tradition. 2. We see that there aren't many groups working together, and groups working individually, so in this way, they're not working together with an Intergroup. 3. It could also be a lack of knowledge about the issue. We did survey the online meetings to try to get some understanding about this. We also put together a letter for online meetings to give them options for how to gather contributions because it is a different environment than in person (passing a basket).
  - Q: About the 33% support test -it depends on what type of charitable organization WSO is so you need to clarify what type of 501 (3c) ACA is, as it may not be able to count book sales.
    - I checked on this and I am comfortable with the information I presented being accurate.

## IV. Committee/Office Reports

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

### Business Operations

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

B. [IT Committee | ACA WSO](#): Brad L. presented report - see link.

[Erin D. joins meeting]

C. [Publishing Committee | ACA WSO](#): no report.

### D. Guest Questions/Comments

- Q: Does the Finance committee have a 7th tradition statement for groups to read at their meetings?
  - This is the first we're being asked to create something like that. We do not have a statement like that at this time.
  - We were working on that for online meetings because it is totally new to them, but we are working on it.
- Q: Have we established a prudent reserve?
  - We've established a policy. We plan to finish the 2023 budget and then determine how we will then fund the prudent reserve.
- Q: Did someone give the numbers on meetings and intergroups and regions?
  - Yes, Bill did, they are on his report. *Brad L. re-shares those numbers.*
- Q: Previously there was a community search and online meeting search, and people did not know community meant local in person meetings.
  - We did not have the word "community" before so maybe you were thinking of another word. *[Brad demonstrates showing the website on how you can now search for both types of meetings at the same time].*
- Q: Re: Meeting listing groups -Recently a fellow traveler tried to list a meeting and it had "societal racism" in it and it was flagged; and this was after we passed a motion about not removing meetings that are not harmful.
  - There is a lack of coordination between outside and inside issues and the things that are not tech issues. This was done as a mistake. I sent an email to the person and apologized profusely for this mistake. I offered to meet with him via Zoom and processed the update. I then revisited this with committee members. I invite everyone to send me any issues directly especially if they are not tech issues.
- Q: Do you have a best guess on when we will have the new website design? Also, how do we update information about our groups?
  - The blue website will roll out in the coming weeks. For the red website I hope it will be December yet may be early 2023 - we have a designer working on this one. In terms of updating groups information, there is a link on the website to do this.
- Q: In terms of the 800 meetings removed from the meeting listing, does this affect the total number of meetings we have?
  - Yes, this does impact our total number of meetings. These were all abandoned meetings, primarily during the pandemic, and not closed properly.

## Fellowship & Public Engagement

- A. [European Committee | ACA WSO](#): Fredrik H. - no written report this month.
- Both the Chair and Vice Chair are stepping down next year so we are in need of more volunteers for this committee. We are also talking about the 7th Tradition at these meetings. We are also looking at having a monthly meeting like a TC in Europe to help bring in more interest and volunteers.
- B. [Global Members Committee | ACA WSO](#): Marion M. presented report - see link.
- C. [Member Services | ACA WSO](#): Tamara P. - no written report.
- We are restructuring Member Services to what the fellowship would like this committee to do and provide. We have a good structure now and have a list of topics to work on. We are looking for people who are passionate about serving new members, groups, intergroups.
- D. [Meeting and Service Safety Committee | ACA WSO](#): Dove H. presented report - see link.
- E. [Public Services | ACA WSO](#) (includes [H-and-I Committee](#)): Jim B. presented report - see link.
- F. [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.*
- G. Guest Questions/Comments Q: How was the turn out on the second annual event and is it available to listen to?
- Yes, we are reviewing it for content and then will publish it for audio listening along with the PowerPoint. We had about 12 people. It is challenging to get participation and it works best to meet people at their locations so we hope to have more of these interactions in person now that the pandemic is over.
  - Q: What is being done in terms of meeting safety to address the experience that many people experienced with emotionally toxic behavior on the delegates' Slack channel? We've seen a large drop off in terms of people willing to give service because of the shockwaves that came out of that experience.
    - It is a huge concern. That is what the Service Norms document is, and is the reason for us wanting to get it done as quickly as possible. It includes addressing respect for one another, and listening even when we disagree, with the possibility of seeing new perspectives. Listening with respect has been an issue, and I hope by raising it we realize that we're all in this together, and everyone realizes we are as important as one another. It is important to show compassion and bring the Loving Parent with gentleness, humor, love and respect. I hope that this document will encourage people to do that.
    - A lot of our focus on MSSC is on Service Norms, which will include examples of issues and possible responses/solutions. If anyone would like to help us work on this, we welcome the participation and feedback.
    - The ABC committee is addressing the safety issues too for the quarterly meetings.
  - Q: On the prison correspondence program, I've put it out to meetings, and I'm glad to find this email. If we are moving ahead with the program, could we have a short blurb on it on the website to explain it? Is it ok to put it out to meetings at this time because I have had some interest.

