



December 31, 2023

2023 Teleconference Minutes

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

Tamara P. - Secretary (March 2023 - present)

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

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THIS IS A REGULARLY SCHEDULED MEETING WITH NOTICE GIVEN ON THE ACAWSO WEBSITE AND THE TRAVELER NEWSLETTER

Please notify the secretary with changes, additions, or motions for this meeting.

MONTHLY TELECONFERENCE MINUTES

January 14, 2023 Minutes

2:00 PM ET

18:00 UTC

Meeting held via video conference/Zoom

I. Opening

- A. Open with the ACA Serenity Prayer
- B. Readings:
 - a. Tradition #1: *Our common welfare should come first; personal recovery depends on ACA unity.*
 - b. Concept #1: *The final responsibility and the ultimate authority for ACA World Services should always reside in the collective conscience of our whole fellowship.*
- C. Notice of Recording: Starting in January 2022, 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.
- D. Call to Order

E. Roll call of Board Members: Brad H., Charlie H., Dove H., Erin D., Liz C., Sue V.,

Absent: Fredrik H.

On leave: Jasmina T. and Tamara P.

Quorum - established

F. Meeting Support:

- a. Chair: Sue V.
- b. Notetaker: Trish I./ Assistant to Board Secretary
- c. Tech Hosts: #1. Brad L. #2. Brad H.

d. Timekeeper: Brad H. & Dove H.

G. Guest Introductions - 24 participants

II. Minutes

Board Teleconference Minutes LINK: [2022-12-10 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 December 10, 2022, Board Teleconference Meeting (Brad H.)

Second: Dove H.

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

III. Executive Reports

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

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

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

- Q: Is there a written document from the Finance committee for groups to use to explain what the 7th Tradition is used for?
 - A: This is something we are working on.
- Q: What was the total deficit for the year 2022?
 - A: We are still working on the December numbers to finalize this.

C. [General Manager Report](#): Bill D. presented the report.

IV. Committee Reports (3 min./each)

(All reports can be found on the business website at: [ACA WSO | Adult Children of Alcoholics World Service Organization](#) - see links below for specific reports)

Business Operations (Collaboration Committee)

A. [Publishing Committee](#): Sue V. presented the report.

B. [Finance Committee](#): Lucia S. presented the report.

C. [IT Committee](#): Brad L. presented the report.

D. [Data Analysis Committee](#): Ralph for Brian -Committee met in December to help with a survey for the Name Study. We are also working to update the survey for the ABC committee for the next Quarterly Delegate Meeting.

E. [Organization Name Study](#): Brad L. - Working on a survey to go out the fellowship about possible new names or ideas about names, and will hold Town Halls too.

Guest Questions/Comments

- For the IT committee - WeAgnostics had a study and decided to make it public, can a Concept study be added to the website for meeting listings, since the only option is a Tradition study?

- A: Yes.
- Suggest translating the 7th Tradition presentation given at the quarterly delegate meeting so it can be given to groups that speak languages other than English.
 - Response: If there is a specific language needed for these presentations it would be helpful to know since there are so many languages that can be translated and we have a limited number of translators. Also, we are looking at possibly using artificial intelligence for translation.
- I understand that under California law it requires monthly meetings and so how did this work with canceling the November Teleconference meeting?
 - A: We are looking at all the requirements for the board as part of our strategic plan, taking into consideration the time we have.

Fellowship & Public Engagement (Collaboration Committee)

- A. Member Services Committee: Dove H. - There is no posted report. This committee is fully engaged and operating. Currently looking at things with the Regions subcommittee. The Teen subcommittee is open/not currently functioning.
- B. Safety Resources Committee: Dove H. presented report.
- C. Public Services Committee (includes H-and-I Committee): Jim B. presented report.
- D. European Committee: Fredrik H. - absent; no report.
- E. Global Members Committee: Sue for Marion - There are three things to report 1. starting to get more requests from South America 2. India now has 30 groups from 3 in 2019. 3. In east Asia they are working on education for service volunteers.

Guest Questions/Comments

- Can there be a conversation between Member Services and Global about how to best spread the word to latino communities and Spanish speaking communities?
 - Yes, we can have this conversation.
- What is the difference between what the Member Services committee does and the Global committee does?
 - In the Global Reports it states what the specific goals are for this committee since Member Services has been more North America/Europe focused. These include accessibility and affordability processes for literature publishing and distribution for emerging countries.

Promise 7 Break - Erin D.

Break (5 min.)

Roll call of Board Members: Brad H., Charlie H., Dove H., Erin D., Liz C., Sue V.,

Absent: Fredrik H.

On leave: Jasmina T. and Tamara P.

Quorum - established

Policy & Structure (Collaboration Committee)

- A. [ABC AWC Committee](#): Liz C. presented report.
- The committee chair brought forward the proposed time for Quarterly Delegate Meeting on February 18, 2023 from 10:00 am - 2:00 pm ET.
 - Without objection, the Board **approved** these times for the February 18 Quarterly Delegate Meeting.
- B. [ABC Proposals & Ballot Prep Committee](#): Jim R. presented the report.
- C. [Nominating Committee](#): Denise R. presented the report.
- D. [Volunteer Resource Committee](#): Jim R. presented the report.
- This committee will work with board members, Charlie and Dove, on their proposal for Service Wellness 24/7.
- E. [OPPM Committee](#): No report.
- F. [Archives Committee](#): Alicia presented the report.
- The Chair thanked Alicia for stepping up as the new Chair of the Archives committee. The work of this committee is invaluable both now and in the future.
 - The General Manager invited Alicia to visit the WSO Office to support her in this new position.
 - A big thank you to Marcia J. from the board for all she has done as the Chair of the Archives committee.
- G. [Concept 2 & 6 Study](#): Charlie H. - Making good progress and on track to make recommendations regarding these concepts by the 2023 ABC and then will wrap up.

Content Development (Collaboration Committee)

- A. [Literature Committee](#): Ralph for Christine - no formal report. The Literature Committee will present on spiritual inclusion at the upcoming quarterly delegate meeting in February.

Board and Guest Questions/Comments

- I have learned that fire proof safes and cabinets are not always that secure as an FYI.
 - The Archives committee has done in depth research on the quality and taking these safety measures into consideration.
- To Archives - Our intergroup in the UK is starting to gather archives and want to be in contact with you - could you put some contact info. in chat to sort out what to send to you, etc.
 - Yes, I will do this.
- My experience is that the ABC/AWC committee is not doing the AWC and it has not been part of conversations as well as part of the study. Now some discussions about separating AWC from ABC - I think this needs to be done since the AWC is not getting attention.
 - We are planning to look at this and there is only so much time we have. The AWC subcommittee chair has not called any meetings. I do anticipate that there will be an AWC this year as the ABC/AWC Chair, and you are welcome to join our meetings.

V. Motions read into the Record

A. 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 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.

2. **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.

3. **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

4. **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.

B. Motions passed at a Board Working Session on December 15, 2022

1. **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

2. **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.

C. Guest Questions/Comments

- Q: The Safety Resources Committee will address committee related things such as Tradition violations and group conscience - it will be helpful to create resources. Is there a need for

another panel?

