



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

February 11, 2023

2:00 PM EDT

18:00 UTC

Meeting held via video conference/Zoom

I. Opening

- A. Call to Order – Open with the ACA Serenity Affirmation
- B. Readings:
 - a) Tradition #2: 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.
 - b) Concept #2: Authority for the active maintenance of our world services is hereby delegated to the actual voice, the effective conscience for 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. Roll call of Board Members: Brad H., Charlie H., Dove H., Liz C., Sue V.,
Absent: Erin D., Fredrik H. Tamara P. on leave
Quorum - established.
- E. Meeting Support:
 - a) Chair: Sue V., Chair
 - b) Notetaker: Trish I./ Assistant to Board Secretary
 - c) Tech Hosts: #1. Brad L. #2. Brad H.
 - d) Timekeepers: Section- Dove Indiv.- Liz
- F. Guest Introductions

II. Minutes (3 min.)

Board Teleconference Minutes LINK: [☰ 2023-01-14 Monthly Teleconference Minutes](#)

[NOTE: Please send any corrections to the minutes to the Secretary prior to the meeting at Secretary@acawso.org]

Motion: To approve the minutes of the January 14, 2023 Teleconference Board Meeting (Brad H.)

Second: Liz C.

Decision: Motion passed unanimously. Fredrik H. and Erin D. were absent.

III. Executive Reports (Section: 10 min.)

A. [Board Report](#): Sue V. presented report.

B. [Treasurer's Report | ACA WSO](#): Lucia S. presented report.

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

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

D. Guest Questions/Comments

- Q: Where can I find out more about the virtual basket?
 - A: We are adding this to the 7th tradition page on the website or you can message me as the IT manager.
- Q: Are there audio books of the basic texts and would you be open to having a member recording them for those who need them?
 - A: We cannot have someone who is not under our copyright to do this recording as we would lose our copyright. Also, it can take \$5-\$10,000 to make an audio recording.
- Q: Regarding restricted asset funds - would it be useful to have them for other specific areas such as for the conference or literature content - how could this happen?
 - A: When we started the Literature Scholarship fund it had to go through board approval. There is no documented process for proposing a restricted fund currently. It could go to a Finance committee meeting to discuss. The Literature scholarship fund was a proposal from the Publishing committee that was brought to an ABC for approval.

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 | ACA WSO](#): Sue V. presented report.

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

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

Board, Staff and Guest Questions/Comments

- Back to the person who offered to create audio books, any time someone volunteers to do something we really do want to acknowledge this. As many as there are needs we are doing,

there are needs that could be done. Encourage you to consider joining the Publishing committee if interested.

- One member of the region board was concerned about the phraseology on the letter sent out from the Finance Committee regarding 7th Tradition- that there was a dire need. Can we tone this down as in the finance report the income last year was a quarter of a million dollars.
 - Some people may have interpreted it this way and some did not. We did have a \$81,000 deficit in the budget for last year. Our 7th tradition is 17% of income and most service organizations are 30%-40%. We are not on the verge of “going belly up” yet the financial situation hampers our ability to provide translated literature to a global community that is growing very rapidly. We have to delay some projects and it all comes back to the contributions being not sufficient to do this.
- Could there be a shared “QR” code for WSO to donate to 7th Tradition?
 - The IT Manager said he would provide this.
- I hear that the funds coming in threaten the services being provided, if these funds do not materialize, would certain services have to be trimmed? What might these look like? If you say what these are, it might come across differently.
 - It is not so much a matter of things getting done, it is when they will get done based on funds available so we can get the message out to all those who need it.
 - Also, we have many requests for audio books and it is very expensive to do this.
- A suggestion that you do not always need audio, you can use a locked pdf with a reader instead and this meets copyright issues and can be used for those who require this.

Fellowship & Public Engagement (Collaboration Committee)

- A. [Member Services | ACA WSO](#) : Dove H. presented report.
- B. [Safety Resources Committee | ACA WSO](#): Dove H. presented report.
- C. [Public Services | ACA WSO](#) (includes H-and-I Committee): Rich R. presented report.
- D. [European Committee | ACA WSO](#): Edmundas presented report.
- E. [Global Members Committee | ACA WSO](#): Sue V. presented report.

Summary of Board, Staff and Guest Questions/Comments

- Q: I heard that the Regions subcommittee will join with the Intergroups subcommittee into one subcommittee - does it need to go to the board?
 - This was brought to the Fellowship and Public Engagement Collaboration Committees and it was approved. In the OPPM, subcommittee business no longer comes to the board and can be handled by the committee and the collaboration committee. We are also in the process of looking at collaboration committees in terms of delegation and Concept 10.