- *[Since Jim had to leave the call, the person who asked the question will contact him directly with this question].*
- Q: Do we know the percentage of face-to-face versus online meetings?
  - 1379 face to face; 1063 online; 163 hybrid (online and face to face); 154 telephone

BREAK

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

Absent: Sue V., Brad H., Charlie H. On leave: Justine F.

Quorum re-established

### Policy & Structure

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

*[Erin D. Trustee, joins meeting]*

- B. [ABC Proposals & Ballot Prep | ACA WSO](#): Jim R. presented report - see link.
- C. [Archives | ACA WSO](#): No report.
- D. [OPPM | ACA WSO](#): Jasmina T. presented report - see link.
- E. [Nominating Committee | ACA WSO](#): Denise R. presented report - see link.
- F. [Volunteer Resource Committee](#): Jim R. presented report - see link.
- G. Guest Questions/Comments
- Q: Did the Volunteer Day change to November 6?
    - Yes. At 12:30pm ET for three hours.
  - Comment: to ABC Subcommittee - It's confusing because the ABC subcommittee is the same as the ABC committee. I'd like to request that all of the agendas and other information also be posted in the Delegate/2022 Slack channel.

### Content Development

- A. [Literature Committee | ACA WSO](#): No person to report.

## **V. Motions read into the Record**

- A. Motion passed at the Executive Committee Meeting on Sept. 15

1. **Motion:** To approve the printing of 10,000 spiral bound English language letter size Yellow Workbooks (YWB) for an approximate cost of \$ 39,688.71, plus shipping costs from Toronto. (Sue V.)

**Background:** WSO has been ordering 15,000 YWB per print run the last four times they were printed. Since this order is less than previous orders, it only requires the Executive Committee's approval. This order needs to be placed in the next two weeks. The printing will be done by Solex in Canada.

**Second:** Tamara P.

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


2. **Motion:** To obtain the services of Grinevich Law Group, PC at the cost of \$1,200 to redraft ACA WSO's three year contract with Solex so that it is complete and meets legal standards. (Jasmina T.)

**Background:** WSO's services with ADP include a free legal firm consultation and 40% discount if legal services are obtained. Bill D., General Manager, arranged for the contract proposed by Solex Inc. with WSO to be reviewed by the legal firm Grinevich Law Group, PC. The firm provided a letter with 14 points they suggest are incorporated into the contract. Most of these points make the contract more in ACA WSO's favor and provide safeguards in the event the contract is breached or there are disputes. On September 8, 2022, the Business Operations Collaboration Committee reviewed the letter provided by this legal firm and decided it was in the best interest of WSO to obtain legal services to re-draft the contract and incorporate their recommendations at the cost of \$1,200 (40% discounted rate).

**Second:** Sue V.

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

B. Motions passed at a Board Working Session on September 8 and September 22, 2022

1. **Motion:** To approve and accept the mid year budget as presented by the Finance Committee - see:  2022\_mid-year Budget presentation\_ 090122 (1).xlsx (Fredrik H.)

**Second:** Brad H.

**Decision:** Motion passed unanimously (Sept. 8) Absent: Charlie H., Jasmina T., Liz C., Justine F.

2. **Motion:** To grant Justine F. her request for a leave of absence from Board of Trustees service for 14 weeks while she attends to medical care and has time to recover. This leave will start on Sunday, September 25, 2022 and conclude on January 1, 2023. The Board will implement the plan that Justine worked on with Sue, chair of the ACA WSO board, to support the transition of her responsibilities during this time. (Sue V.)

**Second:** Erin D.

**Decision:** Motion passed unanimously (Sept. 22) Absent: Justine F.

C. Guest Questions/Comments (5 min.)

- Comment: I have a strong request that the Collaboration Committees (CC's) start reporting at these meetings as per the OPPM section on committees to provide reports *[reads statement from OPPM]*.
  - Tamara - These committees are brand new and I think the word "committees" is misleading and not quite correct. They are a conduit for information to and from the board. They do not meet the same criteria as committees as stated in the OPPM. They are not yet formed enough yet, and this does not mean they will not report in the future.
- Comment: I am uncomfortable with the response given as an answer as to why the CC are not reporting at the TC and importance of transparency, I strongly request that the CC report at the teleconference.
  - Jasmina - We are looking at the best way to do TC's and be transparent. We are definitely looking at this.
- Q: When can we expect the final agenda for the Quarterly ABC meeting?

