



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 10, 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 #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.

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.

C. Notice of Recording: 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: Bradford H., Dove H., Sue V., Tamara P.

Absent: Fredrik H.

Quorum - established

E. Meeting Support:

- a. Chair: Sue V.
- b. Notetaker: Trish I./ Assistant to Board Secretary
- c. Tech Hosts: #1. Brad L. #2. Bradford H.
- d. Timekeeper: Tamara P. and Dove H.

F. Guest Introductions - Please add to Zoom chat your WSO or local service role, first name, country/state/province. 24 Guests.

G. Safety Reminders - Sue V.

II. Minutes

Board Teleconference Minutes LINK: [2023-03-11 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 March 11, 2023 Board Teleconference Meeting (Tamara P.)

Second: Dove H.

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

III. Executive Reports

- A. [Board Report](#): Sue V. presented an overview of the report.
- B. [Treasurer's Report | ACA WSO](#): [Finance Committee | ACA WSO](#): Bradford H. presented an overview of the reports.
Note: the financial reports presented are for the month two months prior to current month

Guest Questions/Comments

- Q: Where do we get the new script for 7th traditions?
 - It has been emailed to all meeting groups, intergroups and I will put a copy in the meeting chat where it is posted.
 - This seems like a cumbersome addition to our script.
 - A: Bradford H.: It is a suggestion, not a requirement.

No further questions/comments.

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)

- A. [Business Operations Collaboration Committee Updates](#) - Sue V. presented updates.
Links to Committee Reports/Webpage for Reference:
 - a. [WSO Office](#): General Manager- Bill D.
 - b. [Publishing Committee](#): Chair - Sue V.
 - c. [IT Committee](#): IT Manager - Brad L., Chair- Marcin
 - d. [Name Change Study webpage](#) - Chair -Brad L.
 - e. [Data Analysis webpage](#) - Chair - Brian P.

Board, Staff and Guest Questions/Comments

- I appreciate that there is a consultant being used for our social media now. I would like to hear more about it.
 - A: Bill D. - We found that using volunteers did not work out so there is someone who is a social media professional who is donating much time. Now we have links on Facebook to our bookstore which is creating income as compared to the consultants fee. Overall, it seems to be working very well.
 - Can we hear any updates on the Name Study survey and why we are extending the Study?
 - A: Brad L. - I have not looked at the results yet since some are still voting. We are extending the study since we are still getting more and more responses from the survey. Also, we have offers to have it translated - Russian, Spanish, Finish, etc. so we want to have more time to receive responses. We will have a final report in 2024.
 - I don't believe collaboration committees are working; it goes against the American trend to centralize business operations.
 - A: Sue V:- We are evaluating and assessing operations of collaboration committees to determine which adjustments are needed.
 - You listed priorities and I am interested in understanding why priority one is 7th Tradition? And now that you have a consultant for social media, is there a plan for more engagement for fellowship in a safe place?
 - A: Bill D. - The social media was a pilot project and the fellowship has not yet approved the social media project. Also, regarding Facebook groups, since Facebook uses the full name of the person who posts something, people will not be anonymous and anonymity is important to us.
 - A: Sue - We are taking a thoughtful and careful approach to Social media and since the delegates have not voted on this yet, we do not have any private groups as in other fellowships.
 - There is ongoing engagement in terms of the 7th Tradition, and I know funding the organization is important and also outreach through social media and putting literature out there which brings more members in. What I am concerned about is getting the members that are delegates more involved in WSO and the fellowship, especially diversity, bringing more people from the global majority into ACA. I do not see this as a priority. Especially since the only way you can get involved with the organization or attend our meetings is if your meetings are listed. There are a lot of meetings worldwide that are not listed. What are you doing to get more delegates involved with the fellowship?
 - A: Sue V. - The short answer right now is that when it comes to the delegates, we are going back to quarterly meetings and ABC to have these conversations you are talking about. We are ensuring that we have the support for everyone - diversity is a priority. There are many things under the label of sustainability and volunteer retention that have those elements. It is important and we are assessing all the plans and committees right now, and looking at providing those updates at the quarterly delegate meetings. And ask the delegates to come in and volunteer for the fellowship.
- B. Fellowship & Public Engagement Collaboration Committee Update - Dove H. presented updates
Links to Committee Reports/Webpage for Reference:
- a. [Member Services](#) Chair- Dove H.
 - b. [Safety Resources Committee](#) CoChairs -Dove H. and Rich R.