- A: The Safety Resources committee is developing materials and developing ways for people to easily find resources such as Traditions. Also, the Service Norms will be ready soon. For emails that come to us some are referred to others. Our focus is education and resources. The panel was created to address specific issues that were coming into meeting listings that are beyond just a listing. We are looking to create a clearinghouse for all of this that is more than the Safety Resources committee.

VI. Closing Activities

A. Announcements

- Next WSO Board Teleconference Meeting is on February 11, 2023 at 2:00pm ET.

B. Motion to Adjourn Meeting: Dove H. Second: Brad H. Motion passed unanimously.

C. Closing Serenity Prayer

APPENDIX

Adult Children of Alcoholics World Service Organization Balance Sheet

As of November 30, 2022

Accrual Basis

	Nov 30, 22	Oct 31, 22	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1000 · Cash & Cash Equivalents	303,956.78	309,096.00	-5,139.22	-1.66%
Total Checking/Savings	303,956.78	309,096.00	-5,139.22	-1.66%
Accounts Receivable				
1300 · Customer Receivable	3,629.00	3,972.13	-343.13	-8.64%
Total Accounts Receivable	3,629.00	3,972.13	-343.13	-8.64%
Other Current Assets				
1320 · SHOPIFY-Shopp'g cart receivable	7,346.47	7,377.67	-31.20	-0.42%
1330 · Interest Receivable	23.04	20.43	2.61	12.78%
1350 · Prepaid Expenses	41,517.19	48,373.86	-6,856.67	-14.17%
1400 · Inventory Asset	368,504.35	380,159.68	-11,655.33	-3.07%
Total Other Current Assets	417,391.05	435,931.64	-18,540.59	-4.25%
Total Current Assets	724,976.83	748,999.77	-24,022.94	-3.21%
Fixed Assets				
1800 · Fixed Assets	220,277.67	208,561.35	11,716.32	5.62%
1830 · ROU Assets (Leased Assets)	58,094.00	66,623.00	-8,529.00	-12.8%
1860 · Accum. Depr' & Am't	-110,515.68	-109,210.76	-1,304.92	-1.2%
Total Fixed Assets	167,855.99	165,973.59	1,882.40	1.13%
TOTAL ASSETS	892,832.82	914,973.36	-22,140.54	-2.42%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	16,346.28	38,349.07	-22,002.79	-57.38%
Total Accounts Payable	16,346.28	38,349.07	-22,002.79	-57.38%
Credit Cards				
2011 · Bank of America-Corp Card #1794	3,095.02	4,159.06	-1,064.04	-25.58%
2012 · Bank of America-Corp Card #0904	0.00	1,149.11	-1,149.11	-100.0%
Total Credit Cards	3,095.02	5,308.17	-2,213.15	-41.69%
Other Current Liabilities				
2100 · Payroll Liabilities	37,898.52	32,338.85	5,559.67	17.19%
2130 · Other Liabilities	35,776.87	36,894.90	-1,118.03	-3.03%
2200 · Accrued Liabilities	5,542.21	5,497.68	44.53	0.81%
25500 · Sales Taxes Payable	6,051.28	6,383.71	-332.43	-5.21%
Total Other Current Liabilities	85,268.88	81,115.14	4,153.74	5.12%
Total Current Liabilities	104,710.18	124,772.38	-20,062.20	-16.08%
Long Term Liabilities				
2300 · ROU Liability (Lease Liability)	58,094.00	66,623.00	-8,529.00	-12.8%
Total Long Term Liabilities	58,094.00	66,623.00	-8,529.00	-12.8%
Total Liabilities	162,804.18	191,395.38	-28,591.20	-14.94%
Equity				
32000 · Unrestricted Net Assets	807,300.41	807,518.03	-217.62	-0.03%
32100 · Restricted Net Assets	10,219.64	10,002.02	217.62	2.18%
Net Income	-87,491.41	-93,942.07	6,450.66	6.87%
Total Equity	730,028.64	723,577.98	6,450.66	0.89%
TOTAL LIABILITIES & EQUITY	892,832.82	914,973.36	-22,140.54	-2.42%



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

February 11, 2023 Minutes

2:00 PM - 4:00 PM EDT

Meeting held via video conference/Zoom

I. Opening

- A. Call to Order – Open with the ACA Serenity Affirmation
- B. Readings:
 - a) Tradition #2: For our group purpose there is but one ultimate authority – a loving God as expressed in our group conscience. Our leaders are but trusted servants, they do not govern.
 - b) Concept #2: Authority for the active maintenance of our world services is hereby delegated to the actual voice, the effective conscience for our whole fellowship.
- C. Notice of Recording: Starting in January 2022, 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: Brad H., Charlie H., Dove H., Liz C., Sue V.,
Absent: Erin D., Fredrik H. Tamara P. on leave

Quorum - established.

E. Meeting Support:

- a) Chair: Sue V., Chair
- b) Notetaker: Trish I./ Assistant to Board Secretary
- c) Tech Hosts: #1. Brad L. #2. Brad H.
- d) Timekeepers: Section- Dove Individ.- Liz

F. Guest Introductions

II. Minutes (3 min.)

Board Teleconference Minutes LINK: [2023-01-14 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 January 14, 2023 Teleconference Board Meeting (Brad H.)

Second: Liz C.

Decision: Motion passed unanimously. Fredrik H. and Erin D. were absent.

III. Executive Reports (Section: 10 min.)

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

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

- *[Note: the financial reports presented are for the month two months prior to current month]*

C. [WSO Office | ACA WSO](#): Bill D. presented report.

D. Guest Questions/Comments

- Q: Where can I find out more about the virtual basket?
 - A: We are adding this to the 7th tradition page on the website or you can message me as the IT manager.
- Q: Are there audio books of the basic texts and would you be open to having a member recording them for those who need them?
 - A: We cannot have someone who is not under our copyright to do this recording as we would lose our copyright. Also, it can take \$5-\$10,000 to make an audio recording.
- Q: Regarding restricted asset funds - would it be useful to have them for other specific areas such as for the conference or literature content - how could this happen?
 - A: When we started the Literature Scholarship fund it had to go through board approval. There is no documented process for proposing a restricted fund currently. It could go to a Finance committee meeting to discuss. The Literature scholarship fund was a proposal from the Publishing committee that was brought to an ABC for approval.