- Liz C.: We're working on the agenda at the next ABC meeting, which would then go to the board for approval, so, hopefully in the next 2-3 weeks. If you'd like to have input onto what is on the agenda, please join us on the planning committee.
- Q.: When you have a CC committee meeting, which I assume is like the ABC, when you don't have a Secretary, then how do you publish the notes?
  - Liz - Volunteers type the notes when there is not a formal secretary.
  - Brad L. - I will have the notes from the last ABC meeting completed and posted this week.
  - Tamara - I believe the question was about ABC, but to clarify regarding the CC meetings, Trish, Asst. Secretary, is present and takes minutes.
  - Jasmina - The CC meetings are a group of chairs from committees that report to each other and exchange information and work on things.
  - Liz - They are made up of Chairs or representatives of various committees.
- Q: The webpage Brad L. showed about the Volunteer Resources committee, is it live?
  - Brad L. - Yes. And the rest of the committees will also be following this same format soon.

## VI. Closing Activities

### A. Announcements

- Next WSO Board Teleconference Meeting is on November 12, 2022 at 2:00pm EST
  - This is the same day as the upcoming Delegate Quarterly meeting from 9:00am -1:00pm EST (time TBC). Therefore the Teleconference meeting this day will be in a condensed format.

### B. Motion to Adjourn Meeting (Jasmina T.)      Passed unanimously.

### C. Closing Serenity Prayer

## APPENDIX -Financial Reports

### Adult Children of Alcoholics World Service Organization

#### Balance Sheet

As of August 31, 2022

	Aug 31, 22	Jul 31, 22
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
1000 - Cash & Cash Equivalents	327 531,82	315 256,78
Total Checking/Savings	327 531,82	315 256,78
Accounts Receivable		
1300 - Customer Receivable	3 929,00	2 554,71
Total Accounts Receivable	3 929,00	2 554,71
Other Current Assets		
1310 - Other Receivables	132,29	99,00
1320 - SHOPIFY-Shopp'g cart receivable	7 371,07	7 722,69
1330 - Interest Receivable	15,58	12,66
1350 - Prepaid Expenses	91 626,83	211 296,66
1400 - Inventory Asset	373 660,40	261 209,10
Total Other Current Assets	472 806,17	480 340,11
Total Current Assets	804 266,99	798 151,60
Fixed Assets		
1800 - Fixed Assets	153 977,36	153 977,36
1830 - ROU Assets (Leased Assets)	83 681,00	92 210,00
1860 - Accum. Depr' & Am't	-106 831,62	-105 651,23
Total Fixed Assets	130 826,74	140 536,13
<b>TOTAL ASSETS</b>	<b>935 093,73</b>	<b>938 687,73</b>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 - Accounts Payable	15 975,72	14 256,14
Total Accounts Payable	15 975,72	14 256,14
Credit Cards		
2011 - Bank of America-Corp Card #1794	2 257,78	3 737,11
2012 - Bank of America-Corp Card #0904	704,66	1 644,42
Total Credit Cards	2 962,44	5 381,53
Other Current Liabilities		
2100 - Payroll Liabilities	41 339,81	37 877,66
2130 - Other Liabilities	3 978,83	0,00
2200 - Accrued Liabilities	7 479,36	7 591,23
25500 - Sales Taxes Payable	7 918,42	5 548,94
Total Other Current Liabilities	60 716,42	51 017,83
Total Current Liabilities	79 654,58	70 655,50
Long Term Liabilities		
2300 - ROU Liability (Lease Liability)	83 681,00	92 210,00

	<u>Aug 31, 22</u>	<u>Jul 31, 22</u>
Total Long Term Liabilities	<u>83 681,00</u>	<u>92 210,00</u>
Total Liabilities	163 335,58	162 865,50
Equity		
32000 - Unrestricted Net Assets	808 378,24	808 781,45
32100 - Restricted Net Assets	9 141,81	8 738,60
Net Income	<u>-45 761,90</u>	<u>-41 697,82</u>
Total Equity	<u>771 758,15</u>	<u>775 822,23</u>
TOTAL LIABILITIES & EQUITY	<u><u>935 093,73</u></u>	<u><u>938 687,73</u></u>