- c. [Public Services and Hospitals & Institutions](#): CoChairs- Rich R. and Rodney T.
- d. [European Committee](#) : Chair - Edmundas
- e. [Global Members Committee](#): Chair -Shangreila

Board, Staff and Guest Questions/Comment

- Q: Related to Safety Resources committee - are their meetings open as I am interested in how we will handle online meetings?
 - A: Dove - The Safety Resources committee does meet online, 2x a month, the zoom link is listed on the website and is available. You are welcome to join, we ask that people attend two meetings before becoming a voting member.
- C. [Policy & Structure Collaboration Committee Update](#) - Bradford H. presented updates.

Links to Committee Reports/Webpage for Reference:

- a. [ABC AWC Committee](#): Coordinators- Edmundas, Marcus, Carmen, Brian (no Chair). There have not been any new members of ABC Study so they may put this study on hold. Report from Edmundas: After ABC we are now navigating to the Quarterly Delegate Meeting planning; we currently have the agenda ready, and service people in place.
 - i. [ABC Study](#) : Chair - Jim R.
- b. [ABC Proposals & Ballot Prep](#): Chair- Jim R.
- c. [Archives](#): Chair is open
- a. [Concepts 2 & 6 Study](#): Coordinators: Charlie H. & Kelle J.
- d. [Nominating Committee](#): Chair- Denise R.
- e. [Operating Policies and Procedures](#): Chair is open
- f. [Volunteer Resource Committee](#): CoChairs- Jim R. and Laura L.

Board, Staff and Guest Questions/Comments

- Q: When is the ballot prep committee next meeting?
 - A: Jim R.- Our next task is to put out a communication in August. Our next meeting is Thursdays, June 15, at 3pm ET.
- Q: Regarding the earlier question, the nature of registered meetings vs. unregistered. Given the fact that so many committees need volunteers, it might be a good idea to find a methodology to reconcile these two issues. It may serve as a pool of resources for volunteers and encourage people that they are a part of ACA and have something to contribute. If my meeting was not registered and listed, which it is, I would not be inclined to volunteer for any committee.
 - A: Sue V.: There are many groups that choose not to register for many different reasons. The Volunteer Resources committee is actively out there looking at different ways to recruit and retain volunteers.
 - A: Jim R.: Our committee is in the midst of many activities, such as creating an orientation document that explains things to newcomers. We have a standing Volunteer Wellness open house twice a month and twice a day hour for open discussion where volunteers or interested volunteers can come to chat.
- Q: How long have you been at this and is it producing results?
 - A: Jim -It's still being refined. On our home page on the blue website, there is a form at the bottom of quick links to fill out if you are interested in volunteering. We've been thinking why not put that at the top so it's more visible. Also perhaps a link to the conference webpage as well. The link goes to individual

committees. On the ComLine there are many articles about how to get involved and there are links on our committee page. If you have other ideas, that would be appreciated.

- I am part of the Volunteer Resources committee and we could use more people. One of the problems of unregistered meetings is that they do not feel a part of a bigger thing. Maybe if there is a way to let them know to join with other groups near them and reach out to them, and join an intergroup. Also, they may think that if they register their meeting they will be governed too so I think that is the major problem.
- In response to the question about the volunteer resources committee: In April we had one member attend each of the Service Wellness events and in June we had five members attend and more participation from Europe. After the ABC, we had more inquiries via email from people.
- If you're a member, per Tradition 3, you can be on any of these committees, it doesn't matter if your meeting is registered or unregistered, you can participate. Please come.
- Q: Within policy and structure there are nine committees and five of those do not have a chair. Is there a policy about what point would WSO decide to shut down a committee for lack of participation and leadership?
 - A: Sue - Great question. We are going to review the collaboration committees and in addition to that the committees too. I don't have an answer for you right now yet this is an important question that we need to discuss and take next steps to handle.
 - Bradford H -There is no policy as to when committees would be disbanded.
 - Sue V. - We have to focus on building that and getting it in place.
- My experience since the launch of some of these volunteer resources activities, I have seen an increase in the number of volunteers. Thank you to this committee.

