

**Adult Children of Alcoholics World Service Organization**



## **2023 Book of Motions**

**January – December 2023**

Bradford H. - Secretary (Dec. 2022 - March 2023)

Tamara P. - Secretary (March 2023 - present)

Patricia I. - Assistant to Secretary (Feb. 2022 - present)

## Table of Contents

<b>Presented for the Record on January 14, 2023</b>	<b>5</b>
Motion 2023_0114_01: Ballot Voting Threshold for ABC Agenda	5
Motion 2023_0114_02: New Name for Meeting and Safety Committee	5
Motion 2023_0114_03: Leave of Absence for Tamara P.	6
Motion 2023_0114_04: Amendment to Vacation Policy	6
Motion 2023_0114_04: Appointment of Brad H. as Interim Secretary	7
Motion 2023_0114_05: Revisions to Ballot Proposal Analysis	7
<b>Presented for the Record on February 11, 2023</b>	<b>7</b>
Motion 2023_0211_01: Russian Publishing Expenditure	7
Motion 2023_0211_02: Dates for 2023 ABC	7
Motion 2023_0211_03: Dates for QDM in 2023	8
Motion 2023_0211_04: Revised Ballot Proposal Dates	8
<b>Presented for the Record on March 11, 2023</b>	<b>8</b>
Motion 2023_0311_01: Legal Services Expenditure for GM Contract	8
Motion 2023_0311_02: Legal Services Expenditure for “Only” Meeting Listings	8
Motion 2023_0311_03: Referral of Literature Memo to Publishing Committee	8
Motion 2023_0311_04: Revisions to OPPM RE: Trustee Participation in Committees	9
Motion 2023_0311_05: Employment Agreement for General Manager	9
Motion 2023_0311_06: Policy to Remove Meeting Listing	10
Motion 2023_0311_07: General Manager to Start Long-Term Plan	10
Motion 2023_0311_08: Lease of Office Storage Space	10
<b>Presented for the Record on April 29, 2023</b>	<b>11</b>
Motion 2023_0429_01: Printing Expenditure for Loving Parent Guidebooks	11
Motion 2023_0429_02: Printing Expenditure for Yellow Workbooks	11
Motion 2023_0429_03: Hotel Commitment for Board Strategic Retreat	11
Motion 2023_0429_04: Creation of AWC Planning Ad Hoc Committee	12
Motion 2023_0429_05: Printing Expenditure for BRBs	12
Motion 2023_0429_06: Printing Expenditure for SMR	12
Motion 2023_0429_07: Printing Expenditure for Laundry List Workbooks	12
Motion 2023_0429_08: Adoption of 2023 Budget	13
Motion 2023_0429_09: Rescheduling of Board Teleconferences	13
Motion 2023_0429_10: Change to Meeting Listing Naming	13
Motion 2023_0429_11: Rescind Motion RE: Change to Meeting Listing Naming	14
Motion 2023_0429_12: Service Review Panel Reporting Change	14
Motion 2023_0429_13: Appointment of Dove H. as Vice Chair	14
Motion 2023_0429_14: Merge of Public Service and H&I Committees	15
<b>Passed at 2023 ABC held on May 6 &amp; 7 and Aug. 5</b>	<b>15</b>

ABC_2023_01: Approval of 2022 ABC Minutes	15
ABC_2023_02: Extension of Concepts 2 & 6 Study	15
ABC_2023_03: Extension of ABC/AWC Study	15
ABC_2023_04: Ratification of Board Members	16
ABC_2023_05: BIPOC/Racial Trauma Working Group	16
<b>Presented for the Record on June 10, 2023</b>	<b>16</b>
Motion 2023_0610_01: Updated Requirements for Region Certification	16
Motion 2023_0610_02: Appointment of New Treasurer (Rescinded)	16
Motion 2023_0610_03: Rescind of Motion Due to Procedural Error	17
Motion 2023_0610_04: Appointment of New Treasurer	17
Motion 2023_0610_05: Local Intergroup Event in Boca Raton (Rescinded)	17
Motion 2023_0610_06: Amendments to Dates for Events at Boca Raton	18
Motion 2023_0610_07: Approval of Rules for ABC Delegate Deliberation and Voting	18
Motion 2023_0610_08: Amendments to WSO ComLine Section in OPPM	18
Motion 2023_0610_09: Approval of New Treasurer as Bank Signer	19
<b>Presented for the Record on July 6, 2023</b>	<b>19</b>
Motion 2023_0706_01: Approval of Contract with Renaissance Boca Raton Hotel	19
Motion 2023_0706_02: New Accrual Vacation Policy for Special Workers	19
Motion 2023_0706_03: Annual Election of Board Chair	19
Motion 2023_0706_04: Annual Election of Board Secretary	19
Motion 2023_0706_05: Annual Election of Board Treasurer	20
Motion 2023_0706_06: Annual Election of Board Co-Vice Chair	20
Motion 2023_0706_07: Annual Election of Board Co-Vice Chair	20
Motion 2023_0706_08: Increase on IT Manager Working Hours	20
Motion 2023_0706_09: New Dates for AWC in 2023	20
Motion 2023_0706_10: New Credit Card to Chair, Treasurer and General Manager	21
<b>Presented for the Record on August 3, 2023</b>	<b>21</b>
Motion 2023_0803_01: New Chair of Health & Safety in Service Advisory Group	21
Motion 2023_0803_02: New WSO Office Lease	21
Motion 2023_0803_03: Publishing Contractor Annual Rate Increase	22
Motion 2023_0803_04: Budget for Events at Boca Raton, FL	22
Motion 2023_0803_05: Rescind of Prior Boca Raton Budget Motion	22
<b>Presented for the Record on September 9, 2023</b>	<b>23</b>
Motion 2023_0909_02: Email Regarding New User Agreement	23
Motion 2023_0909_02: Communication Platforms New User Agreement	23
Motion 2023_0909_03: Ballot Proposal Dates for 2024	23
<b>Presented for the Record on October 14, 2023</b>	<b>24</b>
Motion 2023_1014_01: Approval of Revised Safety Tent Card	24
Motion 2023_1014_02: Reschedule of October and November Teleconferences	24
Motion 2023_1014_03: Approval of Reimbursable Tenant Improvements for Office	24
Motion 2023_1014_04: Expense Approval for A/C in New Office	25

