



Adult Children of Alcoholics and Dysfunctional Families
World Service Organization

1901 East 29th St, Signal Hill, CA 90755 (562) 595-7831

October 14, 2023

Motions Presented for the Record for September 2023

A. Motion passed at an Executive Committee Meeting

1. **Motion:** To approve the revised safety tent card with the edited last sentence in blue- see:

[W Tent Card Final-board input 2023-06-29 -Lit Response 2023-08-20.docx](#) . (Bradford H.)

Background: The Literature Committee proposed a revised safety tent card to use in ACA. Following board approval it will go to the next ABC for approval.

Second: Sue V.

Decision: Motion passed unanimously on September 7, 2023. All Board Members were present and voted.

2. **Motion:** To reschedule the October and November Teleconferences to December 9, 2023. (Bradford H.)

Background: The October and November Teleconferences are rescheduled to December since in October there are the events in Boca Raton, FL and in November there is a Quarterly Delegate Meeting. Monthly committee and board reports, and the list of board motions, will be posted on the WSO website.

Second: Fredrik H.

Decision: Motion passed unanimously on September 7, 2023. All Board Members were present and voted.

B. Motions passed at a Board Working Session

1. **Motion:** The WSO Board of Trustees approves necessary reimbursable tenant improvement expenses incurred by WSO during the relocation of the WSO Office in late July and early August of 2023. (Bradford H.)

Background: During the move into a new location for the WSO Office and inventory storage facility, the General Manager identified tenant improvements that were urgently needed before the new location could be occupied. Because of the tight time schedule for the move and the urgency of vacating the old location to avoid incurring lease expenses in two locations at the same time, WSO could not delay the move while waiting for the Lessor to have the needed work performed. The

costs for 1) repairing and painting office and warehouse walls and bathroom ceilings, and 2) replacing worn and damaged flooring, total approximately \$13,000. The General Manager obtained three quotes for each service. The lease for the new location provides for the cost incurred by WSO for this work to be offset by the Lessor with an equal reduction in lease payments.

Second: Dove H.

Decision: Motion passed unanimously on August 31, 2023. Fredrik H. and Tamara P. were absent.

2. **Motion:** The WSO Board of Trustees approves the expense of approximately \$7,500 to install air conditioning supply and return ducts in each of two offices at the newly leased office and warehouse location and to perform needed maintenance and balance tests of the location's heating, ventilation, and air conditioning systems.

Background: This work is needed to make the offices safe and comfortable for staff to work in. It will also document the current condition of the heating, ventilation, and air conditioning systems because the lease provides that WSO becomes responsible for their maintenance and operation after the first six months of the lease. It is prudent to have needed maintenance performed before that occurs. The lease for the new location provides for the cost of this work to be offset by the Lessor through an equal reduction in lease payments. (Bradford H.)

Second: Sue V.

Decision: Motion passed unanimously. Fredrik H. and Tamara P. were absent.

3. **Motion:** The WSO Board of Trustees approves the capital expense of approximately \$2,500 to purchase and install six pallet racks.

Background: When WSO moved to the new office and storage space, there were not enough pallet racks in the old office/warehouses to fill up the available space in the new warehouse. The new racks will allow for the storage of the 60,000 books coming from India plus existing stock and will serve WSO for years to come. WSO has received substantial savings of over \$75,000 by printing these books in India and storing them in our warehouse as compared to printing them in the US which requires inventory storage costs. This is an unbudgeted expense, but the Treasurer has verified that adequate funds are available. (Bradford H.)

Second: Sue V.

Decision: Motion passed unanimously. Fredrik H. and Tamara P. were absent.

4. **Motion:** The WSO Board of Trustees approves this proposed amendment to OPPM APPENDIX IX – TRAVEL REIMBURSEMENT POLICY to bring it up to date with the current travel expense rates adopted by the US General Services Administration - see:

[W Proposed OPPM Amendment - Travel Expenses 2023-09-26.docx](#) (Bradford H)

Background: The travel reimbursement rates listed in this appendix are not the current rates adopted by the General Services Administration (GSA). The information in the OPPM needs to be updated to refer to the GSA rates rather than incorporate the rates.

Second: Tamara P.

Decision: Motion passed unanimously on September 28, 2023.

C. Motions passed via Specific Concurrence (SC)

1. **Motion:** To approve publishing the "A New Hope" publication for fellowship review for up to 3 years. (Sue V.)

Background: The Literature evaluation process/reader review has completed the "A New Hope" fellowship review and has received positive feedback. Its audience is newcomers. The Literature evaluation subcommittee is recommending a one year fellowship review. The Publishing committee will make the recommendation as to its format (book, ebook, free download, etc.). Please see OPPM XII ACA WSO Literature, Section E. Literature Evaluation and Approval for further information on the policy.

Second: Bradford H.

Decision: Motion passed unanimously on September 19, 2023.

2. **Motion:** The WSO Executive Committee approves the expenditure of approximately \$36,350 for the printing and shipping of approximately 15,000 English language Loving Parent Guidebooks. (Bradford H.)

Background: WSO has about 7.5 months of remaining inventory of these books and needs to place this order to maintain sufficient quantity. This is a budgeted expense and funds are available.

Second: Dove H.

Decision: Motion passed unanimously on September 27, 2023.

NOTE: Please send any comments or questions you may have about the above motions via email to the board secretary at Secretary@acawso.org