



**Adult Children of Alcoholics & Dysfunctional Families
World Service Organization**

1901 East 29th St, Signal Hill, CA 90755

Phone: (562) 595-7831

This is a regularly scheduled meeting with notice given on the ACA WSO website.

Please contact the board secretary for any comments, requests or questions about this meeting at secretary@acawso.org

MONTHLY TELECONFERENCE AGENDA

December 9, 2023

2:00 PM ET

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

[Note: all board members, committee chairs and staff will be made Zoom co-hosts of this meeting].

I. Opening (15 min.)

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

B. Readings:

Concept XII: In all its proceedings, Adult Children of Alcoholics World Service Organization shall observe the spirit of the ACA Twelve Traditions, taking great care that the conference never becomes the seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Conference members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion vote and whenever possible, by substantial unanimity; that no WSO action ever be personally punitive or an incitement to public controversy; that though the WSO may act for the service of Adult Children of Alcoholics, it shall never perform any acts of government; and that, like the fellowship of Adult Children of Alcoholics which it serves, the WSO itself will always remain democratic in thought and action.

Diversity Statement: ACA is an inclusive organization and open to all affected by family dysfunction. We strive to create an atmosphere that reflects the diverse communities we serve and where everyone feels empowered to be their full, authentic selves.

Health and Safety Statement: ACA WSO is committed to the health and safety of all who are choosing to be in service within the fellowship. “Good service leaders . . . are, at all levels, indispensable for our future functioning and safety.” (Concept IX) This is a shared responsibility. Our service experience is affected by our personal recovery and by our commitment to

Tradition One - unity. With this cooperative approach, we prioritize the health and safety of our committees and ourselves.

Meeting Protocol: This is a business meeting and we appreciate that everyone has brought their healthy adult. We have built in time for questions and comments after each of the agenda sections and related reports. In order to be most efficient, we will keep the discussion focused on the agenda topics. We will be muting anyone who is disruptive to the meeting and respectfully move to the next person to ensure we prioritize the health and safety of all participants. If you would like to discuss a topic that is not covered on the agenda, please feel free to send your suggestions two weeks prior to each meeting to the Secretary at secretary@acawso.org. Or if you have a question about a specific committee, please send it to that committee chair.

Notice of Recording: Audio recordings of the teleconference will be posted online. We ask that you remain aware of this if you choose to speak during today's call.

[Start Recording]

- C. Roll call of Board Members: Bradford H., Sue V., Tamara P.
Absent: Fredrik H., Dove H. (on leave)
Quorum -

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

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

II. Minutes (3 min.)

Board Teleconference Minutes link: [☰ 2023-09-09 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 September 9, 2023 Board Teleconference Meeting (Tamara P.)

Second:

Decision:

III. Executive Reports (Section: 15 min.)

- A. [Board Report](#): Sue V. (5 min.)

- B. [Treasurer's Report | ACA WSO: Finance Committee | ACA WSO](#): Bradford H. (5 min.)

Note: the financial reports presented are for the month two months prior to current month

- C. [WSO Office/General Mgr. Report](#): - Bill D. (5 min.)

D. Board, Staff, Committee Chairs and Guest Questions/Comments (5 min.; 1.5 min. each Q&A)



IV. Collaboration Committee Topics

(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 **Topic: - 2024 Website-** Brad L. (3 min.)



Board, Staff, Committee Chair and Guest Questions/Comments (3 min.; 1.5 min. for each Q & A)



[Reference Links to Committee Reports/Webpages:

- a. [Data Analysis Committee](#) - Chair: Brian
- b. [IT Committee](#): IT Manager - Brad L., Chair: Marcin
- c. [Name Change Study](#) - Chair: Brad L.
- d. [WSO Office](#): General Manager - Bill D.
- e. [Publishing Committee](#): Chair - Sue V.]

B. Fellowship & Public Engagement **Topic: Public Services H&I: Correspondence Outreach to Institutions (COI)** - Rich R. (3 min.)



Board, Staff, Committee Chair and Guest Questions/Comments (3 min.; 1.5 min. for each Q & A)



[Reference Links to Committee Reports/Webpages

- a. [Member Services Committee](#): Chair - Dove H. [Regions/Intergroups subcommittee](#)
- b. [Safety Resources Committee](#): CoChairs -Marcin. and Rich R.
- c. [Public Services and Hospitals & Institutions Committee](#): Chair -Rich R.
- d. [European Committee](#): Chair - Edmundas
- e. [Global Members Committee](#): Chair -Shangreila]

C. Policy & Structure **Topic: Needs in ABC Planning** - Carmen & Marcus (3 min.)



Board, Staff, Committee Chair and Guest Questions/Comments (3 min.; 1.5 min. for each Q & A)



[Reference Links to Committee Reports/Webpages:

- a. [ABC AWC Committee](#): CoChairs- Edmundas, Marcus, Carmen, Brian
 - i. [ABC Study](#) : Chair - Jim R.
- b. [ABC Proposals & Ballot Prep. Committee](#): Chair- Jim R.
- c. [Archives Committee](#): Chair - Joe C.
- d. [Concepts 2 & 6 Study](#): Coordinators: Charlie H. & Kelle J.
- e. [Nominating Committee](#): Chair- Denise R.
- f. [Operating Policies and Procedures Committee](#): Chair is open

g. [Volunteer Resource Committee](#): CoChairs- Jim R. and Laura L.]