Motion 2023_1014_05: Expense Approval for Pallet Racks	25
Motion 2023_1014_06: Amendments to Travel Reimbursement Policy	25
Motion 2023_1014_07: “A New Hope” for Fellowship Review	26
Motion 2023_1014_08: Printing of Loving Parent Guidebooks	26
<b>Presented for the Record on November 1, 2023</b>	<b>26</b>
Motion 2023_1101_01: Refund for Meal and Event at Boca Raton	26
Motion 2023_1101_02: Engagement of Attorney to Review Employee Handbook	27
Motion 2023_1101_03: Expense for Signs at New Office	27
Motion 2023_1101_04: Approval of Suggested Service Norms Document	27
<b>Presented for the Record on December 9, 2023</b>	<b>27</b>
Motion 2023_1209_01: Approval of Retainer with Law Firm	27
Motion 2023_1209_02: Board Report for November Quarterly Delegate Meeting	28
Motion 2023_1209_03: Approval of IRS Form 990 for 2022	28
Motion 2023_1209_04: Authorization of General Manager to Sign Translation Licenses	28
Motion 2023_1209_05: Appointment of Tamara P. as Audit Committee Chair	29
<b>Presented for the Record on January 9, 2024 (motions from Dec. 2023)</b>	<b>29</b>
Motion 2024_0109_01: 2023 Audit Authorization	29
Motion 2024_0109_02: Extension of Leave for Dove H.	29
Motion 2024_0109_03: Establish International Bank Account	29
Motion 2024_0109_04: Waiver to Accept Contribution Over Limit	30
Motion 2024_0109_05: Dates for 2024 Ballot Proposal Process and ABC	30
Motion 2024_0109_06: Approval to Engage Audit Firm	31

## **Presented for the Record on January 14, 2023**

### **Motion 2023\_0114\_01: Ballot Voting Threshold for ABC Agenda**

**Motion:** To approve the Ballot Preparation Committee's recommendation that the threshold for including a Ballot proposal on the ABC agenda be returned to the former standard of a 66.7% affirmative vote. In 2019 it was changed to 60%. (Liz C.)

**Background:** The percentage change from 66.7% to 60% was made in 2019 in reaction to the fact that only 2 out of 14 Ballot Proposals that year met the vote requirement to be on the agenda. Considering that the ABC agenda consists of more than ballot proposals, including pressing matters for the delegates to discuss, lowering the threshold is not needed, and it can resume to the original threshold established at 66.7% affirmative vote. The ABC/AWC committee is in agreement with this motion.

**Second:** Sue V.

**Decision:** Motion passed unanimously on December 14, 2022.

### **Motion 2023\_0114\_02: New Name for Meeting and Safety Committee**

**Motion:** To change the name of the Meeting Service and Safety Committee (MSSC) to Safety Resources Committee (Dove H.).

**Background:** The Meeting Safety and Security Committee (MSSC) was created when safety issues began after the rise of the pandemic and consequent move to virtual platforms for meetings. At this time, safety issues have moved well beyond issues with online meetings (e.g. zoom-bombing, etc). Changing the name and focus of this committee from the pandemic to generic safety issues provides a better understanding of what this committee is providing. This change will also alleviate the confusion between the Member Services Committee (MSC) and MSSC as both contain "meeting services." MSSC is now finding that what we are being asked for and are providing, is safety resources focusing on traditions violations, predatory behavior, lack of understanding about a group conscience, etc. A name change will help identify quickly and easily the purpose of this committee.

The mission statement for MSSC was: To address safety issues related to environments during the coronavirus pandemic, and develop a long-term strategy and potential resources to help the ACA fellowship effectively address other safety issues.

The statement of purpose for the Safety Resources Committee is: To address safety issues and develop long-term strategies and potential resources to help the ACA fellowship effectively address common safety issues in and around all meeting environments.

**Second:** Liz C.

**Decision:** Motion passed unanimously on December 15, 2022.

**Motion 2023\_0114\_03: Leave of Absence for Tamara P.**

**Motion:** To grant Tamara P. her request for a leave of absence from Board of Trustees and committee service for three months. This leave will be effective from January 1 through March 31, 2023. (Sue V.)

**Second:** Dove H.

**Decision:** Motion passed unanimously on December 15, 2022

**Motion 2023\_0114\_04: Amendment to Vacation Policy**

**Motion:** To amend the Vacation Section in the HR Manual for Special Workers as follows (Note: addition is bolded):

7.13 Vacation

*Adult Children of Alcoholics and Dysfunctional Families provides employees with paid vacation.*

*Eligibility*

*All full-time and part-time regular employees are eligible to receive vacation time after completing 90 days of employment.*

*Deposits Into Your Leave Account*

*Vacation is calculated according to your anniversary date.*

*The amount of vacation received each year is based on your length of service and is granted in a lump sum on or about your anniversary date as follows:*

*First year of employment (after 90 days): 2 days (16 hours) annually.*

*Second year of employment: 5 days (40 hours) annually.*

*Third year of employment and each year thereafter: 10 days (80 hours) annually.*

*Note: Part-time non-exempt employees receive vacation time in proportion to their work schedule.*

***Senior level exempt employees may be granted up to 20 days (160 hours) annually commensurate with position and length of service.*** (Sue V.)