- I am struggling with some of the workbooks in terms of language and wondering about having more trauma informed language in the literature so it is not so triggering for those survivors of major trauma abuse?
 - I will pause this question and bring it up after the Literature committee report.

Promise 7 Break (5 min.)

Break (5 min.)

Board members present: Sue V., Dove H., Brad H., Liz C., Charlie H.

Quorum established.

Policy & Structure (Collaboration Committee)

- A. [ABC AWC Committee | ACA WSO](#): Liz C. presented report.
- B. [ABC Proposals & Ballot Prep | ACA WSO](#): Mary Jo presented report.
- C. [Nominating Committee | ACA WSO](#): Denise R. presented report.
- D. [Volunteer Resource Committee](#): Laura L. presented report.
- E. [OPPM | ACA WSO](#): Mary Jo presented report.
- F. [Archives | ACA WSO](#): Alicia presented report.
- G. [Concept 2 & 6 Study](#): Charlie H. presented report.

Content Development (Collaboration Committee)

- A. [Literature Committee | ACA WSO](#): Brad H. presented report.

Summary of Board, Staff and Guest Questions/Comments

- For the Ballot Proposal Committee (BPC), it states that the ballot threshold was 67% yet in the OPPM it states 60%?
 - A motion was passed in December and reported at the January 2023 Teleconference. It was lowered in 2016 because there were just a few ballot proposals made onto the agenda. The BPC decided to go back to the original amount of 67% that was established by the fellowship. Also, the ABC committee supported this.
- I have not received any guidelines for presenting at the Town Hall happening tomorrow. Also, should the change in threshold to 67% go to the ABC and be considered like a change to the bylaws for approval?
 - The chair of the BPC will contact this person directly regarding this question.
- Could someone email the person who asked about trauma informed literature since she had to leave the meeting?
 - Yes, I will ask the Literature Committee Chair to do this.
- I wanted to ask about people who identify as both genders and if this is why the Recovery Sisters meetings were delisted. I wanted to know the reason it was taken down?
 - We were aware of concerns about the Recovery Sisters meetings on our ACA website meeting listing. After careful review we have removed these meetings from the ACA

meeting listings as they were not following the Traditions. Removing the listing does not stop the meetings and they have been given instructions on how to work with us from an appeal perspective. We will work with the group going forward with Tradition One.

- A comment -in hearing all the committee reports, we are trying to put together a Service Manual and there are a lot of committees that are doing things that would be part of this manual. It would be great if we could get together on this so we are not doing similar things simultaneously. You can reach me at servicemanual@acawso.org
 - We were concerned about all the different committees doing different things and the need for health and safety in service so we created a Health and Safety Advisory group to work on centralizing and unifying what is going on. The board is looking at priorities for 2023 and consolidating resources where we can so that we can meet the needs of the fellowship in a timely way.

V. Motions read into the Record

A. Motion passed at the Executive Committee Meeting on January 19, 2023

Motion: To approve the expenditure of the funds for a quote for approximately \$6,168 to a vendor to: 1) convert the Russian “Big Red Book” (BRB) file from Quarkxpress to Adobe InDesign, 2) insert it into a custom template that conforms to the WSO BRB print layout, and 3) output the InDesign file to a pdf file and convert it into ePub 3 file. (Sue V.)

Background: Due to updates to the BRB over the last several years WSO needs to update the Russian BRB contents. The Russian fellowship has told WSO there has been a shortage of books in Russia for over a year and they really need this book as soon as possible. The WSO does not have a file that it can update to provide this book in an efficient or timely manner. Therefore a print ready file and an ePub file need to be created. This quote will deliver those files to WSO in a timely manner. The Business Operations collaboration committee supports the approval of this motion.

Second: Fredrik H.

Decision: Motion passed unanimously.

B. Motions passed at a Board Working Session on January 26, 2023

1. **Motion:** For the 2023 calendar year, the ABC is scheduled for May 6 and 7, and the AWC will be held on the weekend of September 23 and 24. (Liz C.)

Second: Charlie H.

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

2. **Motion:** For the board to accept the suggested dates provided by the ABC/AWC Committee of August 5 and November 4 for a Quarterly Delegates Meeting in 2023, following the February 18 Quarterly Delegate meeting (QDM). These dates will be voted on by delegates at the February 18 QDM too. (Liz C.)