D. Content Development Topic - New Book- *Connections* - Christine (3 min.)

●
Board, Staff, Committee Chair and Guest Questions/Comments (3 min.; 1.5 min. for each Q & A)

●
[Reference Link to Committee Report: [Literature Committee](#): Chair - Christine B.]

V. **Promise 7 Break** (5 min.)

VI. **Feedback on Frequency and Format of Future Teleconferences** - Sue V. (5 min. + 15 min. discussion)

VII. **Motions Passed for the Record** (5 min.)


A. Motions passed at an Executive Committee Meeting

1. **Motion:** The Board of Trustees authorizes the General Manager to sign the engagement letter proposed by the law firm of Nevers, Palazzo, Packard, Wildermuth & Wynner, PC, of Los Angeles, California, as WSO General Counsel and to execute payment of an initial retainer of \$5,000 to begin the engagement. (Bradford H.)

Background: There are issues that WSO must address and decide that have legal ramifications. It is the fiduciary duty of the Board of Trustees and management to ensure that those decisions are made with the guidance of competent legal counsel. This law firm was chosen because of its experience as legal advisors to a similar nonprofit corporation and because they are based in California, where WSO is incorporated, and in Los Angeles near the WSO corporate office. This motion broadens the scope of legal counsel and adds \$1,000 to the previously approved \$4,000 for legal services for a total of \$5,000 for the retainer.

Second: Sue V.


Decision: Motion passed unanimously On November 2, 2023. Dove H. and Fredrik H. were absent.

2. **Motion:** To approve this document for submission to the November 4, 2023 Quarterly Delegate Meeting participants - See:  QDM Nov 4 Board Update final .pdf (Bradford H.)

Second: Tamara P.

Decision: Motion passed unanimously on November 2, 2023. Dove H. and Fredrik H. were absent.

B. Motions passed at a Board Working Session

1. **Motion:** To approve the final draft of the IRS Form 990 for 2022 and authorize the Board Chair to execute the documents that the accountant has identified as necessary in order to file them. See:  2022 Form 990 Public Disclosure Copy.pdf (Bradford H.)

Background: This final draft has been prepared by a tax professional and reviewed/approved by the Finance Committee. In addition, all the questions raised by the board have been answered/addressed.

Second: Sue V.

Decision: Motion passed unanimously on November 9, 2023. Dove H. was absent.

2. **Motion:** To approve the General Manager to sign WSO translation licenses and non-disclosure agreements for translation groups. (Tamara P.)

Background: In April 2022, the signing of translation licenses was delegated to the Publishing Chair as they were also a Board Member since these are legal documents. Currently, the General Manager regularly signs contracts and is now involved with translation work. Therefore it will be more efficient and effective to assign this responsibility to the General Manager since the goal is to replace the Publishing Chair with a non-board member. The Publishing Committee supports this change.

Second: Fredrik H.

Decision: Motion passed unanimously on November 16, 2023. Sue V. and Dove H. were absent.

3. **Motion:** To appoint Tamara P. as the Audit Committee Chair (Bradford H.)

Background: WSO's total annual revenue will exceed \$2 million for the first time in 2023. This landmark comes with a mandatory audit requirement under California law. The first step in this process is for the Board of Trustees to create an Audit Committee based on specific criteria.

Second: Sue V.

Decision: Motion passed unanimously. Note: Fredrik submitted an absentee vote via email.

- C. Motions passed via Specific Concurrence (SC) - None
(A "specific concurrence" is an electronic vote and is often considered time sensitive and/or has previously been discussed during Working Sessions)
- D. Reference: Links to List of Motions for the Record posted on WSO website for:
- [September 2023](#)
 - [October 2023](#)

Staff, Committee Chairs and Guest Comments (Section: 3 min.; 1.5 min. for each Q & A)

●

VIII. Closing (5 min.)

A. Announcements

- The next Teleconference meeting will be held on March 9, 2023.
 - Monthly committee and board reports, along with a list of board motions passed, will continue to be posted on the WSO website each month.
 - Please direct any questions to the relevant Committee email (see: [ACA WSO-Organizational-Chart](#) for list of emails) or send to the Board at Secretary@acawso.org
- Following this meeting, there will be some committee breakout rooms for those interested.

B. Motion to Adjourn Meeting

C. Closing Serenity Prayer

Post Meeting Committee Breakout Rooms (20 min.)

1. ABC Committee - with Carmen and Marcus
2. IT Committee and Name Study - with Brad L.
3. Literature Committee - with Christine
4. Nominating Committee - with Denise
5. Public Services and Hospitals & Institutions Committee -with Rich R.
6. Publishing Committee - with Sue and Bill

REFERENCE Link: [ACA-World-Services-WSO-Resources.pdf](#)