



**Adult Children of Alcoholic and Dysfunctional Families
World Service Organization**

1458 E. 33rd Street, Signal Hill, CA 90755

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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

March 11, 2023

2:00 PM EST

18:00 UTC

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

I. Opening

A. Call to Order – Open with the ACA Serenity Prayer

B. Readings:

Tradition #3: *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.*

Concept #3: *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.**

**The right of decision as defined herein refers to:*

- 1) the right and responsibility of each trusted servant to speak and vote his/her own conscience, in the absence of any contrary mandate, on any issue regardless of the level of service;*
- 2) the 12 Steps, 12 Traditions, and the Commitment to Service will be followed by trusted servants in decision making;*
- 3) delegates to the Annual Business Conference are trusted servants and therefore equally guided by the 12 Steps, 12 Traditions, 12 Concepts, and the Commitment to Service;*
- 4) standard practice that decisions made by subcommittees are subject to the authority of the service body which creates its mission and defines its parameters.*

C. Notice of Recording: Starting in January 2022, audio 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.

D. Roll call of Board Members: Brad H., Charlie H., Dove H., Erin D., Sue V.,
Absent: Fredrik H. On leave: Tamara P.
Quorum - established


E. Meeting Support:
a. Chair: Sue V.
b. Notetaker: Bradford H. - minutes prepared by Trish I.
c. Tech Hosts: #1. Bill D. #2. Bradford.
d. Timekeeper: Section: Dove H Individual: Bill D.

F. Statement from the Board - Sue V.

The WSO Board of Trustees, in consultation with some of its staff and volunteers, made the difficult decision to remove a sizable number of meetings registered by a single person from the WSO list of registered ACA meetings after receiving many complaints and evidence that the ACA Traditions 1, 2, 3, 4, 5, and 6 are not being adhered to. This affects ACA as a whole. In 2012, the WSO Board made the decision to delist 50 telephone meetings run by this same person for similar reasons. WSO provided guidance at that time about what needed to change. The board also provided them with information about the appeal process for this decision. This decision does not stop these meetings or prevent anyone from attending them. It simply withdraws recognition as registered ACA meetings. In the event that someone contacts you or joins a meeting of your committee and wants to discuss this matter, please know that you can state that this matter is an outside issue to the work of the committee and is being handled through the appeal process as stated in the OPPM. We will not be taking any questions or comments about these meetings at any point during this teleconference. Please do not contact anyone in this chat to discuss this matter further and if this is done please alert our tech hosts and we will suspend the chat function for the remainder of this meeting. The TC meeting is for the board and committees to update each other and ask for support. Thank you for your support.

G. Guest Introductions - Asked everyone to put in the Zoom chat their name and what you are here representing such as an intergroup or committee. *[Played music while everyone looked at chat]*

H. Minutes

Board Teleconference Minutes LINK:  2023-02-11 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 February 11, 2023, Board Teleconference Meeting (Brad H.)

Second: Dove H.

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

II. Executive Reports)

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

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

Board, Staff, and Guest Questions & Comments

- Q: Are there any alternatives in Southern California for the warehouse?
 - A: The office staff and I toured two other facilities within an eight mile radius of Signal Hill that we are looking into. Right now I am not looking outside this area since it is centrally located and am trying to keep the current staff from having to drive far in traffic to get to work as if this was the case, they may not all stay.

III. 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 report.
- B. [Finance Committee | ACA WSO](#): Lucia S. presented the report.
- C. [IT Committee | ACA WSO](#): Mary Jo presented the report on behalf of Brad L.

Board, Staff and Guest Questions/Comments

- Q: Can you say more about the Slack tutorials?
 - A: We're hoping to create some tutorials that if somebody comes onto Slack for the first time, and aren't familiar, they have something to look at to guide them through.
 - Q: What about Google doc. and Google drive?
 - A: I don't know yet it may actually be on our radar too and if it is not, I will add it.
- Q: I think it is a great idea to have a tutorial for Slack. If someone was new and they wanted to get information about Slack could they email it to IT directly or would you rather not receive these one on one?
 - A: I don't think we have the bandwidth unless there is an isolated request here and there. I will bring it to the committee.
- Q: Is there a number for the increase in seventh tradition contributions?
 - For the month that we're reporting on, which is the month of January, because it takes an extra month to get the financials closed, the contributions were about \$45,000. It was an increase of about \$9,000 or 10,000 then December. February is looking much better, because the appeal went out on January 30.
- For both Slack and Google Docs, Slack and Google have some tutorials already - so how to use Slack in general already exists. You don't have to reinvent the wheel. But in terms of how Slack used at WSO and which channels to pay attention to, that might not already exist.

