

	<p><b>Adult Children of Alcoholic and Dysfunctional Families World Service Organization</b></p> <p><b>1458 E. 33rd Street, Signal Hill, CA 90755</b></p> <p>Mailing address: ACA WSO PO Box 811 Lakewood, CA 90714 (310) 543-1815</p>
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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 14, 2023**  
**2:00 PM ET**  
**18:00 UTC**

<b>Zoom Meeting Details:</b>	<b>Dial</b>
<b>Link:</b> <a href="https://us02web.zoom.us/j/228809511">https://us02web.zoom.us/j/228809511</a>	<b>US:</b> 1-929-205-6099
<b>Zoom ID:</b> 228 809 511 <b>Passcode:</b> 90755	<b>For Numbers Outside US:</b> <a href="#">Outside US Phone #'s</a>

**I. Opening**

- A. Open with the ACA Serenity Prayer
- B. Readings:
  - a. Tradition #1: *Our common welfare should come first; personal recovery depends on ACA unity.*
  - b. Concept #1: *The final responsibility and the ultimate authority for ACA World Services should always reside in the collective conscience of our whole fellowship.*
- C. 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]*

- D. Call to Order
- E. Roll call of Board Members: Brad H., Charlie H., Dove H., Erin D., Fredrik H., Liz C., Sue V.,  
Absent:    On leave: Jasmina T. and Tamara P.

Quorum -

- F. 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: TBD

G. Guest Introductions - # of participants

## II. Minutes

Board Teleconference Minutes LINK: [2022-12-10 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 the December 2022 Board Teleconference Meeting (Brad H.)

**Second:**

**Decision:**

## III. Executive Reports

- A. [Board Report](#): Sue V.
- B. [Treasurer's Report](#): Fredrik H.  
*Note: the financial reports presented are for the month two months prior to current month*
- C. [General Manager Report](#): Bill D.

## IV. Committee 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](#): Sue V.
- B. [Finance Committee](#): Lucia S.
- C. [IT Committee](#): Brad L.
- D. [Data Analysis Committee](#): Brian
- E. [Organization Name Study](#): Brad L.

Board and Guest Questions/Comments



Fellowship & Public Engagement (Collaboration Committee)

- A. [Member Services Committee](#) : Dove H.
- B. [Meeting and Service Safety Committee](#): Rich R.

- C. [Public Services Committee](#) (includes H-and-I Committee): Rich R.
- D. [European Committee](#): Fredrik H.
- E. [Global Members Committee](#): Sue V.

Board and Guest Questions/Comments

**Promise 7 Break** - Erin D.

**Break** (5 min.)

Policy & Structure (Collaboration Committee)

- A. [ABC AWC Committee](#): Liz C.
- B. [ABC Proposals & Ballot Prep Committee](#): Jim R.
- C. [Nominating Committee](#): Denise R.
- D. [Volunteer Resource Committee](#): Jim R.
- E. [OPPM Committee](#): Mary Jo
- F. [Archives Committee](#): Marcia/Alicia
- G. [Concept 2 & 6 Study](#): Charlie H. (interim)

Content Development (Collaboration Committee)

- A. [Literature Committee](#): Christine B.

Board and Guest Questions/Comments



## V. Motions read into the Record

- 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 approve the Ballot Preparation Committee's recommendation that the threshold for including a Ballot proposal on the ABC agenda be returned to the former standard of a 66.7% affirmative vote. In 2019 it was changed to 60%. (Liz C.)

**Background:** The percentage change from 66.7% to 60% was made in 2019 in reaction to the fact that only 2 out of 14 Ballot Proposals that year met the vote requirement to be on the agenda. Considering that the ABC agenda consists of more than ballot proposals, including pressing matters for the delegates to discuss, lowering the threshold is not needed, and it can resume to the original threshold established at 66.7% affirmative vote. The ABC/AWC committee is in agreement with this motion.

**Decision:** Motion passed unanimously on December 14, 2022.

2. **Motion:** To change the name of the Meeting Service and Safety Committee (MSSC) to Safety Resources Committee (Dove H.).

**Background:** The Meeting Safety and Security Committee (MSSC) was created when safety issues began after the rise of the pandemic and consequent move to virtual platforms for meetings. At this time, safety issues have moved well beyond issues with online meetings (e.g. zoom-bombing, etc). Changing the name and focus of this committee from the pandemic to generic safety issues provides a better understanding of what this committee is providing. This change will also alleviate the confusion between the Member Services Committee (MSC) and MSSC as both contain "meeting services." MSSC is now finding that what we are being asked for and are providing, is safety resources focusing on traditions violations, predatory behavior, lack of understanding about a group conscience, etc. A name change will help identify quickly and easily the purpose of this committee.

The mission statement for MSSC was: To address safety issues related to environments during the coronavirus pandemic, and develop a long-term strategy and potential resources to help the ACA fellowship effectively address other safety issues.

The statement of purpose for the Safety Resources Committee is: To address safety issues and develop long-term strategies and potential resources to help the ACA fellowship effectively address common safety issues in and around all meeting environments.

**Decision:** Motion passed unanimously on December 15, 2022.

3. **Motion:** To grant Tamara P. her request for a leave of absence from Board of Trustees and committee service for three months. This leave will be effective from January 1 through March 31, 2023. (Sue V.)