Break

D. Content Development Collaboration Committee Update - Sue V. presented updates.

Link to Committee Report for Reference

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

Board, Staff and Guest Questions/Comments

- I am so pleased that the Safety card has moved to the board. I would like to hear an update on the Bill of Rights.
 - Christine V.: For the Bill of Rights, we are bringing it out of the one year fellowship review period, the comments will be coming to the Capstone team who will review the comments and determine if adaptations need to be made. There have not been a lot of comments that came in, but they will be forwarded to the literature evaluation subcommittee. We're beginning the same process with affirmations. We have a working group. If you're interested in joining us, come on down. I've seen that the time that is given to each project is useful and allows us to deliberate thoughtfully.
- Where can I see the new version of the Bill of Rights?
 - A: Christine: I believe that it is on the ACA website and there will be a link in the chat. Also, we're looking for a couple of volunteers who would be a volunteer coordinator for Literature committees to make a personal connection with volunteers when they first

come in. It takes 2-3 phone calls to make the connection and get new volunteers in the right direction. We'd also like volunteers for the web.

- When a book comes out for literature review, such as Loving Parent Workbook, and go through the final process and are approved. How does this get publicized? For example, I go to groups that are using the old Bill of Rights so it would be great if they could know when the new one is out.
 - A: Christine V.- That is why we are looking for someone for the website and to be our communications manager, using all vehicles open to us, e.g., The Traveler, the website.
 - Sue V. - I believe in multiple communication channels and we are looking at ways to do better in communications.
 - Christine V: Another thing we are looking at is when literature proposals can go to the delegates, and get them more involved earlier in the process, along with more communication.
 - Sue V. : We are looking at when does it come into fellowship review, when does it come to the delegates, and into quarterly meetings?

V. Motions Passed for the Record

A. Motion passed at the Executive Committee Meeting - None in May

B. Motions passed at a Board Working Session

1. **Motion:** To approve the proposed updated language/requirements for Region Certification and Recertification in the Operating Policy and Procedures Manual (OPPM).

See: [Regions Certification and Recertification in OPPM](#) (Dove H.)

Background: The language contained in the OPPM for Region Certification and Recertification was written at a time when Regions were located within the USA and is out of date. Since Regions are important to the ACA World Service Organization, the language about requirements and procedures for becoming a Region and recertifying as a Region needed to be clear and updated. This updated language and requirements will encourage and help maintain safe and vibrant Regions for the ACA fellowship. The Fellowship and Public Engagement Collaboration Committee reviewed this new language and does support it.

Second: Fredrik H.

Decision: Motion passed unanimously on April 27, 2023. Charlie H. was absent.

2. **Motion:** Upon the resignation of Fredrik H as Treasurer for the WSO Board of Trustees, effective May 7, 2023, the Board of the ACA WSO hereby appoints Bradford H as Treasurer until new elections of Board Officers take place following the 2023 Annual Business Conference on July 1. (Charlie H.)

Background: Fredrik H has submitted his resignation as Board Treasurer effective May 7, 2023. In accordance with Article IV, Section F, of the OPPM, the Board may fill this vacancy by appointing another Trustee to serve until July 1.

Second: Tamara P.

Decision: Motion passed unanimously. Bradford H. abstained.

(NOTE: The above motion was rescinded on April 29, 2023 - see specific concurrence motion #1 below).

3. **Motion:** To accept the recommendation from the General Manager for the expanded plan to

use the full hotel credit in Boca Raton, Florida, for both the board strategic meeting and include local Intergroup meetings on October 20 - 22. (Charlie H.)

Second: Erin H.

Decision: Motion passed unanimously on April 27, 2023.

NOTE: This motion was amended on May 23, 2023. See #4 below.

4. **Motion:** To amend the following motions passed by the Executive Committee and Board, for the upcoming Strategic Meeting at the hotel in Boca Raton, FL, as follows (changes in red): (Sue V.)
 - a. **Motion:** To commit to the hotel in Boca Raton, FL for a board retreat/strategic meeting for October ~~20-22~~ **13-15**, 2023 subject to the costs not to exceed \$10,000. ~~and confirmation from the controller for costs, and commitment from the individuals who will attend.~~ (Bradford H.)

Second: Fredrik H.

Decision: Motion passed unanimously by the Executive Committee on March 30, 2023.
 - b. **Motion:** To accept the recommendation from the General Manager for the expanded plan to use the full hotel credit in Boca Raton, Florida, for both the board strategic meeting and include a local Intergroup meeting/**regional event** on October ~~20-22~~ **13-15**. (Charlie H.)

Second: Erin H.

Decision: Motion passed unanimously on April 27, 2023.

Background: In order to book adequate conference room space at the hotel to potentially hold an Intergroup or Regional event or training academy, the board agreed to change the dates of the hotel booking for the board in-person strategic meeting.

Second: Bradford H.