IV. Committee Reports

(All reports can be found on the business website at: [ACA WSO | Adult Children of Alcoholics World Service Organization](#) - see links below for specific reports)

Business Operations (Collaboration Committee)

A. [Publishing Committee | ACA WSO](#): Sue V. presented report.

B. [Finance Committee | ACA WSO](#): Lucia S. presented report.

C. [IT Committee | ACA WSO](#): Brad L. presented report.

Board, Staff and Guest Questions/Comments

- Back to the person who offered to create audio books, any time someone volunteers to do something we really do want to acknowledge this. As many as there are needs we are doing, there are needs that could be done. Encourage you to consider joining the Publishing committee if interested.
- One member of the region board was concerned about the phraseology on the letter sent out from the Finance Committee regarding 7th Tradition- that there was a dire need. Can we tone this down as in the finance report the income last year was a quarter of a million dollars.
 - Some people may have interpreted it this way and some did not. We did have a \$81,000 deficit in the budget for last year. Our 7th tradition is 17% of income and most service organizations are 30%-40%. We are not on the verge of “going belly up” yet the financial situation hampers our ability to provide translated literature to a global community that is growing very rapidly. We have to delay some projects and it all comes back to the contributions being not sufficient to do this.
- Could there be a shared “QR” code for WSO to donate to 7th Tradition?
 - The IT Manager said he would provide this.
- I hear that the funds coming in threaten the services being provided, if these funds do not materialize, would certain services have to be trimmed? What might these look like? If you say what these are, it might come across differently.
 - It is not so much a matter of things getting done, it is when they will get done based on funds available so we can get the message out to all those who need it.
 - Also, we have many requests for audio books and it is very expensive to do this.
- A suggestion that you do not always need audio, you can use a locked pdf with a reader instead and this meets copyright issues and can be used for those who require this.

Fellowship & Public Engagement (Collaboration Committee)

- A. [Member Services | ACA WSO](#) : Dove H. presented report.
- B. [Safety Resources Committee | ACA WSO](#): Dove H. presented report.
- C. [Public Services | ACA WSO](#) (includes [H-and-I Committee](#)): Rich R. presented report.
- D. [European Committee | ACA WSO](#): Edmundas presented report.
- E. [Global Members Committee | ACA WSO](#): Sue V. presented report.

Summary of Board, Staff and Guest Questions/Comments

- Q: I heard that the Regions subcommittee will join with the Intergroups subcommittee into one subcommittee - does it need to go to the board?
 - This was brought to the Fellowship and Public Engagement Collaboration Committees and it was approved. In the OPPM, subcommittee business no longer comes to the board and can

be handled by the committee and the collaboration committee. We are also in the process of looking at collaboration committees in terms of delegation and Concept 10.

- I am struggling with some of the workbooks in terms of language and wondering about having more trauma informed language in the literature so it is not so triggering for those survivors of major trauma abuse?
 - I will pause this question and bring it up after the Literature committee report.

Promise 7 Break (5 min.)

Break (5 min.)

Board members present: Sue V., Dove H., Brad H., Liz C., Charlie H.

Quorum established.

Policy & Structure (Collaboration Committee)

- A. [ABC AWC Committee | ACA WSO](#): Liz C. presented report.
- B. [ABC Proposals & Ballot Prep | ACA WSO](#): Mary Jo presented report.
- C. [Nominating Committee | ACA WSO](#): Denise R. presented report.
- D. [Volunteer Resource Committee](#): Laura L. presented report.
- E. [OPPM | ACA WSO](#): Mary Jo presented report.
- F. [Archives | ACA WSO](#): Alicia presented report.
- G. [Concept 2 & 6 Study](#): Charlie H. presented report.

Content Development (Collaboration Committee)

- A. [Literature Committee | ACA WSO](#): Brad H. presented report.

Summary of Board, Staff and Guest Questions/Comments

- For the Ballot Proposal Committee (BPC), it states that the ballot threshold was 67% yet in the OPPM it states 60%?
 - A motion was passed in December and reported at the January 2023 Teleconference. It was lowered in 2016 because there were just a few ballot proposals made onto the agenda. The BPC decided to go back to the original amount of 67% that was established by the fellowship. Also, the ABC committee supported this.
- I have not received any guidelines for presenting at the Town Hall happening tomorrow. Also, should the change in threshold to 67% go to the ABC and be considered like a change to the bylaws for approval?
 - The chair of the BPC will contact this person directly regarding this question.
- Could someone email the person who asked about trauma informed literature since she had to leave the meeting?
 - Yes, I will ask the Literature Committee Chair to do this.

- I wanted to ask about people who identify as both genders and if this is why the Recovery Sisters meetings were delisted. I wanted to know the reason it was taken down?
 - We were aware of concerns about the Recovery Sisters meetings on our ACA website meeting listing. After careful review we have removed these meetings from the ACA meeting listings as they were not following the Traditions. Removing the listing does not stop the meetings and they have been given instructions on how to work with us from an appeal perspective. We will work with the group going forward with Tradition One.
- A comment -in hearing all the committee reports, we are trying to put together a Service Manual and there are a lot of committees that are doing things that would be part of this manual. It would be great if we could get together on this so we are not doing similar things simultaneously. You can reach me at servicemanual@acawso.org
 - We were concerned about all the different committees doing different things and the need for health and safety in service so we created a Health and Safety Advisory group to work on centralizing and unifying what is going on. The board is looking at priorities for 2023 and consolidating resources where we can so that we can meet the needs of the fellowship in a timely way.

V. Motions read into the Record

A. Motion passed at the Executive Committee Meeting on January 19, 2023

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.

B. Motions passed at a Board Working Session on January 26, 2023

1. **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. Fredrik H. was absent.

2. **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. Fredrik is 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)*

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.

- D. Summary of Staff and Guest Comments

- I would like to know more about the delisting since it is an important question.
 - It is about Tradition One - our common welfare comes first. We followed the direction from the ABC motion in 2022. We had many complaints and this decision was not taken lightly. We put forth an appeal process which is in the OPPM which we provided.
 - The reason we cannot give a lot of details as it could make us legally liable.
- I have been in lots of WSO meetings with other 12 step groups. I am here on behalf of online Recovery Sisters meetings. The delisting and lack of transparency concerns me. By saying things like we are really looking into it and legal guidelines is a lack of transparency - I have some concerns about this. We only hear it was about Traditions and now I hear it is the first Tradition. Many of us are confused and concerned. I would like to have more transparency.
 - I appreciate the challenges. We have not stopped the meetings since this is not part of our authority. However based on motions passed at our ABC we do have a responsibility to our meeting listings. The best process we have to protect everyone including the organization is to go through the appeal process. We plan to bring this forward to the ABC regarding meeting listing policies and issues. We need to abide by the Traditions and the law.
- I am following up on the motion on January 26 - the intent was to ask delegates about the dates for the quarterly meeting dates in 2023. I am curious about why to include delegates in this decision and not include them in the ballot threshold question of 66.7%?
 - In all matters of the broad policy and finance the conference has the last decision and especially for things that affect the operations of the conference. The decision was going back to a standard that already existed yet there is a strong argument that

it could be presented to delegates.

- Because the change in 2016 to 60% did not go to the delegates so we are resetting it to what was established by the delegates which was 67%. A new threshold would require a ballot proposal.
- The subject regarding Recovery Sister is emotional and we respect everyone's perspectives. We are adult children in a service meeting and we want to be kind to one another no matter what our opinions are. There is a board group conscience for the arguments on chat to please stop as it is creating an unsafe environment.
- I am hearing themes about communication with the conference, tight resources and need for prioritization - could we use the conference as a prioritization method?
 - We will be doing this.
- Thank you for your committed service. I am grateful for the diplomacy and avenues for accountability and justice for this process and it makes me feel safe.
- Before anyone gets delisted usually a delegate is informed and goes to the meeting to witness what is happening. From my perspective, many people do not know what a tradition is or a concept and they are interactive with each other. A small group cannot put in a policy for all 65 groups.
 - There have been a lot of people affected and there have been responses to them. If you need to say more than please send it to the Secretary email since we are out of time.