Second: Charlie H.

Decision: Motion passed unanimously. Fredrik is 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)

Motion: To delay Ballot-related dates for 2023 ABC to the following:

- Translations are due to Ballot Prep Committee (BPC) - January 10 (from December 31)
- Publication of the Ballot that contains the 2023 Proposals – January 18 (from January 8)
- Close of Ballot voting - April 10 (from March 31)
- Publication of Ballot results – April 13 (from April 10)

(Tamara P.)

Second: Sue V.

Decision: Motion passed unanimously on January 5, 2023.

D. Summary of Staff and Guest Comments

- I would like to know more about the delisting since it is an important question.
 - It is about Tradition One - our common welfare comes first. We followed the direction from the ABC motion in 2022. We had many complaints and this decision was not taken lightly. We put forth an appeal process which is in the OPPM which we provided.
 - The reason we cannot give a lot of details as it could make us legally liable.
- I have been in lots of WSO meetings with other 12 step groups. I am here on behalf of online Recovery Sisters meetings. The delisting and lack of transparency concerns me. By saying things like we are really looking into it and legal guidelines is a lack of transparency - I have some concerns about this. We only hear it was about Traditions and now I hear it is the first Tradition. Many of us are confused and concerned. I would like to have more transparency.
 - I appreciate the challenges. We have not stopped the meetings since this is not part of our authority. However based on motions passed at our ABC we do have a responsibility to our meeting listings. The best process we have to protect everyone including the organization is to go through the appeal process. We plan to bring this forward to the ABC regarding meeting listing policies and issues. We need to abide by the Traditions and the law.
- I am following up on the motion on January 26 - the intent was to ask delegates about the dates for the quarterly meeting dates in 2023. I am curious about why to include delegates in this decision and not include them in the ballot threshold question of 66.7%?
 - In all matters of the broad policy and finance the conference has the last decision and especially for things that affect the operations of the conference. The decision was going back to a standard that already existed yet there is a strong argument that it could be presented to delegates.
 - Because the change in 2016 to 60% did not go to the delegates so we are resetting it to what was established by the delegates which was 67%. A new threshold would require a ballot proposal.
- The subject regarding Recovery Sister is emotional and we respect everyone's perspectives. We are adult children in a service meeting and we want to be kind to one another no matter what our opinions are. There is a board group conscience for the arguments on chat to please stop as it is creating an unsafe environment.
- I am hearing themes about communication with the conference, tight resources and need for prioritization - could we use the conference as a prioritization method?
 - We will be doing this.
- Thank you for your committed service. I am grateful for the diplomacy and avenues for accountability and justice for this process and it makes me feel safe.

- Before anyone gets delisted usually a delegate is informed and goes to the meeting to witness what is happening. From my perspective, many people do not know what a tradition is or a concept and they are interactive with each other. A small group cannot put in a policy for all 65 groups.
 - There have been a lot of people affected and there have been responses to them. If you need to say more than please send it to the Secretary email since we are out of time.

VI. Closing Activities

A. Announcements

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

B. Motion to Adjourn Meeting: Dove H. Motion passed unanimously.

C. Closing Serenity Prayer

APPENDIX - Financial Reports

9:20 AM
01/25/23
Accrual Basis

Adult Children of Alcoholics World Service Organization Balance Sheet As of December 31, 2022