**Background:** This addition to the vacation section in the HR Manual will allow WSO to attract and retain skilled and qualified special workers for senior level management positions as per standard HR practices.

**Second:** Fredrik H.

**Decision:** Motion passed unanimously on December 23, 2022.

#### **Motion 2023\_0114\_04: Appointment of Brad H. as Interim Secretary**

**Motion:** To appoint Brad H. as the interim Secretary from January 1 to April 1, 2023 unless the Secretary on leave, Tamara P., returns to board service earlier. (Sue V.)

**Second:** Dove H.

**Decision:** Motion passed unanimously. Tamara P. and Brad H. abstained

#### **Motion 2023\_0114\_05: Revisions to Ballot Proposal Analysis**

**Motion:** To accept the suggested revisions by the Ballot Proposal Committee (BPC) for the ballot proposal analyses except for the BPC to consider comments from the board and correct any inaccuracies. (Brad H.).

**Second:** Fredrik H.

**Decision:** Motion passed unanimously.

### **Presented for the Record on February 11, 2023**

#### **Motion 2023\_0211\_01: Russian Publishing Expenditure**

**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 by Executive Committee on January 19, 2023.

#### **Motion 2023\_0211\_02: Dates for 2023 ABC**

**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 on January 26, 2023. Fredrik H. was absent.

### **Motion 2023\_0211\_03: Dates for QDM in 2023**

**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 on January 26, 2023. Fredrik is absent.

### **Motion 2023\_0211\_04: Revised Ballot Proposal Dates**

**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.

## **Presented for the Record on March 11, 2023**

### **Motion 2023\_0311\_01: Legal Services Expenditure for GM Contract**

**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 by the Executive Committee on February 2, 2023.

### **Motion 2023\_0311\_02: Legal Services Expenditure for “Only” Meeting Listings**

**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 by the Executive Committee on February 2, 2023.

### **Motion 2023\_0311\_03: Referral of Literature Memo to Publishing Committee**

**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 on February 9, 2023. Erin D. and Fredrik H. were absent.

**Motion 2023\_0311\_04: Revisions to OPPM RE: Trustee Participation in Committees**

**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**

<b>Original</b>	<b>Proposed</b>
[Section Title] <b>SECTION X.C - Committees - Board Communications, Oversight and Participation</b>	[Section Title] <b>SECTION X.C - Trustee Participation</b>
Each Committee will have a Board member who holds the service position of Board Liaison within that Committee.  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.  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.  If a Committee or its associated groups have an online communication channel, Board members who are not part 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.	Trustees may join any Committee as a member.  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.  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.  Trustees who chair a Collaboration Committee are automatically added to the Slack channels of the Committees that are part of that Collaboration Committee.

**Second:** Brad H.

**Decision:** Motion passed unanimously on February 10, 2023.

**Motion 2023\_0311\_05: Employment Agreement for General Manager**

**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.

**Motion 2023\_0311\_06: Policy to Remove Meeting Listing**

**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.

**Motion 2023\_0311\_07: General Manager to Start Long-Term Plan**

**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.

**Motion 2023\_0311\_08: Lease of Office Storage Space**

**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.

## **Presented for the Record on April 29, 2023**

### **Motion 2023\_0429\_01: Printing Expenditure for Loving Parent Guidebooks**

**Motion:** To approve the order of 10,000 English language Loving Parent Guidebooks from Thomson Press at a cost of approximately \$25,880. (Sue V.)

**Background:** This order is needed to ensure WSO does not run out of stock of the English language Loving Parent Guidebook in the US inventory. It costs less to print these books with Thomson Press in India and ship them to the US than to print the books in the US and ship them to California.

**Second:** Brad H.

**Decision:** Motion passed unanimously by the Executive Committee on March 2, 2023. Fredrik H. was absent.

### **Motion 2023\_0429\_02: Printing Expenditure for Yellow Workbooks**

**Motion:** To approve the purchase of 15,000 YWB SKU 100-03 from the lowest bidder Thomson Press for a price of approximately \$35,000 delivered to Signal Hill. (Sue V.)

**Background:** WSO is at the 6 month projected out of stock point for this book and needs to place an order at this time. We solicited 3 bids for the printing and Thomson was the lowest. We have worked with them previously and like the quality of their books. We have the funds on hand to pay for this printing.

**Second:** Fredrik H.

**Decision:** Motion passed unanimously by the Executive Committee on March 30, 2023.

### **Motion 2023\_0429\_03: Hotel Commitment for Board Strategic Retreat**

**Motion:** To commit to the hotel in Boca Raton, FL for a board retreat/strategic meeting for October 20 -22, 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.

[NOTE: this motion was amended on May 25, 2023 - see **2023\_0610\_04**]

#### **Motion 2023\_0429\_04: Creation of AWC Planning Ad Hoc Committee**

**Motion:** To form an AWC planning ad hoc committee to plan and conduct an AWC in 2023 reporting to the Executive Committee. (Bradford H.)

**Background:** Currently the position of ABC/AWC Committee Chair is open. Therefore the board has created ad hoc planning committees reporting to the Executive Committee - one for the ABC and one for the AWC in 2023 to ensure these events are held this year.