VI. Closing Activities

A. Announcements

- Next WSO Board Teleconference Meeting is on March 11, at 2:00pm ET.

B. Motion to Adjourn Meeting: Dove H. Motion passed unanimously.

C. Closing Serenity Prayer

9:20 AM
01/25/23
Accrual Basis

Balance Sheet

As of December 31, 2022

	Dec 31, 22	Nov 30, 22
ASSETS		
Current Assets		
Checking/Savings		
1000 · Cash & Cash Equivalents	330 360,97	303 806,45
Total Checking/Savings	330 360,97	303 806,45
Accounts Receivable		
1300 · Customer Receivable	479,00	4 553,42
Total Accounts Receivable	479,00	4 553,42
Other Current Assets		
1320 · SHOIFY-Shoppg cart receivable	7 288,06	7 346,47
1330 · Interest Receivable	25,57	23,04
1350 · Prepaid Expenses	48 221,42	41 517,19
1400 · Inventory Asset	348 761,57	368 412,33
Total Other Current Assets	404 296,62	417 299,03
Total Current Assets	735 136,59	725 658,90
Fixed Assets		
1800 · Fixed Assets	221 678,27	220 277,67
1830 · ROU Assets (Leased Assets)	49 565,00	58 094,00
1860 · Accum. Depr' & Am't	-111 846,00	-110 515,68
Total Fixed Assets	159 397,27	167 855,99
TOTAL ASSETS	894 533,86	893 514,89
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	6 947,37	16 346,28
Total Accounts Payable	6 947,37	16 346,28
Credit Cards		
2011 · Bank of America-Corp Card #1794	1 347,54	3 095,02
2012 · Bank of America-Corp Card #0904	32,90	0,00
Total Credit Cards	1 380,44	3 095,02
Other Current Liabilities		
2100 · Payroll Liabilities	38 826,46	37 898,52
2130 · Other Liabilities	45 443,82	35 776,87
2200 · Accrued Liabilities	9 241,54	5 542,21
25500 · Sales Taxes Payable	7 444,02	6 108,05
Total Other Current Liabilities	100 955,84	85 325,65
Total Current Liabilities	109 283,65	104 766,95
Long Term Liabilities		
2300 · ROU Liability (Lease Liability)	49 565,00	58 094,00
Total Long Term Liabilities	49 565,00	58 094,00
Total Liabilities	158 848,65	162 860,95
Equity		
32000 · Unrestricted Net Assets	806 795,26	807 300,41
	Dec 31, 22	Nov 30, 22
32100 · Restricted Net Assets	10 724,79	10 219,64
Net Income	-81 834,84	-86 866,11
Total Equity	735 685,21	730 653,94
TOTAL LIABILITIES & EQUITY	894 533,86	893 514,89

9:36 AM
01/25/23
Accrual Basis

Adult Children of Alcoholics World Service Organization
Profit & Loss Budget vs. Actual
January through December 2022

	<u>Jan - Dec 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
4010 · Shopify Revenue	603 142,30	767 740,69	-164 598,39
4030 · Amazon Revenue	787 442,33	744 624,99	42 817,34
4050 · Digital Books Revenue	3 161,52	899,98	2 261,54
4060 · Audible Revenue	24 992,34	30 800,00	-5 807,66
4070 · Royalty Contract Revenue	2 889,03	21 249,98	-18 360,95
4080 · 7th Traditions Contributions	300 999,17	354 650,02	-53 650,85
4150 · European Sales	0,00	100,00	-100,00
4160 · International Sales	29 522,58	23 400,00	6 122,58
4200 · Other Revenue	1 566,47	2 634,98	-1 068,51
Total Income	<u>1 753 715,74</u>	<u>1 946 100,64</u>	<u>-192 384,90</u>
Cost of Goods Sold			
5000 · Shopify-Cost of Goods Sold	442 166,62	569 542,17	-127 375,55
5050 · Amazon COGS	561 820,10	562 180,63	-360,53
5150 · International COGS	20 859,49	12 000,00	8 859,49
5560 · International Printing Costs	3 951,57	3 799,98	151,59
Total COGS	<u>1 028 797,78</u>	<u>1 147 522,78</u>	<u>-118 725,00</u>
Gross Profit	<u>724 917,96</u>	<u>798 577,86</u>	<u>-73 659,90</u>
Expense			
6010 · Payroll Expense	344 490,29	346 394,19	-1 903,90
6030 · Payroll Taxes	26 645,79	24 604,01	2 041,78
6050 · Travel & Mileage Expense	25 276,28	11 700,18	13 576,10
6054 · Contractors	79 359,01	98 462,26	-19 103,25
6056 · Trademarks	238,52		
6057 · Events	1 368,73	10 000,12	-8 631,39
6070 · Program Initiatives	22 205,26	47 482,98	-25 277,72
6080 · Professional Fees	93 285,60	93 100,04	185,56
6090 · Technology IT Support	42 075,53	62 679,91	-20 604,38
6100 · License & Permits	544,00	300,04	243,96
6110 · Insurance Expense	3 925,62	4 475,02	-549,40
6120 · Rent Expense	86 325,82	88 865,92	-2 540,10
6130 · Utilities Expense	7 660,73	7 220,04	440,69
6140 · Office Expense	12 622,66	14 380,04	-1 757,38
6150 · Dues and Subscriptions	2 338,08	2 080,02	258,06
6160 · Repairs & Maintenance	6 120,56	3 250,02	2 870,54
6190 · Tax Expense	339,31	750,00	-410,69
6200 · Bank & Merchant Fees	34 576,24	37 901,13	-3 324,89
6210 · Depreciation & Amortization	14 451,52	16 373,52	-1 922,00
6400 · Other Expense	133,45		
6500 · Bad Debt Expense	99,10		
9999 · Suspense Costs	2 670,70	950,08	1 720,62
Total Expense	<u>806 752,80</u>	<u>870 969,52</u>	<u>-64 216,72</u>
Net Income	<u><u>-81 834,84</u></u>	<u><u>-72 391,66</u></u>	<u><u>-9 443,18</u></u>



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

March 11, 2023 Minutes

2:00 PM -4:00 PM EST

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

I. Opening

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

B. Readings:

Tradition #3: *The only requirement for membership in ACA is a desire to recover from the effects of growing up in an alcoholic or otherwise dysfunctional family.*

Concept #3: *As a means of creating and maintaining a clearly defined working relationship between the ACA meetings, the ACA WSO Board of Trustees, and its staff and committees, and thus ensuring their effective leadership, it is herein suggested that we endow each of these elements of service with the traditional Right of Decision.**

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

1) the right and responsibility of each trusted servant to speak and vote his/her own conscience, in the absence of any contrary mandate, on any issue regardless of the level of service;

2) the 12 Steps, 12 Traditions, and the Commitment to Service will be followed by trusted servants in decision making;

3) delegates to the Annual Business Conference are trusted servants and therefore equally guided by the 12 Steps, 12 Traditions, 12 Concepts, and the Commitment to Service;

4) standard practice that decisions made by subcommittees are subject to the authority of the

service body which creates its mission and defines its parameters.