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

	<u>Aug 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
4010 - Shopify Revenue	55 161,31	57 087,60	-1 926,29
4030 - Amazon Revenue	74 206,34	68 392,57	5 813,77
4050 - Digital Books Revenue	48,93	49,99	-1,06
4060 - Audible Revenue	2 208,08	2 333,33	-125,25
4070 - Royalty Contract Revenue	0,00	450,00	-450,00
4080 - 7th Traditions Contributions	26 094,89	27 500,00	-1 405,11
4160 - International Sales	11 639,00	3 900,00	7 739,00
4200 - Other Revenue	4,42	255,83	-251,41
49900 - Uncategorized Income	1,00		
Total Income	<u>169 363,97</u>	<u>159 969,32</u>	<u>9 394,65</u>
Cost of Goods Sold			
5000 - Shopify-Cost of Goods Sold	38 463,00	43 847,33	-5 384,33
5050 - Amazon COGS	51 918,19	51 314,74	603,45
5150 - International COGS	9 296,68	2 000,00	7 296,68
5560 - International Printing Costs	1 750,00	316,67	1 433,33
Total COGS	<u>101 427,87</u>	<u>97 478,74</u>	<u>3 949,13</u>
Gross Profit	<u>67 936,10</u>	<u>62 490,58</u>	<u>5 445,52</u>
Expense			
6010 - Payroll Expense	29 578,04	30 558,00	-979,96
6030 - Payroll Taxes	2 390,11	1 866,67	523,44
6050 - Travel & Mileage Expense	0,00	250,00	-250,00
6054 - Contractors	5 825,08	8 083,33	-2 258,25
6057 - Events	67,40	666,66	-599,26
6070 - Program Initiatives	2 510,91	3 013,82	-502,91
6080 - Professional Fees	12 434,85	7 515,00	4 919,85
6090 - Technology IT Support	3 210,71	5 466,66	-2 255,95
6100 - License & Permits	0,00	33,33	-33,33
6110 - Insurance Expense	298,50	450,00	-151,50
6120 - Rent Expense	9 057,40	9 050,00	7,40
6130 - Utilities Expense	789,44	666,66	122,78
6140 - Office Expense	1 806,53	799,99	1 006,54
6150 - Dues and Subscriptions	117,53	168,33	-50,80
6160 - Repairs & Maintenance	681,25	333,33	347,92
6190 - Tax Expense	100,00	0,00	100,00
6200 - Bank & Merchant Fees	3 087,47	3 125,17	-37,70
6210 - Depreciation & Amortization	1 180,39	1 410,30	-229,91
6400 - Other Expense	133,45		
9999 - Suspense Costs	-1 268,88	0,00	-1 268,88
Total Expense	<u>72 000,18</u>	<u>73 457,25</u>	<u>-1 457,07</u>
Net Income	<u><u>-4 064,08</u></u>	<u><u>-10 966,67</u></u>	<u><u>6 902,59</u></u>

See: 7TH TRADITION CONTRIBUTIONS FOR AUGUST 2022



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

December 10, 2022

2:00 PM EST

18:00 UTC

Zoom Meeting Details:	Dial
Link: <a href="https://us02web.zoom.us/j/228809511">https://us02web.zoom.us/j/228809511</a>	US: 1-929-205-6099
Zoom ID: 228 809 511 Passcode: 90755	For Numbers Outside US: <a href="#">Outside US Phone #'s</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., Sue V., Tamara P.  
Absent: Charlie H., Liz C., Fredrik H. On leave: Jasmina T. and Justine F.
- C. Quorum - established
- D. Meeting Support:
  - a) Chair: Sue V.
  - b) Notetaker: Trish I./ Assistant to Board Secretary
  - c) Tech Hosts: #1. Brad L. #2. Brad H.
  - d) Timekeeper: Tamara P.
- E. 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]*

- F. Guest Introductions -26 participants

- G. Tradition # 12: *Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.*
- H. Concept XII – *In all its proceedings, Adult Children of Alcoholics World Service Organization shall observe the spirit of the ACA Twelve Traditions, taking great care that the conference never becomes the seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Conference members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion vote and whenever possible, by substantial unanimity; that no WSO action ever be personally punitive or an incitement to public controversy; that though the WSO may act for the service of Adult Children of Alcoholics, it shall never perform any acts of government; and that, like the fellowship of Adult Children of Alcoholics which it serves, the WSO itself will always remain democratic in thought and action.*

## II. Minutes

Board Teleconference Minutes LINK: [2022-10-08 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)]

(NOTE: The November Teleconference was rescheduled to December so there are no meeting minutes)

**Motion:** To approve the minutes of the October 8, 2022 Board Teleconference Meeting (Tamara P.)

**Second:** Dove H.

**Decision:** Motion passed unanimously.

## III. Executive Reports

A. Chair and Board Report: Sue V.

- Sue presented this report -see: [Board Report November 2022](#)

B. [Treasurer's Report | ACA WSO](#): Lucia S. presented the linked report.

*Note: the financial reports presented are for the month two months prior to current month*

C. [WSO Office | ACA WSO](#): Bill D. presented the linked report.

## IV. Committee/Office Reports

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

Business Operations (Collaboration Committee)

A. [Publishing Committee | ACA WSO](#): Sue V. presented the linked report.

B. [Finance Committee | ACA WSO](#): Lucia S. presented the linked report.

C. [IT Committee | ACA WSO](#): Brad L. presented the new Shopify webpage that was recently launched.

Board and Guest Questions/Comments

- Board member comments:
  - The new Shopify page is great and beautiful.