- Yes, thank you.

Fellowship & Public Engagement (Collaboration Committee)

- A. [Member Services | ACA WSO](#) : Dove H. presented the report.
- B. [Safety Resources Committee | ACA WSO](#): Rich R. presented the report.
- C. [Public Services | ACA WSO](#) (includes H-and-I Committee): Rich R. presented the report.
- D. [European Committee | ACA WSO](#): No report was presented.
- E. [Global Members Committee | ACA WSO](#): Sue V. - No report posted for February.
 - Shangreila S. from India is the new chair of this committee.
 - Since 2019 this committee has supported Africa, Asia, Latin America and Oceania.
 - There is a new coordinator for Latin America - Lorna.
 - We are adding a new translation group for Farsi.

Board, Staff and Guest Questions/Comments

- I want to recognize Sue, who has been the Global Members committee chair. I don't think I've ever seen any initiative that one person's involved in that made such a transformational difference in getting global off the ground so that we are now the world service organization, not just a name.
- Q: Do you know when the Service Norms document will be completed?
 - A: That all depends on who shows up at the committee and what questions are asked. Sometimes we stay on track, sometimes we get a little unfocused. We are very close, I would guess three to six months from being completed.
- Q: When the Service Norms document comes out, are they intended to apply to all committees and subcommittees? Are they recommendations or a reference point; how do you envision it to work?
 - A: They are suggestions for any ACA group, committee, organizational structure, intergroups, regions, but it's all suggested. And we're trying to make it based on the steps and traditions and then some other resources that people can either choose to use or not. So they're all suggestions - everyone gets to choose what is useful and hopefully through group conscience vote decide on what to use.
 - Also, from a board perspective, we created a health and safety advisory group to unify all of our health and safety issues within WSO.
- Q: Is there any progress or news about the development of something to replace the REA (Representation, Equity and Accessibility) committee?
 - A: We have had many things going on and we were reviewing the committees and the collaboration committees and REA. One of the things that I am doing right now is reading all of the recommendations that have been presented at the last couple of ABCs, and reports that we've had from the REA committee. As well, I've been talking to the World Service at AA, Al Anon, and other places, because they're also working on diversity and inclusiveness and representation. I would like to propose to the board that it go to the ABC, that we have a discussion about policy around this particular piece and how to go forward, because this is a big policy issue, and needs the conference to weigh in on what needs to happen here. So there are many pieces on here, but I can assure you, it's not forgotten, it is important. We just want to make sure that we do it right, and

we do it with our delegates. I want to give a big heart to the REA committee members because they did produce a lot of great recommendations, and I am going through them right now. They also produced a language document that they shared with the literature committee and this committee is actually using it for new literature being produced to ensure increasing accessibility and inclusiveness.

- Q: You said the Service Norms document would be suggestions that committees or groups, etc, could use based on their group conscience. Then you spoke about an advisory panel, I would assume something like that would be in the OPPM, not necessarily just suggestive - like rules of the road.
 - A: The answer is that the committee itself is developing the service norms and will provide the suggestions. I would like this to go to the Health and Safety Advisory Group, which is unifying all of these pieces. All of this will have to be documented in the OPPM as there needs to be reasonable, healthy boundaries as to what's appropriate for health and safety. So we don't have the details but agree that we need to have more than just suggestions. What that looks like right now, I couldn't tell you.
 - Comment: You're talking about going to the OPPM before it goes to the ABC to talk about it. And I would like to see it go to the membership before it gets into something saying we are all supposed to be doing it.
 - The board is going to be getting group conscience on this. We're looking at big policy topics to bring to the ABC and one of them is health and safety - it has to go to the conference. And we're talking about some things in world service that we need to do. But at the end of the day, we need our conference delegates on a big policy matter. So thank you for that.

Promise 7 Break - Erin D.

Break

Board quorum was re-established with Brad H., Dove H. Charlie H. and Erin D.

Sue V. and Fredrik H were absent. Brad H., Secretary, assumed the role of meeting chair.