- C. Notice of Recording: Starting in January 2022, audio recordings of the monthly teleconference will be posted online. We ask that you remain aware of this if you choose to speak during today's call. To protect your personal anonymity, you may participate in the guest introductions by identifying yourself using the chat function. Similarly, during guest comment periods, you may choose to submit a question via the chat function, and your first name will not be mentioned. Thank you for your cooperation.

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

Quorum - established

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

- F. Statement from the Board - Sue V.

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

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

- ## H. Minutes

Board Teleconference Minutes LINK: [2023-02-11 Monthly Teleconference Minutes](#)

[NOTE: Please send any corrections to the minutes to the Secretary prior to the meeting at Secretary@acawso.org]

Motion: To approve the minutes of the February 11, 2023, Board Teleconference Meeting (Brad H.)

Second: Dove H.

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

II. Executive Reports

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

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

- C. [WSO Office | ACA WSO](#): Bill D. presented the report.

Board, Staff, and Guest Questions & Comments

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

III. Committee/Office Reports

(All reports can be found on the business website at: [ACA WSO | Adult Children of Alcoholics World Service Organization](#) - see links below for specific reports)

Business Operations (Collaboration Committee)

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

Board, Staff and Guest Questions/Comments

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

- For both Slack and Google Docs, Slack and Google have some tutorials already - so how to use Slack in general already exists. You don't have to reinvent the wheel. But in terms of how Slack used at WSO and which channels to pay attention to, that might not already exist.
 - Yes, thank you.

Fellowship & Public Engagement (Collaboration Committee)

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

Board, Staff and Guest Questions/Comments

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

and representation. I would like to propose to the board that it go to the ABC, that we have a discussion about policy around this particular piece and how to go forward, because this is a big policy issue, and needs the conference to weigh in on what needs to happen here. So there are many pieces on here, but I can assure you, it's not forgotten, it is important. We just want to make sure that we do it right, and we do it with our delegates. I want to give a big heart to the REA committee members because they did produce a lot of great recommendations, and I am going through them right now. They also produced a language document that they shared with the literature committee and this committee is actually using it for new literature being produced to ensure increasing accessibility and inclusiveness.

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

Promise 7 Break - Erin D.

Break

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

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

Policy & Structure (Collaboration Committee)

A. [ABC AWC Committee | ACA WSO](#): Charlie H. - There is no written report.

- The Chair is stepping down from this committee.
- This committee organized the February 18 quarterly delegate meeting and we had a good turnout.
- Marcus H. and Edmundas, committee members, will be coordinating the May ABC.

B. [ABC Proposals & Ballot Prep | ACA WSO](#): Jim R. presented the report.

C. [Nominating Committee | ACA WSO](#): Denise R. presented the report.

- D. [Volunteer Resource Committee](#): Jim R. presented the report.
- E. [OPPM | ACA WSO](#): Charlie presented the report.
- F. [Archives | ACA WSO](#): - No report
- Alicia had to step down as Chair of Archives committee for unanticipated reasons so this role is open.
- G. [Concept 2 & 6 Study](#): Charlie H. presented the report.

Content Development

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

Board, Staff and Guest Questions/Comments

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

- There's a lot of information on our webpage, the ACA website on the Ballot Prep committee page. And the survey is mentioned there. We have not done this before. And we're asking a variety of questions like, percentage of people that participate in the decision making, how large is your group, where are you located, that sort of thing. We're excited to find out the information.
- Regarding the vetting process by the Nominating Committee, I did hear that there are up to five members on the committee. However, there's two members. I'm wondering if is a minimum amount as it seems like only two members, vetting of our top leadership positions, isn't isn't enough of a perspective in a well rounded way. So thoughts on a minimum number.
 - Is it a valid question and valid problem and what we did is we went to the board and asked if we can bring in our former nominating committee members who have been vetted to help us come to a decision. They don't have a vote, but they give their impression. And up to this point, so yes, anybody who wants to apply to be on the Nominating Committee, please do, but so far, that has not helped. And we haven't had any applications since the last ABC but hopefully, people will step up and do some service.
- I didn't hear the report from the ABC/AWC study and so I know that something was put forward about separating the AWC from the ABC study. And so I was just wondering what the status of that was.
 - So the study group reports to the ABC/AWC committee as our parent committee so we don't directly give a report here. That study group is offering suggestions to the delegates about future ABC's and AWC's so it does not impact any world convention that is taking place this year. We did raise something at the quarterly meeting, referenced earlier, about a conference charter. There were two main questions about a conference charter - does the delegation want us to work on that and also, do we have permission to extend the study. Even regardless of what the response would be from the delegates, our plate is pretty full. So it's not going to impact the work that we're doing between now and May. So it would be nice to get some clarity and we have plenty of work to do without knowing this now.
- Q: Is there a way that we could maybe put on the ACA WSO agenda some sort of committee about the delisting process. Is there a procedure for this, for example, we contact that meeting. etc. I would just love to see some kind of procedure up there for people that are lost.
 - A: This is a topic for discussion at the WSO Board of Trustees and will be addressed.
- Q: For some of the ballot proposals, for example #1 it states the background will be updated here and #10 there is no background given. What is the criteria for accepting a complete proposal as these do not seem completely done?
 - A: There is a whole process and a hard deadline to submit proposals by September 30 and if there are challenges like the ones you outlined we tell them they have the month of October to fill in the blanks and rewrite as needed. If they don't, we don't throw them out and leave for the delegates to decide. We try to be more inclusive.
 - It makes us feel anxious about the process and what we are accepting.
 - And the goal of this part of the process - what groups are being asked to decide is - do you think this is important enough to be on the ABC agenda. Ultimately, the delegates themselves have the power to write any motion that gets put forward. So even where there

are some flaws, as I understand what you were saying, there's several other layers where delegates can get together and sort of resolve any ambiguities or omissions.

- Meeting Chair: I'd like to take a group conscience of the board members present about posting the statement read at the beginning of this meeting on the meeting listing webpage.
 - All board members present concurred with the suggestion that the statement will be posted on the meeting list webpage.

IV. Motions read into the Record

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

1. **Motion:** To approve the cost of up to \$800 to obtain legal services to draft the General Manager Contract to ensure it is compliant with federal and state employment laws and protects WSO. (Sue V.)

Second: Fredrik H.

Decision: Motion passed unanimously.

2. **Motion:** To approve the cost of up to \$1,700 to obtain legal services from Charitable Allies to provide additional information/advice regarding a specific “only” meeting listing matter. (Sue V.)

Second: Brad H.

Decision: Motion passed unanimously

B. Motions passed at a Board Working Session on February 9, 2023

Motion: To refer the request from the Literature Committee regarding *Ready, Set , Go* and the memo from the Content Development collaboration committee to the Publishing Committee along with an overall review of Literature and Publishing policies. (Brad H.)

Second: Dove H.

Decision: Motion passed unanimously. Erin D. and Fredrik H. were absent.