- The financial health of ACA WSO is a top priority and we are working on this. On a long-term basis we need to be mindful of what we are spending and how to save costs.
- Are the e-book format e-publication dependent on a reader, can I use Nook?
  - IT Chair - I do not know if you can use Nook - I will need to look into this.
- In our group we are looking at 7th Tradition too and following the lead from WSO as this is important.
- There is one area in terms of funds for WSO that has not been explored such as selling mugs, t-shirts, medallions, etc. We would generate more funds if we had products to identify ACA.
  - General Manager - We need to diversify our revenue stream as you say and we are looking at all of this. You will see products coming up.
  - Our group made a tote bag.
- I am an online delegate for 15 meetings and there is a \$600 limit or we have to fill a 1099 form. Could Lucia look into this?
  - Lucia will respond directly to this person in Zoom chat.

#### Fellowship & Public Engagement (Collaboration Committee)

- A. [Member Services | ACA WSO](#) : Dove H. - no report on the website yet - we will post.
  - This committee is now operational.
- B. [Meeting and Service Safety Committee | ACA WSO](#): Rich R. presented linked report.
- C. [Public Services | ACA WSO](#) (includes [H-and-I Committee](#)): Rich R. presented linked report.
- D. [European Committee | ACA WSO](#): Fredrik H- (absent) - no report.
- E. [Global Members Committee | ACA WSO](#): Sue V. - no report on the website yet.
  - Arabic ACA is coordinated by Abdul.
  - Starting to get spanish-speaking volunteers from Mexico for Spanish translation.

#### Board and Guest Questions/Comments

- Are there any plans for training or workshops before people get involved with those in prisons based on an element of safety?
  - Public Services Chair - At the last AWC our committee presented how to safely get involved in hospitals and institutions and you can see presentation on the website. We do have safety guidelines if someone is interested in starting a group in an institution.

**Promise 7 Break** - Erin D. - We will learn how to play and have fun in our lives.

**Break** (5 min.)

#### Policy & Structure (Collaboration Committee)

- A. [ABC AWC Committee | ACA WSO](#): Mary Jo presented the linked report.  
*[ABC/AWC Study under this committee]*
- B. [ABC Proposals & Ballot Prep | ACA WSO](#): Jim R. presented the linked report.

- C. [Nominating Committee | ACA WSO](#): Denise R. presented the linked report.
- D. [Volunteer Resource Committee](#): Jim R. presented the linked report.
- E. [OPPM | ACA WSO](#): Mary Jo - the committee did not meet in November.
- F. [Archives | ACA WSO](#): Alisha presented the linked report.
- G. [Concept 2 & 6 Study](#): No one present to present.

#### Content Development (Collaboration Committee)

- A. [Literature Committee | ACA WSO](#): Christine B. presents the linked report.

#### Board and Guest Questions/Comments

- Board comment: If anyone is interested in becoming a Trustee you are encouraged to speak with the Nominating Committee or a board member.
- Are all policy and procedure decisions being presented to the ABC?
  - Board member: We are living within the Traditions and Concepts; and large matters will go to delegates at the ABC.
- Can you do virtual meetings in Prisons?
  - Public Services Chair - I only know of one prison who allows for this. Most prisons do not give prisoners virtual privileges.

#### V. **Motions read into the Record**

NOTE: the motions passed by the board in October were posted in November on Teleconference webpage in place of TC last month -see: [motions-presented-for-the-record-november-2022](#)

- A. 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 create a review panel of Board and non-Board ACA members to evaluate meeting directory and events calendar listings referred to the panel. The panel will refuse or remove listings that are inconsistent with the ACA Twelve Traditions or the ACA Twelve Concepts for World Service, or that violate provisions of the OPPM or the WSO Bylaws. The panel's decisions may be appealed using a process that is to be defined.

**Background:** WSO is obligated to refuse listings of meetings or events that violate the Traditions or Concepts of Service. This can involve complex discussions that weigh potentially competing program values.

The IT Committee will refer any existing or requested listings to this panel that pose potential problems. The panel will decide about the listing based on the Traditions, Concepts, and OPPM and WSO bylaws. WSO will extend public invitations to participate in the panel and seek the assistance of groups and volunteers from historically marginalized communities.

A core team will be appointed to evaluate pending submissions and to invite additional volunteers to participate. Where a submission is found problematic, the review panel may confer directly with the submitter about possible changes. The panel will notify the IT

Committee and the listing submitter of their final decision.