Policy & Structure (Collaboration Committee)

- A. [ABC AWC Committee | ACA WSO](#): Charlie H. - There is no written report.
 - The Chair is stepping down from this committee.
 - This committee organized the February 18 quarterly delegate meeting and we had a good turnout.
 - Marcus H. and Edmundas, committee members, will be coordinating the May ABC.
- B. [ABC Proposals & Ballot Prep | ACA WSO](#): Jim R. presented the report.
- C. [Nominating Committee | ACA WSO](#): Denise R. presented the report.
- D. [Volunteer Resource Committee](#): Jim R. presented the report.
- E. [OPPM | ACA WSO](#): Charlie presented the report.
- F. [Archives | ACA WSO](#): - No report
 - Alicia had to step down as Chair of Archives committee for unanticipated reasons so this

role is open.

G. [Concept 2 & 6 Study](#): Charlie H. presented the report.

Content Development

A. [Literature Committee | ACA WSO](#): Brad H. presented the report on behalf of Christine.

Board, Staff and Guest Questions/Comments

- Q: Regarding the report about the OPPM committee. I believe I heard you say the committee is adjusting its schedule for the next couple of months because a lot of changes are anticipated. In preparation for the ABC and for the benefit of the delegates who expect to be participating in the ABC. Could you elaborate a little bit on what kind of changes are being anticipated?
 - A: There was a part of last year where we were redrafting virtually all aspects of ABC operations and I don't anticipate anything remotely like that. The nominating committee will be organizing the Trustee ratification process so there are some potential changes that the committee has not received yet. There's some discussion about possibly one additional simplifying tool for the motion development at ABC, but really 95% of what happened last year is what we're going forward with this year. As we get details, I'll share them.
 - Last year, after the delegate binder was published, additional changes were made that were incompletely published to delegates so it would be great if this year that problem could be avoided because I do believe it causes difficulties for delegates to be prepared to do their job at the conference.
 - I agree with what you said. And I will do my utmost to have us wrapped up by early April with any changes needed prior to the binder.
- Q: At the last quarterly meeting there was an update from the future of the ABC/AWC Study and I think there is an important thing that still remains unaddressed, which is the conference charter. The delegates last year indicated they expected WSO to be doing that. I know the WSW however, it became clear that was not other people's understanding within WSO. And there weren't active efforts being undertaken. This was clarified at the quarterly delegates meeting by Jim asking for input from the delegates to clarify the will of the conference, but no input from delegates was actually taken. So my understanding is that this point remains unclarified. I'm wondering how we're going to get that information from the conference and then how that affects the WSO analysis?
 - A: That question has yet to be answered. The issue was put before the delegates and they did not provide guidance at that time. I suspect that they will provide guidance at the upcoming ABC.
- I think I heard there was a survey that went out or maybe is going out to try to get an idea of how groups gathered their decisions regarding the ballots. If so, I think that survey is new to me, so I'd like to know where I can find that, because I would be interested in doing that.
 - There's a lot of information on our webpage, the ACA website on the Ballot Prep committee page. And the survey is mentioned there. We have not done this before. And we're asking a variety of questions like, percentage of people that participate in the decision making, how large is your group, where are you located, that sort of thing. We're excited to find out the information.
- Regarding the vetting process by the Nominating Committee, I did hear that there are up to five members on the committee. However, there's two members. I'm wondering if is a minimum

amount as it seems like only two members, vetting of our top leadership positions, isn't isn't enough of a perspective in a well rounded way. So thoughts on a minimum number.