C. Motions passed via Specific Concurrence (SC) *(A Specific Concurrence is an electronic vote and is often considered time sensitive and/or has previously been discussed during Working Sessions)*

1. **Motion:** To revise the OPPM regarding trustee participation in committees as follows:

Background: The current information in the OPPM regarding trustee participation in committees is out of date. The Executive Committee supports these revisions. (Sue V.)

SECTION X.C – Committees – Trustee Participation

Original	Proposed
[Section Title]	[Section Title]

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

Second: Brad H.

Decision: Motion passed unanimously on February 10, 2023.

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

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

Second: Brad H.

Decision: Motion passed unanimously on February 10, 2023.

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

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

Second: Sue V.

Decision: Motion passed unanimously on February 10, 2023.

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

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

Second: Dove H.

Decision: Motion passed unanimously on February 23, 2023.

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

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

The General Manager had planned to end the lease of this third warehouse space until the opportunity for this substantial cost saving arose. This matter is time sensitive because the landlord has been given notice of WSO's intent not to renew the current lease and has been searching for a new tenant. WSO needs to move quickly to extend the lease before the lessor finds and executes a lease with a new tenant.

Second: Dove H.

Decision: Motion passed unanimously on February 26, 2023.

Staff and Guest Comments

- Q: I want to return to the WSO analysis of ballot proposal #2. It seems to me that at this point, it's become clear that this analysis is factually inaccurate and this may affect how people vote. So I'm wondering how the board proposes to clarify that analysis for the benefit of the fellowship voting on the ballot proposals. The analysis says the proposal tries to revisit a motion from the last conference and I don't think this is true. There is still a question whether or not a conference charter is the will of the conference for WSO.
 - The ABC Study is not going to be in a position to make any final recommendations on anything. We will be coming back to the conference for guidance which includes guidance from the delegates on the development of a charter. I am not clear what the factual issue is here.
- I feel like there wasn't enough transparency around certain decisions that were read off and I don't feel like there's enough time to discuss them. Especially since the statement was made at the beginning, that there's going to be no question about the meetings that were delisted. I came to the meeting specifically to find out why. And I feel like saying traditions one through six were violated is not specific enough. So I don't want to create any controversy. But I really would like to

get some answers.

- There is an appeals process underway and the answers will be provided as part of that appeals process. If you want to send me an email, you can ask me directly about this.
- I would like to second what was just said. I received a letter about the delisting and I was still unclear as to why we've been delisted. So I think it would be really helpful to have more clarity so that we can work with you to become relisted.
- Anyone who sent me an email asking about this process received a statement. That's the only people we had any contact information for were the people that sent an email about this. We did not have a way of contacting the individual members who were attending those meetings.

VI. Closing Activities

A. Announcements

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

B. Motion to Adjourn Meeting - motion passed.

C. Closing Serenity Prayer



April 29, 2023

Motions Presented for the Record for March through mid April 2023

A. Motion passed at the Executive Committee Meeting

1. **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 on March 2, 2023. Fredrik H. was absent.
2. **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 on March 30, 2023.
3. **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.
4. **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 on April 6, 2023. Fredrik H. was absent.
5. **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 on April 6, 2023. Fredrik H. was absent.

6. **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 on April 6, 2023. Fredrik H. was absent.

7. **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 on April 20, 2023.

B. Motions passed at a Board Working Session

1. **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.

2. **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.

3. **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 to rescind below]
4. **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.
5. **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~~. 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.
6. **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.

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 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.



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

June 10, 2023 Minutes

2:00 PM - 4:00 PM EST

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**

Link to Motions Presented for the Record in April: [Motions Presented 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

APPENDIX

WSO BOARD TREASURER'S REPORT
MAY 2023

Adult Children of Alcoholics World Service Organization
Statement of Financial Position (Balance Sheet)
As of May 31, 2023, and April 30, 2023

	<u>May 31, 23</u>	<u>Apr 30, 23</u>
ASSETS		
Current Assets		
Checking/Savings		
1000 · Cash & Cash Equivalents	436,738.07	399,774.67
Total Checking/Savings	436,738.07	399,774.67
Accounts Receivable		
1300 · Customer Receivable	0.00	9.66
Total Accounts Receivable	0.00	9.66
Other Current Assets		
1320 · SHOPIFY-Shopp'g cart receivable	5,646.98	8,684.97
1330 · Interest Receivable	0.00	2.62
1350 · Prepaid Expenses	129,407.53	127,389.60
1400 · Inventory Asset	312,995.56	329,127.65
Total Other Current Assets	448,050.07	465,204.84
Total Current Assets	884,788.14	864,989.17
Fixed Assets		
1800 · Fixed Assets	230,821.19	230,087.45
1830 · ROU Assets (Leased Assets)	13,004.00	19,505.00
1860 · Accum. Depr' & Am't	-118,788.98	-117,371.65
Total Fixed Assets	125,036.21	132,220.80
TOTAL ASSETS	<u><u>1,009,824.35</u></u>	<u><u>997,209.97</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	15,566.21	6,796.74
Total Accounts Payable	15,566.21	6,796.74
Credit Cards		
2011 · Bank of America-Corp Card #1794	10,300.22	4,411.80
Total Credit Cards	10,300.22	4,411.80
Other Current Liabilities		
2100 · Payroll Liabilities	40,940.36	29,374.30
2130 · Other Liabilities	42,360.31	47,240.12
2200 · Accrued Liabilities	5,918.84	12,389.40
25500 · Sales Taxes Payable	6,207.45	6,083.90
Total Other Current Liabilities	95,426.96	95,087.72
Total Current Liabilities	121,293.39	106,296.26
Long Term Liabilities		
2300 · ROU Liability (Lease Liability)	13,004.00	19,505.00
Total Long Term Liabilities	13,004.00	19,505.00
Total Liabilities	134,297.39	125,801.26
Equity		
32000 · Unrestricted Net Assets	719,048.53	719,995.02
32100 · Restricted Net Assets	16,349.14	15,402.65



July 6, 2023

Motions Presented for the Record for June 2023

A. Motion passed at the Executive Committee Meeting

1. **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.

B. Motions passed at a Board Working Session

1. **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.
2. **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.
3. **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.
4. **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.
5. **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.

6. **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.
- 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 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.
2. **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 AWC 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.
3. **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.

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



Adult Children of Alcoholics and Dysfunctional Families
World Service Organization

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

August 3, 2023

Motions Presented for the Record for July 2023

A. Motion passed at an Executive Committee Meeting

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.

B. Motions passed at a Board Working Session

1. **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.

2. **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.

3. **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.

4. **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.

C. Motions passed via Specific Concurrence (SC) - None

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



**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

September 9, 2023 Minutes

2:00 PM - 4:00 PM ET

18:00 - 20:00 UTC

Meeting held via video conference/Zoom

I. Opening

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

B. Readings:

Tradition #9: ACA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.

Tradition #9 Meditation: May we remember that ACA and its meeting and service structure are different than our families of origin. May we be patient and avoid reaching for the easiest way out when we are confronted with a difficult situation. Help our ACA group ask for help in keeping our meetings safe and recovery-oriented. Also help us celebrate the things that we do right.