Decision: Motion passed unanimously on May 23, 2023. Fredrik H. was 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 rescind the motion passed at the April 27, 2023 Board Working Session to appoint Bradford H. as the Treasurer effective May 7, due to a procedural error. (Sue V.)

Background: It is a good standard practice that when there is an appointment motion, the person being proposed is recused from the discussion/vote if they are present. In this case, Bradford was advised to abstain his vote, not recuse himself, so there will be a re-vote.

Second: Dove H.

Decision: Motion passed unanimously on April 29, 2023.
 2. **Motion:** Upon the resignation of Fredrik H as Treasurer for the WSO Board of Trustees, effective May 7, 2023, the Board of the ACA WSO hereby appoints Bradford H as Treasurer until new elections of Board Officers take place following the 2023 Annual Business Conference on July 1.

Background: Fredrik H has submitted his resignation as Board Treasurer effective May 7, 2023. In accordance with Article IV, Section F, of the OPPM, the Board may fill this vacancy by appointing another Trustee to serve until the annual elections.

Second: Tamara P.

Decision: Motion passed unanimously on April 29, 2023. Bradford H. was recused.

3. **Motion:** To approve the 2023 Rules for ABC Delegate Deliberation and Voting proposed by the ABC Committee. (Sue V.) See: [2023 Amended ABC Voting Rules \(1\).docx.pdf](#)
Background: The ABC Committee has revised the document outlining the voting rules to provide greater clarity for the 2023 ABC. They approved this document and requested board approval.
Second: Bradford H.
Decision: Motion passed unanimously on April 29, 2023

4. **Motion:** To approve the proposed amendment to OPPM Section XVI ACA WSO COMLINE to bring it up to date with the transition from a printed newsletter to a digital blog. (Bradford H) See: [Proposed OPPM Amendment - ComLine \(1\).pdf](#)
Background: The ComLine quarterly newsletter ceased publication on or about January 2019 and was replaced by the ComLine Blog in February 2022. The information in the OPPM needs to be updated to reflect this change.
Second: Dove H.
Decision: Motion passed unanimously on April 29, 2023.

5. **Motion:** To appoint Bradford [H.], Treasurer, as an additional authorized signer on all ACA WSO bank and official accounts attached to EIN number 33- 0038377. To remove L. Fredrik [H.], former Treasurer, from these accounts as an authorized signer. The above will be effective as of May 7, 2023. (Dove H.)
Second: Fredrik H.
Decision: Motion passed unanimously on May 17, 2023. Bradford H. abstained.

Staff and Guest Comments

- Q: Re: Motion 4, can you say more about what the regional event is?
 - A: Bill D.-This is in the development phase with the Florida intergroup and we are looking at some kind of service academy training. We are looking at rotating this, if it is successful, with other groups.
- Q: On the motion re: deliberations in voting during ABC, would those set a precedent for the next QDM, or does it get voted again prior to the QDM?
 - A: Sue - This is a question for ABC coordinators and is being looked at.
 - A: Edmundas - We are looking to finalize the agenda yet nothing to add to this.
 - A: Marcus - The motion that didn't receive 60% was regarding this, so that motion will likely have an impact on this answer, but it remains to be finalized. We definitely welcome help in this.
- Comment: Regarding motion #1, re Regional recertification, part of the reason for certifying a region was that they could put a trustee on the board so now that the Nominating committee does this, it is moot. So right now, certification of regions is just governance and against Tradition 2.
 - Dove H.: The process of updating the OPPM was clarifying language.
 - Sue V.: We appreciate your feedback and we hear your concern.
- Comment: I am excited about the regional event in Florida and it would be great if there could be an online component as part of it.
 - Sue V. - Bill D., our general manager, is working with this intergroup and will take this

under advisement. Also, we also will have an AWC with online events during the next month.