- Is it a valid question and valid problem and what we did is we went to the board and asked if we can bring in our former nominating committee members who have been vetted to help us come to a decision. They don't have a vote, but they give their impression. And up to this point, so yes, anybody who wants to apply to be on the Nominating Committee, please do, but so far, that has not helped. And we haven't had any applications since the last ABC but hopefully, people will step up and do some service.
- I didn't hear the report from the ABC/AWC study and so I know that something was put forward about separating the AWC from the ABC study. And so I was just wondering what the status of that was.
 - So the study group reports to the ABC/AWC committee as our parent committee so we don't directly give a report here. That study group is offering suggestions to the delegates about future ABC's and AWC's so it does not impact any world convention that is taking place this year. We did raise something at the quarterly meeting, referenced earlier, about a conference charter. There were two main questions about a conference charter - does the delegation want us to work on that and also, do we have permission to extend the study. Even regardless of what the response would be from the delegates, our plate is pretty full. So it's not going to impact the work that we're doing between now and May. So it would be nice to get some clarity and we have plenty of work to do without knowing this now.
- Q: Is there a way that we could maybe put on the ACA WSO agenda some sort of committee about the delisting process. Is there a procedure for this, for example, we contact that meeting. etc. I would just love to see some kind of procedure up there for people that are lost.
 - A: This is a topic for discussion at the WSO Board of Trustees and will be addressed.
- Q: For some of the ballot proposals, for example #1 it states the background will be updated here and #10 there is no background given. What is the criteria for accepting a complete proposal as these do not seem completely done?
 - A: There is a whole process and a hard deadline to submit proposals by September 30 and if there are challenges like the ones you outlined we tell them they have the month of October to fill in the blanks and rewrite as needed. If they don't, we don't throw them out and leave for the delegates to decide. We try to be more inclusive.
 - It makes us feel anxious about the process and what we are accepting.
 - And the goal of this part of the process - what groups are being asked to decide is - do you think this is important enough to be on the ABC agenda. Ultimately, the delegates themselves have the power to write any motion that gets put forward. So even where there are some flaws, as I understand what you were saying, there's several other layers where delegates can get together and sort of resolve any ambiguities or omissions.
- Meeting Chair: I'd like to take a group conscience of the board members present about posting the statement read at the beginning of this meeting on the meeting listing webpage.
 - All board members present concurred with the suggestion that the statement will be posted on the meeting list webpage.

IV. Motions read into the Record

- A. Motions passed at the Executive Committee Meeting on February 2, 2023

1. **Motion:** To approve the cost of up to \$800 to obtain legal services to draft the General Manager Contract to ensure it is compliant with federal and state employment laws and protects WSO. (Sue V.)
Second: Fredrik H.
Decision: Motion passed unanimously.
 2. **Motion:** To approve the cost of up to \$1,700 to obtain legal services from Charitable Allies to provide additional information/advice regarding a specific “only” meeting listing matter. (Sue V.)
Second: Brad H.
Decision: Motion passed unanimously
- B. Motions passed at a Board Working Session on February 9, 2023
- Motion:** To refer the request from the Literature Committee regarding *Ready, Set , Go* and the memo from the Content Development collaboration committee to the Publishing Committee along with an overall review of Literature and Publishing policies. (Brad H.)
Second: Dove H.
Decision: Motion passed unanimously. Erin D. and Fredrik H. were 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 revise the OPPM regarding trustee participation in committees as follows:
Background: The current information in the OPPM regarding trustee participation in committees is out of date. The Executive Committee supports these revisions. (Sue V.)

SECTION X.C – Committees – Trustee Participation

Original	Proposed
<p>[Section Title] SECTION X.C - Committees - Board Communications, Oversight and Participation</p> <p>Each Committee will have a Board member who holds the service position of Board Liaison within that Committee.</p> <p>This Liaison is tasked with helping to ensure that there is a clear two-way communication between the committee and the Board. It is highly recommended that the Board Liaison be an active member of the Committee. It is not expected that the Liaison attend subcommittee meetings.</p> <p>Individual Board members, at their own discretion, may attend any committee’s meeting they are not directly associated with. Before doing so, they should give prior notice to the committee chair.</p> <p>If a Committee or its associated groups have an online communication channel, Board members who are not part</p>	<p>[Section Title] SECTION X.C - Trustee Participation</p> <p>Trustees may join any Committee as a member.</p> <p>Trustees may attend any Committee’s meeting(s) without becoming a member of that Committee, provided prior notice is given to the Committee Chair before attending. In such cases, they should discuss participation guidelines with the Committee Chair.</p> <p>Trustees may add themselves to any closed committee channel in Slack, but they need to be respectful of the Committee by giving prior notice to the Committee Chair. In such cases, they should act as observers and send any questions or comments in a direct message to the Committee Chair.</p>

<p>of the group are asked to only be observers and not participate in online communications. Instead, if they have a question or comment, they are asked to send it to the committee chair or the Board Liaison. Committee chairs are expected to be involved with any of their subcommittees and associated groups.</p>	<p>Trustees who chair a Collaboration Committee are automatically added to the Slack channels of the Committees that are part of that Collaboration Committee.</p>
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Second: Brad H.