**Decision:** Motion passed unanimously by the Executive Committee on April 6, 2023. Fredrik H. was absent.

#### **Motion 2023\_0429\_05: Printing Expenditure for BRBs**

**Motion:** To approve the purchase of 15,000 hardcover Big Red Books from Thomson Press in India for approximately \$67,625 including shipping to Signal Hill. (Sue V.)

**Background:** The current inventory will last for about 5 to 6 more months. The total cost will be split into two payments over a period of 2 to 3 months. The cash flow analysis recently performed for the Executive Committee confirmed we will have the funds to pay for this order. We need to order these now and do the prepress work to get them into the production queue so they can be printed and shipped in time to make the 6-to-8-week ocean transit to Signal Hill from India before we run out of stock.

**Second:** Bradford H.

**Decision:** Motion passed unanimously by the Executive Committee on April 6, 2023. Fredrik H. was absent.

#### **Motion 2023\_0429\_06: Printing Expenditure for SMR**

**Motion:** To approve the purchase of 10,000 softcover Strengthening My Recovery books from Thomson Press in India for approximately \$12,550 including shipping to Signal Hill. (Sue V.)

**Background:** The current inventory will last for about 5 to 6 more months. The cash flow analysis recently performed for the Executive Committee confirmed we will have the funds to pay for this order. We need to order these now and do the prepress work to get them into the production queue so they can be printed and shipped in time to make the 6-to-8-week ocean transit to Signal Hill from India before we run out of stock.

**Second:** Bradford H.

**Decision:** Motion passed unanimously by the Executive Committee on April 6, 2023. Fredrik H. was absent.

#### **Motion 2023\_0429\_07: Printing Expenditure for Laundry List Workbooks**

**Motion:** To approve the purchase of 10,000 Laundry List Workbooks Books from Thomson Press in India for approximately \$29,620 including shipping to Signal Hill. (Fredrik H.)

**Background:** The current inventory will last for about 5 to 6 more months. The total cost will be split into two payments over a period of 2 to 3 months. The cash flow analysis recently performed for the Executive Committee confirmed we will have the funds to pay for this order. We need to order these now and do the prepress work to get them into the production queue so they can be printed and shipped in time to make the 6-to-8-week ocean transit to Signal Hill from India before we run out of stock.

**Second:** Dove H.

**Decision:** Motion passed unanimously by the Executive Committee on April 20, 2023.

### **Motion 2023\_0429\_08: Adoption of 2023 Budget**

**Motion:** To adopt the proposed budget for Fiscal Year 2023. (Fredrik H.)

**Background:** The WSO Finance Committee developed and presented a proposed budget for WSO for the 2023 Fiscal Year that is projected to result in a \$35 surplus.

**Second:** Brad H.

**Decision:** Motion passed unanimously on March 9, 2023.

### **Motion 2023\_0429\_09: Rescheduling of Board Teleconferences**

**Motion:** To reschedule the April 8, 2023, and the May 13, 2023, WSO Board Teleconferences to April 29, 2023. (Brad H.)

**Background:** Due to the proximity of the regular monthly dates to holidays and to the dates of the Annual Business Conference, and because of scheduled absences of some Board Trustees, it is desirable to reschedule the April and May Board Teleconference events. The fifth Saturday in April is the best acceptable date to which both events may be rescheduled.

**Second:** by Dove H.

**Decision:** Motion passed unanimously on March 9, 2023.

### **Motion 2023\_0429\_10: Change to Meeting Listing Naming**

**Motion:** To approve the Meeting Listing Maintenance subcommittees recommendation to remove the word “only” from the ACA Meeting Listing Information web page under “Meeting Types and Format Definitions” and from the options listed on the Meeting Focus Filter on the “Find a Meeting” webpage so there is a consistent format used for meeting types on these pages. (Sue V.)

**Background:** Currently the ACA meeting listing’s webpages are using an old format for some meeting types - specifically “womens only” and “mens only” meeting types. Removing the word “only” from these types will make them consistent with the format used for other meeting types.

**Second:** Erin D.

**Decision:** Motion passed unanimously on March 9, 2023.

[NOTE: See motion below to rescind this motion]

### **Motion 2023\_0429\_11: Rescind Motion RE: Change to Meeting Listing Naming**

**Motion:** To rescind the motion passed by the Board of Trustees on March 9, 2023, that was related to removing the word “only” from any categories in the ACA Meeting Types and Focus list.

**Background:** This motion passed on March 9 to establish a consistent format is a good idea, however it was premature since further discussion is required at the committee level. The March 9 motion was: *To approve the Meeting Listing Maintenance subcommittees recommendation to remove the word “only” from the ACA Meeting Listing Information web page under “Meeting Types and Format Definitions” and from the options listed on the Meeting Focus Filter on the “Find a Meeting” webpage so there is a consistent format used for meeting types on these pages.*

**Second:** Bradford H.

**Decision:** Motion approved unanimously on March 23, 2023.

### **Motion 2023\_0429\_12: Service Review Panel Reporting Change**

**Motion:** To amend the "accountability" section in the background of the motion passed by the Board of Trustees on November 3, 2022, in regards to creating a review panel for meetings and events listings as follows (see strike-out and addition in bold):

*Accountability: The panel will report to the ~~Executive Committee Fellowship & Public Engagement Collaboration Committee~~ **Executive Committee**. The panel's decisions may be appealed using a process to be defined and overseen by the Executive Committee.*

**Background:** The work of the Service Review Panel includes denying requests for listings of meetings or events on the ACA website that violate the Traditions or Concepts of Service and/or may incur legal liability. Since these matters can be highly complex with possible legal considerations, this panel will report directly to the Executive Committee.