**Second:** Dove H.

**Decision:** Motion passed unanimously on December 15, 2022

4. **Motion:** To amend the Vacation Section in the HR Manual for Special Workers as follows (Note: addition is bolded):

#### 7.13 Vacation

*Adult Children of Alcoholics and Dysfunctional Families provides employees with paid vacation.*

#### *Eligibility*

*All full-time and part-time regular employees are eligible to receive vacation time after completing 90 days of employment.*

#### *Deposits Into Your Leave Account*

*Vacation is calculated according to your anniversary date.*

*The amount of vacation received each year is based on your length of service and is granted in a lump sum on or about your anniversary date as follows:*

*First year of employment (after 90 days): 2 days (16 hours) annually.*

*Second year of employment: 5 days (40 hours) annually.*

*Third year of employment and each year thereafter: 10 days (80 hours) annually.*

*Note: Part-time non-exempt employees receive vacation time in proportion to their work schedule.*

**Senior level exempt employees may be granted up to 20 days (160 hours) annually commensurate with position and length of service.** (Sue V.)

**Background:** This addition to the vacation section in the HR Manual will allow WSO to attract and retain skilled and qualified special workers for senior level management positions as per standard HR practices.

**Decision:** Motion passed unanimously on December 23, 2022.

B. Motions passed at a Board Working Session on December 15, 2022

1. **Motion:** To appoint Brad H. as the interim Secretary from January 1 to April 1, 2023 unless the Secretary on leave, Tamara P., returns to board service earlier. (Sue V.)

**Second:** Dove H.

**Decision:** Motion passed unanimously. Tamara P. and Brad H. abstained

2. **Motion:** To accept the suggested revisions by the Ballot Proposal Committee (BPC) for the ballot proposal analyses except for the BPC to consider comments from the board and correct any inaccuracies. (Brad H.).

**Second:** Fredrik H.

**Decision:** Motion passed unanimously.

C. Guest Comments



## VI. Closing Activities

A. Announcements

- Next WSO Board Teleconference Meeting is on February 11, 2023 at 2:00pm ET.

B. Motion to Adjourn Meeting:

C. Closing Serenity Prayer

**APPENDIX**

**Adult Children of Alcoholics World Service Organization**

**Balance Sheet**

As of November 30, 2022

Accrual Basis

	Nov 30, 22	Oct 31, 22	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1000 · Cash & Cash Equivalents	303,956.78	309,096.00	-5,139.22	-1.66%
<b>Total Checking/Savings</b>	303,956.78	309,096.00	-5,139.22	-1.66%
<b>Accounts Receivable</b>				
1300 · Customer Receivable	3,629.00	3,972.13	-343.13	-8.64%
<b>Total Accounts Receivable</b>	3,629.00	3,972.13	-343.13	-8.64%
<b>Other Current Assets</b>				
1320 · SHOPIFY-Shopp'g cart receivable	7,346.47	7,377.67	-31.20	-0.42%
1330 · Interest Receivable	23.04	20.43	2.61	12.78%
1350 · Prepaid Expenses	41,517.19	48,373.86	-6,856.67	-14.17%
1400 · Inventory Asset	368,504.35	380,159.68	-11,655.33	-3.07%
<b>Total Other Current Assets</b>	417,391.05	435,931.64	-18,540.59	-4.25%
<b>Total Current Assets</b>	724,976.83	748,999.77	-24,022.94	-3.21%
<b>Fixed Assets</b>				
1800 · Fixed Assets	220,277.67	208,561.35	11,716.32	5.62%
1830 · ROU Assets (Leased Assets)	58,094.00	66,623.00	-8,529.00	-12.8%
1860 · Accum. Depr' & Am't	-110,515.68	-109,210.76	-1,304.92	-1.2%
<b>Total Fixed Assets</b>	167,855.99	165,973.59	1,882.40	1.13%
<b>TOTAL ASSETS</b>	<b>892,832.82</b>	<b>914,973.36</b>	<b>-22,140.54</b>	<b>-2.42%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2000 · Accounts Payable	16,346.28	38,349.07	-22,002.79	-57.38%
<b>Total Accounts Payable</b>	16,346.28	38,349.07	-22,002.79	-57.38%
<b>Credit Cards</b>				
2011 · Bank of America-Corp Card #1794	3,095.02	4,159.06	-1,064.04	-25.58%
2012 · Bank of America-Corp Card #0904	0.00	1,149.11	-1,149.11	-100.0%
<b>Total Credit Cards</b>	3,095.02	5,308.17	-2,213.15	-41.69%
<b>Other Current Liabilities</b>				
2100 · Payroll Liabilities	37,898.52	32,338.85	5,559.67	17.19%
2130 · Other Liabilities	35,776.87	36,894.90	-1,118.03	-3.03%
2200 · Accrued Liabilities	5,542.21	5,497.68	44.53	0.81%
25500 · Sales Taxes Payable	6,051.28	6,383.71	-332.43	-5.21%
<b>Total Other Current Liabilities</b>	85,268.88	81,115.14	4,153.74	5.12%
<b>Total Current Liabilities</b>	104,710.18	124,772.38	-20,062.20	-16.08%
<b>Long Term Liabilities</b>				
2300 · ROU Liability (Lease Liability)	58,094.00	66,623.00	-8,529.00	-12.8%
<b>Total Long Term Liabilities</b>	58,094.00	66,623.00	-8,529.00	-12.8%
<b>Total Liabilities</b>	162,804.18	191,395.38	-28,591.20	-14.94%
<b>Equity</b>				
32000 · Unrestricted Net Assets	807,300.41	807,518.03	-217.62	-0.03%
32100 · Restricted Net Assets	10,219.64	10,002.02	217.62	2.18%
Net Income	-87,491.41	-93,942.07	6,450.66	6.87%
<b>Total Equity</b>	730,028.64	723,577.98	6,450.66	0.89%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>892,832.82</b>	<b>914,973.36</b>	<b>-22,140.54</b>	<b>-2.42%</b>