Decision: Motion passed unanimously on February 10, 2023.

2. **Motion:** To approve an Employment Agreement for Bill D. in the position of General Manager. (Sue V.)

Background: The current contract with Bill D. in the position of General Manager concludes on February 11, 2023. Following an outstanding performance evaluation for Bill in this position, the Board decided to offer Bill D. to continue his employment in this position. This is an at-will Employment Agreement (i.e. it does not have an end date and the employee may be terminated by the employer at any time). The document has been reviewed by legal counsel to ensure it is in compliance with employment law.

Second: Brad H.

Decision: Motion passed unanimously on February 10, 2023.

3. **Motion:** That the WSO Board of Trustees adopt a policy to remove from the WSO meetings list any meeting that is not conforming with the Twelve Traditions of ACA. (Dove H.)

Background: Existing policies need clarification that meetings failing to conform to ACA Traditions will be removed from the meeting list.

Second: Sue V.

Decision: Motion passed unanimously on February 10, 2023.

4. **Motion:** To approve the General manager to start the development of a long term strategic plan for ACA WSO. (Sue V.)

Background: The Board has been discussing the need for a strategic plan in the last several years. Last October 2022, the Trustees agreed it was time this work was started. The board will be working with the General Manager on this plan. A presentation will be given at the 2023 ABC for delegate feedback. The Executive Committee supports this motion.

Second: Dove H.

Decision: Motion passed unanimously on February 23, 2023.

5. **Motion:** Approval for the General Manager to sign a one-year lease extension for a storage facility at 1406 E 33rd St, Signal Hill, California, at the annual rate of \$24,336. (Brad H)

Background: The General Manager has obtained price quotes for printing and shipping ACA literature during 2023 at a substantial cost savings provided WSO has storage capacity for the books. The estimated cost savings is \$78,233 and the additional expense in 2023 for extending the lease of the storage unit is approximately \$22,000. This will result in a net cost saving of about \$54,000. Adding the cost of renting the storage unit to the proposed 2023 budget will not create a budget deficit because it will be offset by an increase in net income due to the lower cost of printing and shipping.

The General Manager had planned to end the lease of this third warehouse space until the opportunity for this substantial cost saving arose. This matter is time sensitive because the

landlord has been given notice of WSO's intent not to renew the current lease and has been searching for a new tenant. WSO needs to move quickly to extend the lease before the lessor finds and executes a lease with a new tenant.

Second: Dove H.

Decision: Motion passed unanimously on February 26, 2023.

Staff and Guest Comments

- Q: I want to return to the WSO analysis of ballot proposal #2. It seems to me that at this point, it's become clear that this analysis is factually inaccurate and this may affect how people vote. So I'm wondering how the board proposes to clarify that analysis for the benefit of the fellowship voting on the ballot proposals. The analysis says the proposal tries to revisit a motion from the last conference and I don't think this is true. There is still a question whether or not a conference charter is the will of the conference for WSO.
 - The ABC Study is not going to be in a position to make any final recommendations on anything. We will be coming back to the conference for guidance which includes guidance from the delegates on the development of a charter. I am not clear what the factual issue is here.
- I feel like there wasn't enough transparency around certain decisions that were read off and I don't feel like there's enough time to discuss them. Especially since the statement was made at the beginning, that there's going to be no question about the meetings that were delisted. I came to the meeting specifically to find out why. And I feel like saying traditions one through six were violated is not specific enough. So I don't want to create any controversy. But I really would like to get some answers.
 - There is an appeals process underway and the answers will be provided as part of that appeals process. If you want to send me an email, you can ask me directly about this.
 - I would like to second what was just said. I received a letter about the delisting and I was still unclear as to why we've been delisted. So I think it would be really helpful to have more clarity so that we can work with you to become relisted.
 - Anyone who sent me an email asking about this process received a statement. That's the only people we had any contact information for were the people that sent an email about this. We did not have a way of contacting the individual members who were attending those meetings.

VI. Closing Activities

A. Announcements

- Next WSO Board Teleconference Meeting is on April 29 at 2:00pm ET. This is the 5th Saturday, the 2nd Saturday is a holiday weekend for many board members.

B. Motion to Adjourn Meeting - motion passed.

C. Closing Serenity Prayer