**Second:** Fredrik H.

**Decision:** Motion passed unanimously on April 13, 2023. Tamara P. abstains. Charlie H. and Brad H. were absent.

### **Motion 2023\_0429\_13: Appointment of Dove H. as Vice Chair**

**Motion:** To appoint Dove H. as the Vice Chair of ACA WSO Board of Trustees. (Sue V.)

**Background:** The Board officer position of Vice Chair has been vacant since October 22, 2022. On April 6, 2023, Dove H. put forward her interest in being considered for the role of Vice Chair to the Executive Committee. As per the bylaws, the officers shall be elected from among Trustees and the term for board officer positions shall be one year, from July 1 through June 30, and officers may be elected to a maximum of three full terms. If an officer is initially elected mid-term and serves more than six months, they may be elected to a maximum of two

additional full terms.

**Second:** Tamara P.

**Decision:** Motion passed unanimously on April 13, 2023. Dove H. was recused and Brad H. was absent.

### **Motion 2023\_0429\_14: Merge of Public Service and H&I Committees**

**Motion:** To formally merge the Public Services Committee and the Hospital and Institutions Committee into one standing committee. (Dove H.)

**Background:** On February 4, 2023, the Fellowship and Public Engagement Collaboration Committee approved the above motion that was brought forward by Rich R., Co-Chair of the Public Services Committee and the Hospital & Institutions committee. Rich reported that these two committees have been working as one committee and decided to formally combine into one committee named the Public Services and Hospital & Institutions Committee.

**Second:** Fredrik H.

**Decision:** Motion passed unanimously on March 6, 2023.

## **Passed at 2023 ABC held on May 6 & 7 and Aug. 5**

### **ABC\_2023\_01: Approval of 2022 ABC Minutes**

**Motion:** To approve the minutes of 2022 ABC, Nov. 12 & Feb. 18 Quarterly Delegate Meetings. Passed on May 6, 2023.

### **ABC\_2023\_02: Extension of Concepts 2 & 6 Study**

**Motion:** To request a six month extension, with a detailed update at the next Quarterly Business Meeting, to complete proposed revisions to Concepts 2 & 6, but to affirm that concept 2 will define the conference as the voice and conscience of the ACA fellowship.

Passed on May 7, 2023.

### **ABC\_2023\_03: Extension of ABC/AWC Study**

**Motion:** To approve extending the ABC/AWC Study to provide recommendations without limitation, including:

- Drafting a charter for the conference, and
- Recommendations for changes in other areas, depending on availability of adequate resources, and
- Separating the AWC study from the ABC study, creating an additional study as resources permit, and
- that the delegates will receive regular updates until the study is completed.

Passed on May 7, 2023.

#### **ABC\_2023\_04: Ratification of Board Members**

**Motion:** To ratify the following for the Board of Trustees:

- Brad H.
- Dove H.
- Fredrik H.
- Sue V.
- Tamara P.

Passed on May 7, 2023.

#### **ABC\_2023\_05: BIPOC/Racial Trauma Working Group**

**Motion:** I move to create a BIPOC working group to acknowledge the effects of racism and generational racial trauma on ACAs. Like the spiritual inclusion working group, this group would develop guidance for the literature committee and broader fellowship regarding issues that disproportionately impact BIPOC members and collaborate with the literature committee in the evaluation of completed projects and revision of other ACA literature to ensure issues of racial equity and racial trauma are addressed effectively.

Passed on August 5, 2023.

Note: The name of this group was later changed to Racial Trauma Working Group.

### **Presented for the Record on June 10, 2023**

#### **Motion 2023\_0610\_01: Updated Requirements for Region Certification**

**Motion:** To approve the proposed updated language/requirements for Region Certification and Recertification in the Operating Policy and Procedures Manual (OPPM). See: [2023-04-27 Motion Passed RE OPPM Revisions for Regions Section.pdf](#) (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.

#### **Motion 2023\_0610\_02: Appointment of New Treasurer (Rescinded)**

**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 two motions below)*

### **Motion 2023\_0610\_03: Rescind of Motion Due to Procedural Error**

**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 rescued 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.

### **Motion 2023\_0610\_04: Appointment of New Treasurer**

**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.

### **Motion 2023\_0610\_05: Local Intergroup Event in Boca Raton (Rescinded)**

**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 motion below.

### **Motion 2023\_0610\_06: Amendments to Dates for Events at Boca Raton**

**Motion:** To amend the following two motions, passed by the Executive Committee and the Board of Trustees respectively, for the upcoming Strategic Meeting at the hotel in Boca Raton, FL, as follows (amendments are in red): (Sue V.)

**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.

**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.

### **Motion 2023\_0610\_07: Approval of Rules for ABC Delegate Deliberation and Voting**

**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

### **Motion 2023\_0610\_08: Amendments to WSO ComLine Section in OPPM**

**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.

**Motion 2023\_0610\_09: Approval of New Treasurer as Bank Signer**

**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.

**Presented for the Record on July 6, 2023**

**Motion 2023\_0706\_01: Approval of Contract with Renaissance Boca Raton Hotel**

**Motion:** To approve the contract with the Renaissance Boca Raton hotel as presented by the General Manager (Brad H.)

**Second:** Sue V.

**Decision:** Motion passed unanimously on June 1, 2023.

**Motion 2023\_0706\_02: New Accrual Vacation Policy for Special Workers**

**Motion:** To approve a new accrual vacation policy for WSO special workers as presented by the General Manager. (Sue V.)

**Background:** The general manager has revised the vacation accrual policy for special workers so it is in keeping with standard HR practices and legal compliance.