**Accountability:** *The panel will report to the Fellowship & Public Engagement Collaboration Committee. The panel's decisions may be appealed using a process to be defined and overseen by the Executive Committee.*

**Grounding in Concepts, Traditions, and Bylaws/OPPM:**

- **OPPM, Page 6:** *"ACA WSO shall [fulfill its purpose] by using the 12 Traditions and the 12 Concepts of Service in its deliberations and decision-making process and use its best efforts to ensure that the traditions are maintained throughout the fellowship."*
- **Tradition 1:** *Our common welfare should come first; personal recovery depends on ACA unity.*
- **Tradition 4:** *Each group is autonomous except in matters affecting other groups or ACA as a whole.*
- **Concept 10:** *Good service leaders, together with sound and appropriate methods of choosing them, are, at all levels, indispensable for our future functioning and safety.*
- **Concept 5:** *Throughout our structure, a Right of Petition prevails, thus assuring us that minority opinion will be heard and that petitions for the redress of grievances will be carefully considered.*

**Second:** Brad H.

**Decision:** Motion passed unanimously on November 3, 2022

2. **Motion:** To approve the revised Oral History Release form for use by the Oral History subcommittee. See revised form at: Revised Oral History Release Form (Erin D.)

**Background:** The Oral History subcommittee has revised the Release Form they use for interviews so it is easier to understand and more comprehensive in scope. The changes are:

Paragraph One

Text regarding "control or royalties" was added to cover use of interviews for any ACA publication without expectation of royalties or control on the part of the person interviewed. The last sentence of the original was moved to this paragraph because it deals with similar matters of use.

Paragraph Two

The word "written" was added to the word "interview" in the second line to make it clear that text can only be edited or removed from the written form of the interview.

Paragraph Five

Paragraph Five was added to provide legal protection not only to ACA WSO officers and board members, but also to volunteers who will conduct and edit the interviews, and any others involved in the "reproduction, copy, display," etc. of the interview.

Note: The Content Development Collaboration Committee and Marcia J., Chair of the Archives Committee, approved these changes.

**Second:** Liz C.

**Decision:** Motion passed unanimously on November 2, 2022.

3. **Motion:** To approve the rescheduling of the November 2022 Board Teleconference (TC) to the December 2022 TC. (Sue V.)

**Background:** The new quarterly delegate meeting (QDM) could only be scheduled on the same day as the TC, Nov 12th. The board considers this as a special circumstance as most of the board members and service committee chairs will also be at the QDM which is 4 hours and it is not reasonable to ask them to stay on for another 2.5-3 hours. We will still request monthly reports be posted and questions can be directed to the specific committees.

OPPM Reference: B. Types of Board Meetings and Schedule 1. Monthly Public Teleconferences: held on a teleconference line on the second Saturday of each month at 2 P.M. Eastern Time (North America), unless special circumstances dictate otherwise. In that event, the teleconference shall be held at the day and hour designated by the Board.

OPPM Reference: page 20,21

#### B. Types of Board Meetings and Schedule

The Board holds the following types of meetings:

1. Monthly Public Teleconferences: held on a teleconference line on the second Saturday of each month at 2 P.M. Eastern Time (North America), unless special circumstances dictate otherwise. In that event, the teleconference shall be held at the day and hour designated by the Board. The Board Secretary will be responsible for having a prominent notice placed on the website.

Teleconference information is posted on the website. This type of meeting is intentionally public and is held for the purpose of helping to maintain transparency of operations. Because they are Board meetings, during the formal agenda portion, the only participants are Board members and those invited by the Board to contribute, such as committee members. At the conclusion of the formal agenda, guests are invited to make comments and ask questions.

#### C. Monthly Teleconference Agenda

When possible, motions to be considered during the Monthly Teleconference should be sent to the Secretary seven (7) days prior to the meeting for inclusion on the published agenda. If the issue is determined by the Executive Committee or the Board to need clarification, Committee review, or submission to a Committee for comment before action can be taken, the item may be deferred until a later time.

The agenda is to be posted on the website at least three days before the meeting.

New items of business, including motions, may be added to the Agenda by Board members and with Board agreement during the Teleconference.

**Second:** Liz C.

**Decision:** Motion passed unanimously on November 6, 2022.

4. **Motion:** To accept Jasmina T.'s resignation in the officer role of Vice Chair effective retroactively

on October 22, 2022. (Sue V.)

**Second:** Dove H.

**Decision:** Motion passed unanimously on November 19, 2022

5. **Motion:** To create a WSO Health and Safety Advisory Group that will work with the different health and safety functions in WSO service and will work to develop and recommend steps to create and maintain a healthy and safe environment for all WSO service committees. This group will be composed of volunteers and special workers, with the aid of professional consultants as needed. (Sue V.)

**Background:** WSO is in a critical period where many volunteers are reluctant to step into service roles and those already in those roles are sometimes overwhelmed with the work needing to be done in a sometimes unhealthy and/or unsafe environment. Attention to both health and safety is essential to the proper functioning of WSO. Concept IX recognizes safety as indispensable for functioning of all WSO service leaders.