Concept #9: Good service leaders, together with sound and appropriate methods of choosing them, are, at all levels, indispensable for our future functioning and safety. The primary world service leadership must necessarily be assumed by the Trustees of the Adult Children of Alcoholics World Service Organization.

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.

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.

C. Roll call of Board Members: Bradford H., Dove H., Sue V., Tamara P.

Absent: Fredrik H.

Quorum - established

D. Meeting Support:

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

E. Guest Introductions - Please add to Zoom chat your WSO or local service role, first name, country/state/province. (40 guests including committee chairs)

II. Minutes

Board Teleconference Minutes link:  2023-06-10 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 June 10, 2023 Board Teleconference Meeting (Tamara P.)

Second: Sue V.

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

III. Executive Reports

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

B. [Treasurer's Report](#) | [ACA WSO](#): [Finance Committee](#) | [ACA WSO](#): Bradford H. presented the reports along with a mid-year financial report. See:  Mid-Year Budget Presentation - for TC Sept 9.pptx

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

Guest Questions/Comments

- Q: Does ACA currently have a prudent reserve? If so, what is the amount?
 - Treasurer: The policy calls for a minimum of three months of expenses which is \$300,000 and right now it is only \$150,000 yet with the surplus for this year, I would suggest that the board move more into the prudent reserve.
- Q: So much capital is going to the printing and storage of books. Would we want to consider a new model that is more up-to-date such as using electronic books and other more modern ways?
 - Chair: We are heading in that direction. We are publishing more e-books and are looking at

multimedia too.


- Q: Do you audit the financial books each year? And for larger expenditures such as expansion of the building- how do you make these decisions?
 - Treasurer: ACA does not engage in an annual audit. My understanding is that there was one done in 2016. We anticipate that under the state of California regulations we will require doing one annually soon once our income is over million dollars.

The Finance Committee reviewed the proposal the General Manager made for the new office lease and to terminate the lease of existing rental space for our office and inventory storage space. We concluded it was in our best interest to do this and was it financially feasible.

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.

- Sue requested Bill D., General Manager, to give an update on the WSO office move.
- Bill presented the background and an update on the WSO Office move that was completed in August. See:  [2023 Office Relocation.pptx](#)

Links to Committee Reports/Webpage for Reference:

- 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.

Board, Staff and Guest Questions/Comments

- Q: Regarding the Boca Raton event, it is occasionally referred to as the intergroup (IG) event. My understanding is that the money was previously put down for an ABC that was canceled due to COVID. The hotel said we could defer using it, and now we are using it for a board retreat and an IG event. My question is around the finances - did the Florida IG pay anything for it, or is it a gift?
 - Chair: You are right we had \$24,000 at the hotel and they said we needed to use it or lose it this year. The board decided to do a board retreat and we wanted to have the maximum value and this wasn't enough to meet all of the minimum requirements from the hotel so we also decided to have a committee chairs event. It is the same IG that was going to support the 2020 ABC.
 - Q: What I am hearing you say is that this is saving both of you some money?
 - Chair: If we have time I will have Bill come back on this or you can contact him via email. We were planning a 300 person ABC, so when the board looked at using the funds for the small number of people on the board, we had to innovate to find a way to use more money for food and beverage, as well as generate some revenue. So we approached the FL IG to

see if they were interested, and they were, and without them we would have lost money.

- Comment: Shout out to Bill D., thank you for your service and great accomplishment and sacrifice for us. What happened financially over the last several months has been an amazing accomplishment, too.
- Q: How much rent are we paying for the office? It looks like we are paying for those in the office. Who is getting paid?
 - General Manager - We have both special workers and volunteers. As you know in the concepts and tradition that we can have special workers that are specialized in certain areas such as accounting. When you get to this size of an organization, as we are now, the fourth largest 12 step program and no longer a “mom and pop” organization, you need to employ special workers.
 - Chair - As we grow as an organization we are finding the right balance of staff and volunteers.

B. Fellowship & Public Engagement Collaboration Committee Update - Dove H. presented some highlights from the reports below.

Links to Committee Reports/Webpage for Reference:

- a. [Member Services Committee](#): Chair - Dove H.
 - i. Subcommittee report links: [Regions/Intergroups](#) and [Young Adults](#)
- 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

Board, Staff and Guest Questions/Comments

- Q: On the ACA website I do not see the Member Services committee report for August?
 - MS Chair: There was one month we did not meet. I will go back and make sure all the reports are posted.
- Q: Regarding the Safety Resources Committee, formerly MSSC, I know those guidelines/suggestions are out, which is exciting. Is there a way to see them? Also, I understand they are not requirements, but are suggestions for committees/groups. Also, there is the Safety Resources Committee, Health & Safety in Service Advisory Group, Volunteer Resources Committee — are these three different entities talking to each other? It feels like they’re circling around each other, and wondering how they can share their work.
 - Fellowship & PE CC Chair: In all the committees we are noticing overlap and we are trying to have all the related committees talk with each other. It does not happen as well as I would like yet we are getting better at this. One of the purposes of the Committee Chairs event in Boca Raton is so everyone can see what each other are doing and where there is overlap, and how we can make things better.

C. Policy & Structure Collaboration Committee Update - Bradford presented some highlights from the reports below.

Links to Committee Reports/Webpage for Reference:

- a. [ABC AWC Committee](#): CoChairs- Edmondas, Marcus, Carmen, Brian
 - i. [ABC Study](#) : Chair - Jim R.
- b. [ABC Proposals & Ballot Prep. Committee](#): Chair- Jim R.
- c. [Archives Committee](#): Chair is open
- 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.

Board, Staff and Guest Questions/Comments

- No questions or comments.
- D. Content Development Collaboration Committee Update - Sue V. presented highlighted from reports.
- Christine, Literature Committee Chair, explained that the upcoming Literature quarterly meeting, we will be asking for your experience, strength and hope around using literature in your meetings that is not conference approved. It is a precursor to a conversation with the delegates at the November delegate meeting.

Link to Committee Report for Reference

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

Board, Staff and Guest Questions/Comments

- Comment: That is wonderful regarding what was just said. In supporting groups there's just an issue that just really needs to end as we're all supporting each other in recovery. This recovery sisters just really needs to end. On what's been going on and I feel like there needs to be a vote before someone's delisted from ACA. So I just think this needs to end. I think there needs to be love. So I'd like to discuss that.
 - Chair: Thank you. This section is for literature. So I'm going to hold that until we get to the next section.
- There were no further questions or comments regarding literature.

V. **Motions Passed for the Record**

Link to motions presented for the record in June: [motions-presented-for-the-record-june-2023](#) and July: [motions-presented-for-the-record-july-2023](#)

A. Motion passed at an Executive Committee Meeting

Motion: To approve the sending of this email as presented today - see: [W 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.

B. Motions passed at a Board Working Session

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.

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)

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.

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.