**Second:** Bradford H.

**Decision:** Motion passed unanimously on June 8, 2023. Tamara P. was absent.

**Motion 2023\_0706\_03: Annual Election of Board Chair**

**Motion:** To elect Sue V. to the role of WSO Board of Trustees Chair for her second one year term. (Dove H.)

**Second:** Tamara P.

**Decision:** Motion passed unanimously on June 22, 2023. Sue V. recused herself from the vote.

**Motion 2023\_0706\_04: Annual Election of Board Secretary**

**Motion:** To elect Tamara P. to the role of WSO Board of Trustees Secretary for her second one year term. (Sue V.)

**Second:** Bradford H.

**Decision:** Motion passed unanimously on June 22, 2023. Tamara recused herself from the vote.

**Motion 2023\_0706\_05: Annual Election of Board Treasurer**

**Motion:** To elect Bradford H. to the role of WSO Board of Trustees Treasurer for his first one year term. (Dove H.)

**Second:** Sue V.

**Decision:** Motion passed unanimously on June 22, 2023. Bradford recused himself from the vote.

**Motion 2023\_0706\_06: Annual Election of Board Co-Vice Chair**

**Motion:** To elect Dove H. to the role of WSO Board of Trustees Vice Chair for her first one year term. (Bradford H.)

**Second:** Fredrik H.

**Decision:** Motion passed unanimously on June 22, 2023. Dove recused herself from the vote.

**Motion 2023\_0706\_07: Annual Election of Board Co-Vice Chair**

**Motion:** To elect Fredrik H. to the role of WSO Board of Trustees Vice Chair for his first one year term. (Bradford H.)

**Second:** Dove H.

**Decision:** Motion passed unanimously on June 22, 2023. Fredrik H. recused himself from the vote.

**Motion 2023\_0706\_08: Increase on IT Manager Working Hours**

**Motion:** To approve an increase in the IT Manager's work hours from 25 to 34 hours per week. (Sue V.)

**Background:** Brad L.'s hours are routinely exceeding his budgeted 25 hours per week. He regularly works 35 -40 and often more hours per week to keep up with all of his duties. In the position of IT Manager, he is working on highly skilled IT matters for priority projects and therefore he should be compensated for the hours worked.

**Second:** Dove H.

**Decision:** Motion passed unanimously on June 2, 2023.

**Motion 2023\_0706\_09: New Dates for AWC in 2023**

**Motion:** To amend the following motion passed by the board on January 26, 2023 with the new dates of the Annual World Conference (AWC) in 2023 (new dates in blue): (Sue V.)

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.~~  
Friday, November 17 – Saturday, November 18 in the Western hemisphere and  
Saturday, November 18 – Sunday, November 19 in the Eastern hemisphere.

**Second:** Bradford H.

**Decision:** Motion passed unanimously on June 30, 2023.

### **Motion 2023\_0706\_10: New Credit Card to Chair, Treasurer and General Manager**

**Motion:** To authorize the Bank of America to open a new Unlimited Cash Rewards Credit card account for ACA WSO and issue credit cards to Board Chair Sue Vandittelli, Treasurer Bradford Holt, and General Manager William Dalton. (Dove H.)

**Background:** By switching to the Unlimited Cash Rewards Credit card WSO can recover 2.62% of its annual spend (approximately \$210,000) in rewards that can be used to pay down credit card balances. The cards currently in use offer an initial 3% cash back, but quickly cap out 1.7% for the remainder of the year after the first \$50K is spent. This change will earn WSO approximately \$1,500 more per year in rewards that can be applied as payment directly to the credit card balance. Upon adoption of this motion, a copy signed by two Board Trustees will be sent to Bank of America as evidence of this authorization.

**Decision:** Motion passed unanimously on June 11, 2023. Sue V. and Bradford H. recused themselves from this vote.

## **Presented for the Record on August 3, 2023**

### **Motion 2023\_0803\_01: New Chair of Health & Safety in Service Advisory Group**

**Motion:** To approve for Barbara B. to serve as the Chair of the Health & Safety in Service Advisory Group. (Bradford H.)

**Background:** Barbara B. has served on the Health & Safety in Service Advisory Group since its inception. She is very knowledgeable about the ACA Concepts and Traditions. She also has experience starting an Intergroup and serving on WSO committees.

**Second:** Tamara P.

**Decision:** Motion passed unanimously on July 20, 2023. Absent: Sue V.

### **Motion 2023\_0803\_02: New WSO Office Lease**

**Motion:** I move that the ACA WSO Board Chair, Sue V., be authorized to enter into a 5-year lease agreement for new office/storage space at 1901 E. 29th St, Long Beach, California, beginning August 1, 2023, under the terms and conditions proposed and agreed to between WSO and Mitchell Land and Improvement Company, the Landlord, and terminating the current leases for office and storage space at 1458 East 33rd St., Signal Hill, California, on July 31, 2023. (Bradford H.)

**Second:** Tamara P.

**Decision:** Motion passed unanimously on July 6, 2023.

**Motion 2023\_0803\_03: Publishing Contractor Annual Rate Increase**

**Motion:** To approve the annual rate increase for the Publishing Contractor recommended by the General Manager (Sue V.).

**Second:** Bradford H.

**Decision:** Motion passed unanimously.

**Motion 2023\_0803\_04: Budget for Events at Boca Raton, FL**

**Motion:** To adopt a budget for the Boca Raton events at \$32,000. (Bradford H.)

**Background:** Before the COVID-19 pandemic, WSO planned an in-person Annual Business Conference and World Convention at a hotel in Boca Raton, Florida, and paid a nonrefundable deposit to the hotel to reserve the dates and spaces for those events. Subsequently, the decision was made to cancel the in-person event due to the pandemic and conduct a virtual event on Zoom. The hotel has rolled the deposit forward each year, but informed WSO that it must be used in 2023 or the deposit of \$22,675 will be forfeited. The WSO Board of Trustees has reserved spaces in the hotel for an in-person strategic planning meeting of Board Trustees and WSO staff, a WSO Committee Chairs Summit and Service Academy, and a regional conference of ACA members cosponsored by Florida intergroups for October 13 - 15. Although the deposit will be used for much of the expenses for hotel rooms and meeting spaces, travel expenses and other costs are expected to exceed the deposit by up to \$32,000. These expenses are not included in the adopted annual budget for 2023 and will be included in the one-time budget adopted by this motion.