The Board intends for the group to be a diverse and inclusive team that will report to, and be guided by, the Executive Committee. They will also develop and recommend future Board actions. This is critical for WSO service committees, the Board, and all volunteers, as well as for all individuals in ACA recovery.

**Second:** Charlie H.

**Decision:** Motion passed unanimously on November 22, 2022.

6. **Motion:** To appoint Dove H as the Board's interim Chair of the WSO Health and Safety in Service Advisory Group (Sue V.)

**Background:** Dove H. is well qualified to serve in this role. She has started many new meetings that are sustainable and has served as a group rep for intergroup and the region. At the start of the pandemic, many of the meetings were transitioning to zoom and groups had many safety questions and concerns. Dove came to WSO looking for answers and solutions for her groups, she attended the teleconference and was invited to join the APB - addressing predatory behavior which ultimately became MSSC, Meeting Service and Safety Committee.

**Second:** Charlie H.

**Decision:** Motion passed unanimously on November 22, 2022.

7. **Motion:** To accept the yearly performance review report for Bill D., General Manager, submitted by the HR Liaison, and prepare a new contract to offer Bill D. to continue in the position of WSO General Manager. (Sue V.)

**Background:** The contract with Bill D. in the position of WSO General Manager, ends on February 11, 2023. In preparation for this deadline, a 360 degree performance evaluation was conducted for Bill in this position. A summary report on the performance evaluations provided to the board indicate that Bill has done an outstanding job in almost every aspect of his position. In addition, he conducts himself with professionalism and contributes greatly to the level of service ACA WSO provides. Based on this information, the Board plans to renew his contract.

**Second:** Tamara P.

**Decision:** Motion passed unanimously on November 26, 2022.

8. **Motion:** To officially disband the Distribution Center Oversight Committee retroactively as of December 1, 2021.

**Background:** The Distribution Oversight Committee was created with the purpose to maintain contact with the office management to ensure that all operations are running smoothly, that policies are being followed, and that the Staff has the resources they need to do their jobs. In 2021, this committee was disbanded due to the creation of the Publishing Committee and the General Manager Oversight Committee.

**Second:** Brad H.

**Decision:** Motion passed unanimously on November 30, 2022.

#### B. Guest Comments

- I liked how the board started out the meeting with what you have done and also showing each committee's report on the screen during the meeting was very helpful.
- If possible please order any items on Shopify rather than Amazon, as we get a better percentage of the revenue.
- In online meetings sometimes people can not make a donation/7th tradition during the meeting and my suggestion is to pause the meeting to give people time to do this practice.
- Re: Oral histories that are being gathered, I've turned over the information from the original WSO people, that they signed off on word for word, to the Archive committee and the General Manager. I'm wondering what is being done with those oral histories?
  - Board member: We will follow up with the Archives Chair after this meeting since she is absent, and get back to the fellowship with the answer.
- Re: the Ballot Prep Committee - I was not aware that the percentage was changed to 60% - why is it being changed back?
  - Ballot Prep Committee member: It was changed one year when there were only two proposals on the agenda however there is not really a good reason to make this change to the original threshold ongoing. This motion has not yet been approved by the Board.
- I'm really happy with the way the Teleconferences (TC) are going now, that we can talk inside of the TC, instead of at the end. It is going much better.
- Re: 7th traditions being low within meetings, we say please donate to the intergroup or region or whoever is providing the Zoom because those entities can donate and at least some money is coming in.
- WeAgnostics have no problems getting 7th Tradition donations yet the group rejects the idea of passing a virtual basket however, we take time in each meeting to talk about what the 7th tradition does/covers in specific so there is transparency. I think this helps.
- The Board Chair conveyed thanks to the committee chairs, committees members, board members, and delegates for their service, and the staff for all they do. Also, encouraged all service volunteers, along with the Board, to take the holiday time at the end of this month to rest and have fun.

## VI. Closing Activities

### A. Announcements

- Next WSO Board Teleconference Meeting is on January 14, 2023 at 2:00pm EST.