- Q: What I see is an elite group getting together in Florida; how are you working to include more diverse voices and the voice of the meetings that have been delisted. That money being utilized for the board - are they paid positions, what is the salary, specifically the Treasurer?
 - Sue V.: You had a few questions. I will try to get to them all. Zero dollars go to the Trustees and Treasurer, we spend thousands of hours of our personal time as volunteers. We are trying to incorporate diverse voices in everything, but specifically in the FL regional event and the AWC, there will be opportunities for speakers and workshops and a normal selection process. We would always want to incorporate everyone around the world and as many cultures and voices as we can. We also need volunteers from around the world on the AWC planning. We welcome diversity in that planning group too. Is there a question I have not answered?
 - There is a difference between volunteering and engagement and increasing the number of delegates. Engagement has to come before volunteering; they won't volunteer if they don't feel engaged in something where they don't feel that they have a voice. Specifically the 70 meetings that have been delisted, they have to feel like they have a voice.
 - Sue : I agree you need engagement before you have involvement. We announced at the ABC we are looking for a policy for diversity - this is not for the board to dictate but to be directed to act. I would love to see a diverse board since we are an all white board.
 - My suggestion is that you invite people with different viewpoints and cultures to the table in Florida.
 - Sue: We have people with diverse opinions and cultures. I agree with you that it goes beyond one dynamic of diversity. Thank you for inspiring me to be better.
- Q: I'm here as a member. I'm coming in at a time when there are not many board members. I do appreciate all of your efforts. Thank you to the board for all you're doing. There's very few of you doing a whole lot, which is very concerning. This is a business, and there is a lot of money involved, and in that spirit, more people would be better. Is there a more detailed description of the finances since not itemized, and the prudent reserve? If I'm going to be asked to contribute money anywhere, then I would like to know where it's going and if it is being handled well, and that I agree with it as a priority. Do you know what might be preventing people from stepping up?
 - A: Sue - One reason I see regarding blocking volunteers is concerns about the workload that we are looking at and how to ensure balance. Also, we have had concerns about health and safety in the service environment and we are working on this too. Regarding your financial questions: We have all the right procedures and professionals in place to make sure that our money is safe. We have a lot of expenses producing around 60,000 books around the world each year. The net profit is getting better thanks to 7th Tradition and increased sales. Financially we're in really good shape.
 - Bradford H.: We believe we have adequate checks and balances in place to ensure that all funds are properly accounted for. We do not have an independent audit yet. Under California law after an organization reaches gross revenue of \$2 million we will be required to have an independent annual audit and we are prepared for. We have checks and balances in place to ensure that every dollar is accounted for.
 - Bill D.: It bothers me when people have concerns about the money in this organization.

The reason is when I joined this fellowship back in 2013, it was just a few years later I became the treasurer of the board after volunteering on many committees. When I became treasurer, I proposed that we have an audit because WSO had never had one before. In 2016, it was our first independent audit by a certified accounting firm that was peer reviewed. They gave us a “management letter” of recommendations that we needed to improve on and since then we have done all of these. We may reach \$2 million gross revenue this year so we are preparing for an audit and will be ready. Our money is in great shape with integrity of finances and we could use more money for more special workers for translation of our literature and many other important areas to support our global fellowship. I want everyone to have this program and the only way is if we operate as a big business from that point of view, not from the fellowship, from the WSO exposure for ACA. This takes money and special workers, volunteers cannot do it all. We need people to come to the committees and do the work. We need someone paid to do social media so we can get the word out more.

- Q: I appreciate the new format and the focus on engagement and questions from guests to the meeting. When can we expect the recording of this meeting to be available online?
 - Brad L. - It will be posted on Monday.
- Comment: I noticed that the next meeting is not scheduled until September, I am concerned about transparency and also if the committees have to come each month and give reports then they are more productive. I also noticed that many Intergroups fizzled when they went to quarterly meetings. So if WSO goes to quarterly meetings it is concerning as this did not work for Intergroup meetings. I don't know what the California charter says if you can just have one meeting a year or whatever. Also, it would be a good idea to get ComLine out on a monthly basis and you do have the ability to use mailchimp to get the word out.
 - Sue V. - In terms of ComLine, we are looking at different things and stay tuned. We are down to five trustees and doing all the hours we can do and doing tremendous work. Transparency - we are posting all the committee reports and motions monthly and are open to questions via email or coming into a committee meeting. You can send any feedback to the Secretary email. We are providing reports also to the quarterly delegate meetings. We are looking at sustainability. In regards to the legal question, we are required to have an annual meeting. We will always be checking on legal requirements. We need to be sustainable for our own health and if you know anyone who would like to join the board that will be great. There is a tremendous amount of work going on beyond this meeting.
- Edmundas - The committees are meeting even more than what is on the schedule so I say we stay with Tradition One - unity, and be kind with each other and trust what is happening with WSO, and come and do service with us. The ABC committee tried to engage all the delegates who were interested from the ABC and no one has come forth. We are doing the best we can and invite everyone to commit to service.

VI. Closing Activities

A. Announcements

- **The next Board Teleconference will be held on September 9** (July and August are rescheduled until September).
 - Monthly Committee reports and board motions will be posted on the WSO website.

B. Motion to Adjourn Meeting: Tamara P.

C. Closing Serenity Prayer