**Second:** Tamara P.

**Decision:** Motion passed unanimously on July 20, 2023. Sue V. was absent.

**Motion 2023\_0803\_05: Rescind of Prior Boca Raton Budget Motion**

**Motion:** To rescind the following motion passed by the Executive Committee on March 30, 2023:

*Motion: To commit to the hotel in Boca Raton, FL for a board retreat/strategic meeting for October 20 -22, 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.)

**Background:** This motion is out of date since on July 20, the board adopted a motion for a budget to cover the costs of the WSO events in Boca Raton from October 13 - 16 that now

include a Committee Chairs Summit/Service Academy.


**Second:** Tamara P.

**Decision:** Motion passed unanimously on July 27, 2023. Sue V. and Fredrik H. were absent.

## **Presented for the Record on September 9, 2023**

### **Motion 2023\_0909\_02: Email Regarding New User Agreement**

**Motion:** To approve the sending of this email as presented today - see:

 Aug 21 slack email.docx (Bradford H.)


**Background:** The Health and Safety Advisory Group recommended to the board that they send out an email to all Slack users to share information with them about the new User Agreement for Slack and Zoom that will be implemented in September.

**Second:** Sue V.

**Decision:** Motion passed unanimously on August 17, 2023.

### **Motion 2023\_0909\_02: Communication Platforms New User Agreement**

**Motion:** To approve implementing WSO's Communication Platforms User Agreement as recommended by the Health and Safety Advisory Group. This includes sending out the following letter from the Board of Trustees to each person who has access to the WSO Slack platform requesting they sign the agreement - see:

 Sept 2023- Letter to Slack Users re: User Agreement- d2 . (Dove H.)

**Background:** The Health and Safety Advisory Group recommended to the Board to institute a WSO Communication Platforms User Agreement in order to promote a healthy and safe environment for communications. Also, it is a standard practice to institute user agreements for online communication platforms used by organizations.

**Second:** Bradford H.

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

### **Motion 2023\_0909\_03: Ballot Proposal Dates for 2024**

**Motion:** To approve the recommended motion below from the Ballot Proposal Committee (BPC) (Sue V.)

*BPC Recommended Motion: We move that we change the date for the Call for Proposals to August 20th, Proposals will then be due on October 20th, and the time for consultation and changes will have a deadline of November 10th. This is for the 2024 ABC only.*

**Second:** Bradford H.

**Background:** The letter to the meeting groups, intergroups and Regions was scheduled to be


issued on Aug 1st as per the OPPM and it did not get done. The letter is being issued Aug 20th. As a result, there was a need to give the groups more time to prepare proposals.

**Decision:** Motion passed unanimously on August 19, 2023.

## **Presented for the Record on October 14, 2023**

### **Motion 2023\_1014\_01: Approval of Revised Safety Tent Card**

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

 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 at the Executive Committee meeting. All Board Members were present and voted.

### **Motion 2023\_1014\_02: Reschedule of October and November Teleconferences**

**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 at the Executive Committee meeting. All Board Members were present and voted.

### **Motion 2023\_1014\_03: Approval of Reimbursable Tenant Improvements for Office**

**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.

#### **Motion 2023\_1014\_04: Expense Approval for A/C in New Office**

**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.

#### **Motion 2023\_1014\_05: Expense Approval for Pallet Racks**

**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.

#### **Motion 2023\_1014\_06: Amendments to Travel Reimbursement Policy**

**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:

 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.

### **Motion 2023\_1014\_07: "A New Hope" for Fellowship Review**

**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.

### **Motion 2023\_1014\_08: Printing of Loving Parent Guidebooks**

**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.

## **Presented for the Record on November 1, 2023**

### **Motion 2023\_1101\_01: Refund for Meal and Event at Boca Raton**

**Motion:** To provide a refund of \$190 to Ms. D. and to tell her that we consider that her complaint about the event and meal in Boca Raton has been resolved. (Bradford H.)

**Background:** Ms D. sent a complaint to the General Manager about her experience in the ACA Regional event and dinner on Friday, October 13. The refund is for the meals and registration fee that she and her husband paid for.

**Second:** Dove H.

**Decision:** Motion passed unanimously on October 19, 2023 by the Executive Committee. Sue V. and Fredrik H. were absent.

**Motion 2023\_1101\_02: Engagement of Attorney to Review Employee Handbook**

**Motion:** To engage an employment law attorney for up to \$4,000 to review and ensure our employee handbook conforms to current federal and applicable state laws. (Sue V.)

**Background:** The employee handbook has not undergone a legal review since it was created. Since employment laws are constantly changing, especially in California, it is prudent to have an expert in the field review our employment policies to ensure they are complete and in compliance.

**Second:** Bradford H.

**Decision:** Motion passed unanimously on October 4, 2023.

**Motion 2023\_1101\_03: Expense for Signs at New Office**


**Motion:** The Executive Committee of the WSO Board of Trustees approves the purchase and installation of three new signs for the ACA WSO Office at a cost of \$2,333.19 per the quote and design obtained from the vendor and presented by the General Manager. (Moved by Bradford H)

**Background:** ACA WSO recently moved its world headquarters to a more suitable building that is located at an intersection of two streets. There are posts in the ground for 3 signs that will be seen by many people traveling on both streets each day. Having the ACA logo, name and website URL visible on the signs will increase awareness about ACA as well as let people know it is the main office of the organization.