	Dec 31, 22	Nov 30, 22
ASSETS		
Current Assets		
Checking/Savings		
1000 · Cash & Cash Equivalents	330 360,97	303 806,45
Total Checking/Savings	330 360,97	303 806,45
Accounts Receivable		
1300 · Customer Receivable	479,00	4 553,42
Total Accounts Receivable	479,00	4 553,42
Other Current Assets		
1320 · SHOPIFY-Shopp'g cart receivable	7 288,06	7 346,47
1330 · Interest Receivable	25,57	23,04
1350 · Prepaid Expenses	48 221,42	41 517,19
1400 · Inventory Asset	348 761,57	368 412,33
Total Other Current Assets	404 296,62	417 299,03
Total Current Assets	735 136,59	725 658,90
Fixed Assets		
1800 · Fixed Assets	221 678,27	220 277,67
1830 · ROU Assets (Leased Assets)	49 565,00	58 094,00
1860 · Accum. Depr' & Am't	-111 846,00	-110 515,68
Total Fixed Assets	159 397,27	167 855,99
TOTAL ASSETS	894 533,86	893 514,89
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	6 947,37	16 346,28
Total Accounts Payable	6 947,37	16 346,28
Credit Cards		
2011 · Bank of America-Corp Card #1794	1 347,54	3 095,02
2012 · Bank of America-Corp Card #0904	32,90	0,00
Total Credit Cards	1 380,44	3 095,02
Other Current Liabilities		
2100 · Payroll Liabilities	38 826,46	37 898,52
2130 · Other Liabilities	45 443,82	35 776,87
2200 · Accrued Liabilities	9 241,54	5 542,21
25500 · Sales Taxes Payable	7 444,02	6 108,05
Total Other Current Liabilities	100 955,84	85 325,65
Total Current Liabilities	109 283,65	104 766,95
Long Term Liabilities		
2300 · ROU Liability (Lease Liability)	49 565,00	58 094,00
Total Long Term Liabilities	49 565,00	58 094,00
Total Liabilities	158 848,65	162 860,95
Equity		
32000 · Unrestricted Net Assets	806 795,26	807 300,41
	Dec 31, 22	Nov 30, 22
32100 · Restricted Net Assets	10 724,79	10 219,64
Net Income	-81 834,84	-86 866,11
Total Equity	735 685,21	730 653,94
TOTAL LIABILITIES & EQUITY	894 533,86	893 514,89

9:36 AM
01/25/23
Accrual Basis

Adult Children of Alcoholics World Service Organization

Profit & Loss Budget vs. Actual

January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget
Income			
4010 · Shopify Revenue	603 142,30	767 740,69	-164 598,39
4030 · Amazon Revenue	787 442,33	744 624,99	42 817,34
4050 · Digital Books Revenue	3 161,52	899,98	2 261,54
4060 · Audible Revenue	24 992,34	30 800,00	-5 807,66
4070 · Royalty Contract Revenue	2 889,03	21 249,98	-18 360,95
4080 · 7th Traditions Contributions	300 999,17	354 650,02	-53 650,85
4150 · European Sales	0,00	100,00	-100,00
4160 · International Sales	29 522,58	23 400,00	6 122,58
4200 · Other Revenue	1 566,47	2 634,98	-1 068,51
Total Income	1 753 715,74	1 946 100,64	-192 384,90
Cost of Goods Sold			
5000 · Shopify-Cost of Goods Sold	442 166,62	569 542,17	-127 375,55
5050 · Amazon COGS	561 820,10	562 180,63	-360,53
5150 · International COGS	20 859,49	12 000,00	8 859,49
5560 · International Printing Costs	3 951,57	3 799,98	151,59
Total COGS	1 028 797,78	1 147 522,78	-118 725,00
Gross Profit	724 917,96	798 577,86	-73 659,90
Expense			
6010 · Payroll Expense	344 490,29	346 394,19	-1 903,90
6030 · Payroll Taxes	26 645,79	24 604,01	2 041,78
6050 · Travel & Mileage Expense	25 276,28	11 700,18	13 576,10
6054 · Contractors	79 359,01	98 462,26	-19 103,25
6056 · Trademarks	238,52		
6057 · Events	1 368,73	10 000,12	-8 631,39
6070 · Program Initiatives	22 205,26	47 482,98	-25 277,72
6080 · Professional Fees	93 285,60	93 100,04	185,56
6090 · Technology IT Support	42 075,53	62 679,91	-20 604,38
6100 · License & Permits	544,00	300,04	243,96
6110 · Insurance Expense	3 925,62	4 475,02	-549,40
6120 · Rent Expense	86 325,82	88 865,92	-2 540,10
6130 · Utilities Expense	7 660,73	7 220,04	440,69
6140 · Office Expense	12 622,66	14 380,04	-1 757,38
6150 · Dues and Subscriptions	2 338,08	2 080,02	258,06
6160 · Repairs & Maintenance	6 120,56	3 250,02	2 870,54
6190 · Tax Expense	339,31	750,00	-410,69
6200 · Bank & Merchant Fees	34 576,24	37 901,13	-3 324,89
6210 · Depreciation & Amortization	14 451,52	16 373,52	-1 922,00
6400 · Other Expense	133,45		
6500 · Bad Debt Expense	99,10		
9999 · Suspense Costs	2 670,70	950,08	1 720,62
Total Expense	806 752,80	870 969,52	-64 216,72
Net Income	-81 834,84	-72 391,66	-9 443,18