- B. Motion to Adjourn Meeting - Dove      Second: Sue      Motion passed unanimously.
- C. Closing Serenity Prayer

**APPENDIX - Financial Reports for October 2022**

2:57 PM  
11/22/22  
Accrual Basis

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

	<u>Oct 31, 22</u>	<u>Sep 30, 22</u>
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
1000 · Cash & Cash Equivalents	309 136,00	322 173,32
Total Checking/Savings	309 136,00	322 173,32
Accounts Receivable		
1300 · Customer Receivable	3 929,00	3 929,00
Total Accounts Receivable	3 929,00	3 929,00
Other Current Assets		
1310 · Other Receivables	0,00	99,00
1320 · SHOPIFY-Shopp'g cart receivable	7 377,67	7 394,30
1330 · Interest Receivable	20,43	17,89
1350 · Prepaid Expenses	48 373,86	63 621,10
1400 · Inventory Asset	380 169,21	384 121,79
Total Other Current Assets	435 941,17	455 254,08
Total Current Assets	749 006,17	781 356,40
Fixed Assets		
1800 · Fixed Assets	208 561,35	194 226,35
1830 · ROU Assets (Leased Assets)	66 623,00	75 152,00
1860 · Accum. Depr' & Am't	-109 210,76	-108 026,29
Total Fixed Assets	165 973,59	161 352,06
<b>TOTAL ASSETS</b>	<b>914 979,76</b>	<b>942 708,46</b>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	38 349,07	17 971,34
Total Accounts Payable	38 349,07	17 971,34
Credit Cards		
2011 · Bank of America-Corp Card #1794	2 891,36	5 881,97
2012 · Bank of America-Corp Card #0904	1 149,11	0,00
Total Credit Cards	4 040,47	5 881,97
Other Current Liabilities		
2100 · Payroll Liabilities	32 338,85	27 325,94
2130 · Other Liabilities	36 894,90	50 871,98
2200 · Accrued Liabilities	5 497,68	9 844,82
25500 · Sales Taxes Payable	6 380,58	8 727,24
Total Other Current Liabilities	81 112,01	96 769,98
Total Current Liabilities	123 501,55	120 623,29
Long Term Liabilities		
2300 · ROU Liability (Lease Liability)	66 623,00	75 152,00
Total Long Term Liabilities	66 623,00	75 152,00
Total Liabilities	190 124,55	195 775,29

3:02 PM  
11/22/22  
Accrual Basis

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

	<b>Oct 22</b>	<b>Budget</b>	<b>\$ Over Budget</b>
<b>Income</b>			
4010 · Shopify Revenue	54 987,31	57 087,60	-2 100,29
4030 · Amazon Revenue	72 144,48	68 392,56	3 751,92
4050 · Digital Books Revenue	583,73	50,00	533,73
4060 · Audible Revenue	2 237,90	2 333,33	-95,43
4070 · Royalty Contract Revenue	0,00	450,00	-450,00
4080 · 7th Traditions Contributions	20 600,38	27 500,00	-6 899,62
4160 · International Sales	9 206,58	3 900,00	5 306,58
4200 · Other Revenue	5,20	255,83	-250,63
<b>Total Income</b>	<b>159 765,58</b>	<b>159 969,32</b>	<b>-203,74</b>
<b>Cost of Goods Sold</b>			
5000 · Shopify-Cost of Goods Sold	40 025,09	43 847,29	-3 822,20
5050 · Amazon COGS	61 719,07	51 314,72	10 404,35
5150 · International COGS	7 083,90	2 000,00	5 083,90
5560 · International Printing Costs	0,00	316,67	-316,67
<b>Total COGS</b>	<b>108 828,06</b>	<b>97 478,68</b>	<b>11 349,38</b>
<b>Gross Profit</b>	<b>50 937,52</b>	<b>62 490,64</b>	<b>-11 553,12</b>
<b>Expense</b>			
6010 · Payroll Expense	31 375,10	30 558,00	817,10
6030 · Payroll Taxes	2 117,56	1 866,67	250,89
6050 · Travel & Mileage Expense	3 175,68	250,00	2 925,68
6054 · Contractors	7 460,21	8 083,33	-623,12
6057 · Events	533,06	666,66	-133,60
6070 · Program Initiatives	3 893,40	3 013,82	879,58
6080 · Professional Fees	6 932,08	7 515,00	-582,92
6090 · Technology IT Support	3 182,34	5 466,66	-2 284,32
6100 · License & Permits	90,00	33,33	56,67
6110 · Insurance Expense	311,34	450,00	-138,66
6120 · Rent Expense	9 057,40	9 050,00	7,40
6130 · Utilities Expense	528,06	666,66	-138,60
6140 · Office Expense	1 077,66	799,99	277,67
6150 · Dues and Subscriptions	117,53	168,33	-50,80
6160 · Repairs & Maintenance	180,00	333,33	-153,33
6200 · Bank & Merchant Fees	2 163,89	3 125,17	-961,28
6210 · Depreciation & Amortization	1 184,47	1 410,29	-225,82
9999 · Suspense Costs	-364,30	0,00	-364,30
<b>Total Expense</b>	<b>73 015,48</b>	<b>73 457,24</b>	<b>-441,76</b>
<b>Net Income</b>	<b>-22 077,96</b>	<b>-10 966,60</b>	<b>-11 111,36</b>