**Second:** Dove H.

**Decision:** Motion passed unanimously on October 4, 2023.

**Motion 2023\_1101\_04: Approval of Suggested Service Norms Document**

**Motion:** To approve the ACA Suggested Service Norms document proposed by the Safety Resources Committee - see:  ACA Suggested Service Norms (October 2023).docx.pdf (Dove H.)

**Second:** Bradford H.

**Decision:** Motion passed unanimously on October 28, 2023.

**Presented for the Record on December 9, 2023**

**Motion 2023\_1209\_01: Approval of Retainer with Law Firm**


**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.


### **Motion 2023\_1209\_02: Board Report for November Quarterly Delegate Meeting**

**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.

### **Motion 2023\_1209\_03: Approval of IRS Form 990 for 2022**

**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.

### **Motion 2023\_1209\_04: Authorization of General Manager to Sign Translation Licenses**

**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.

**Motion 2023\_1209\_05: Appointment of Tamara P. as Audit Committee Chair**

**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 on November 30, 2023. Note: Fredrik submitted an absentee vote via email.

**Presented for the Record on January 9, 2024 (motions from Dec. 2023)**

**Motion 2024\_0109\_01: 2023 Audit Authorization**

**Motion:** To authorize that an audit is conducted for 2023. (Tamara P.)

**Second:** Bradford H.

**Decision:** Motion passed unanimously on December 7, 2023. Fredrik H. was absent. (Note: Dove H. on leave).

**Motion 2024\_0109\_02: Extension of Leave for Dove H.**

**Motion:** To approve an extension of Dove H.'s leave of absence from board service until February 11, 2024. (Sue V.)

**Background:** On November 9, the board accepted Dove's request for a one month leave of absence so she could focus on personal matters. Dove requires additional time to focus on these matters.

**Second:** Tamara P.

**Decision:** Motion passed unanimously on December 14, 2023. Fredrik was absent. (Note: Dove H on leave).

**Motion 2024\_0109\_03: Establish International Bank Account**

**Motion:** The WSO Board of Trustees approves establishing a limited size WSO bank account, not to exceed \$2,000.00, in one of the following countries for the purposes of using that account to pay and receive funds. (Bradford H)

- APRA (Abkhazia),

- ArKa (Armenia),
- BELKART (Belarus),
- Korti Milli, Express Pay (Tajikistan),
- Mir (Armenia, Belarus, Kazakhstan, South Ossetia),
- ELCART (Kyrgyzstan)

**Background:** WSO is prevented from sending or receiving vendor payments inside Russia and the other listed countries. This has caused service committees in those countries to ask WSO for permission to print and sell ACA books on their own, which would have a negative impact on WSO's income from book sales. The General Manager has exhausted all other possible avenues for having books printed that would require payment to vendors inside Russia. Adopting this motion would provide an alternative to allowing the service committees in these countries to print and sell ACA literature. Adopting this motion would also give WSO the ability to receive payments from Intergrups, service committees, and vendors in Russia and these other countries.

**Second:** Sue V.

**Decision:** Motion passed unanimously on December 2, 2023. (Note: Dove H. on leave)

#### **Motion 2024\_0109\_04: Waiver to Accept Contribution Over Limit**

**Motion:** The WSO Board of Trustees approves a one-time waiver of the annual contribution limit of \$7,500 from an individual ACA member, as provided for in the current Operating Policy and Procedures Manual, and the acceptance of a single contribution of \$10,000 from an individual ACA member. (Sue V.)

**Background:** WSO has received a 7th Tradition contribution from a very grateful member in the amount of 10K. Although it exceeds the stated amount in the OPPM it has come at a time when WSO is looking at cutting program services and deferring the hiring of special workers to keep up with the needs of the global fellowship. This is a rare occasion and would not change the current OPPM. The annual limit is under review currently but likely will not be finalized before the time limit runs out on this check.

**Second:** Bradford H.

**Decision:** Motion passed unanimously on December 11, 2023. (Note: Dove H. on leave)

#### **Motion 2024\_0109\_05: Dates for 2024 Ballot Proposal Process and ABC**

**Motion:** To approve the following dates for the Ballot Proposal process and Annual Business Conference in 2024: (Sue V.)

- January 22 - Ballot Proposals are Published
- February 1 - Voting Opens
- April 15 - Voting Closes
- April 17 - Voting Results Published
- May 18 & 19 - Annual Business Conference (ABC)

**Background:** The Operating Procedures and Policy Manual specifies specific dates for the ballot proposal process and ABC (e.g. Jan. 8 - ballot are published; voting is open Feb. 15 - March 31; ABC is held on the Thursday and Friday prior to the fourth (4th) weekend of April each year). Any exception to this timing must be approved by the Board. The above dates for 2024 take into consideration factors such as holidays, realistic timelines and core resources availability.

**Second:** Tamara P.

**Decision:** Motion passed unanimously on December 18, 2023. (Note: Dove H. on leave)

**Motion 2024\_0109\_06: Approval to Engage Audit Firm**

**Motion:** For the board to approve the audit committee's recommendation to engage Brett Bradbury CPA PC firm to prepare the 2023 fiscal year audit for ACA WSO. (Tamara P.)

**Second:** Bradford H.

**Decision:** Motion passed unanimously on December 26, 2023. (Note: Dove H. on leave).