Staff and Guest Comments

- Q: Was there a motion made to relist Recovery Sisters?
 - Chair- The motions we just did are the motions that were passed by the board. I am going to pause the Recovery Sister topic so it can be answered all at once.
- Q: The motion about the User Agreement - is it a request or requirement? If all members do not sign it will they be taken out of Slack?
 - HSS Adv. Group Chair - Everyone who has access to Slack has been notified about the User Agreement and they have the choice to sign it or not. The expectation is that you need to sign the agreement by Oct. 6. There are 125 people who are active in Slack. Everyone has

the choice to sign it or not to sign it. We did send out a letter in September and there's an email in it that you can ask questions if it hasn't been fully answered here.

- Chair - A reminder that the majority, if not all organizations that have communication platforms have terms of service. If anyone is struggling with how to get it signed, we are here to support you. We are going to work together on this.
- Q: I was not able to attend the last Quarterly Delegate meeting and Teleconference -is it possible to briefly state why this User Agreement was made?
 - HSS Advisory Group Chair - Beside that it is standard practice, we had a number of complaints and we felt this would be a good recommended next step to help with this. We worked on it for ten months doing a lot of research and in-depth conversation.
 - Q: What were some of the complaints so we understand what some of these issues were?
 - HSS Adv. Group Chair - I don't have specifics with me yet people just felt unsafe. People had complaints about the tone of conversations, being shamed and blamed. People asked for it. Safety issues came up in the ABC last year and measures were put into place. The health and safety measures put in place have been widely accepted and appreciated. The user agreement was another format to help set the tone on our communication platforms.
- Q: If someone signs the agreement and then they are removed from Slack, can they be reinstated? What is the process for someone to be reconsidered if they are suspended?
 - Chair - Hopefully we will not need to do this at all. If this does happen, each situation will have to be considered very carefully and with group conscience.
 - HSS Adv. Group Chair - At the end of the agreement there is an outline of possible actions for violating the agreement.
 - Comment: I suggest there is some written procedure for this so there is transparency in the process for how a person is reconsidered.
 - Chair - Your feedback will go to the HSS Adv. group and I am sure we will do it with fairness and transparency across the board. We will evolve with this and the feedback that you're giving us at the teleconference will go back into the Health and Safety in Service advisory group. And that they will take that into account and I am sure that we will do it properly.
- Q: Does anyone know if Slack is compatible with low end Android phones? I would like to do volunteer work.
 - IT Chair: It does work on Android phones yet Slack like other platforms has what operating system it will run on like all the other apps do. I will post this information in chat for you.
- Q: Regarding the upcoming events in Boca Raton - is it the case that WSO is paying the expenses of all committee chairs?
 - Chair - We had almost \$24,000 with the hotel and had to use it or lose it, and to meet certain minimums. For committee chairs we are paying for their airfare, meals and hotel. It is the first time we are bringing them together so we are more unified and have more collaboration amongst ourselves. There are some committee chairs who will be virtual who

cannot come to Boca Raton.

- Chair: There was a question earlier about Recovery Sisters which is important and I would like a board member to answer this now.
 - Board member - There are procedure questions about meeting listings/delistings and whatever they are working through. It has taken a long time as it often takes the board a long time to do things. There were certain conflicts of things that made it the perfect storm so it just took longer than it should have and I apologize for that.
 - I had an initial chat with Lisa and we had a good discussion. It was for fact finding and to lay out the questions. It was an initial discussion and my next step is to bring this to the board so we have a unified approach in cooperation with Lisa and the Recovery Sisters.
 - Lisa - We had a great conversation and she let me be heard and I am thankful for that.
 - Chair - We have asked for some time to go through the appeal process. We want meetings to be listed and we want to ensure that the Traditions are being followed, especially for newcomers. We cannot bypass policies and procedures yet we can do this with gentleness and love. Thank you for having the initial conversation and we will move forward.
- Q: Is there somewhere an account of when all these things happened with Recovery Sisters that it is on record and public for all to see?
 - Chair - We posted a statement and a link can be posted in chat and also shared it at an ABC.
- Comment: I am uncomfortable with the tone of how Recovery Sisters is being dealt with at this meeting. When a statement is made "we are all sisters and we can talk" there is an assumption that something bad is going to happen or someone will say something that is not correct. I resent this as an adult child and want to remind us that this is a place we come for recovery. We do our best because we are not going to be perfect. The Recovery Sisters needs to be addressed in a timely fashion as it impacts hundreds, if not thousands, of women and people who identify as women. I would like this group to take it very seriously and not keep postponing it and there be transparency around decisions. And to share the demographics of those making these decisions.
 - Chair: I respect what you are saying and we have been asking since February to sit down and work through this. We do take it seriously.
- Comment: Regarding Recovery Sisters - just go through the appeals process to get this resolved. There were two votes at the ABC on whether to discuss this topic and the delegates voted no. There's been a group conscience on this. People need to go through the process that is set out and then go to the ABC.
 - Response from guest: There is nothing to appeal - we have not been told what there is to appeal. There are thousands of members in this group and women being healed and other women need to know about this. This is disrespectful as there is nothing to appeal.

VI. Closing Activities

A. Announcements

- The next Teleconference meeting will be held on Saturday, December 9.
 - The October and November Teleconferences are rescheduled to December. In October there are the events in Boca Raton, FL and in November there is a Quarterly Delegate Meeting.
 - 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 to the Board at Secretary@acawso.org

B. Motion to Adjourn Meeting - Tamara P. ; Sue V. second. Passed unanimously.

C. Closing Serenity Prayer

APPENDIX

2023 WSO MID-YEAR BUDGET & FINANCE REPORT

ANNUAL OPERATING BUDGET				2023 BUDGET	ACTUAL	2023 FORECAST		% Change
				TOTAL	JAN-JUL	AUG-DEC	TOTAL	From Budget
INCOME								
		AMAZON		1,016,300	521,264	361,265	882,529	-13%
		SHOPIFY		681,500	439,312	308,625	747,937	10%
		7TH TRADITION		393,100	314,121	163,400	477,521	21%
		INTERNATIONAL SALES		32,400	39,568	48,285	87,853	171%
		AUDIBLE		27,500	14,869	11,458	26,327	-4%
		DIGITAL BOOKS		3,500	4,245	2,970	7,215	106%
		ROYALTY CONTRACT		3,200	4,026	-	4,026	26%
		OTHER		1,700	1,776	708	2,484	46%
		TOTAL INCOME		2,159,200	1,339,180	896,865	2,235,893	4%
COST OF GOODS SOLD								
		AMAZON		707,000	310,011	213,147	523,157	-26%
		SHOPIFY		471,315	308,775	222,210	530,985	13%
		INTERNATIONAL		22,900	19,625	19,238	38,863	70%
		INTERNATIONAL PRINTING		4,300	-	-	-	
		TOTAL COST OF GOODS SOLD		1,205,515	638,411	454,595	1,093,005	-9%
		NET INCOME		953,685	700,770	442,271	1,142,887	20%
EXPENSES								
		PAYROLL		453,885	253,773	175,853	429,626	-5%
		RENT		134,618	69,350	66,527	135,877	1%
		PROFESSIONAL FEES		93,775	51,868	38,380	90,248	-4%
		CONTRACTORS		83,800	52,596	43,079	95,674	14%
		TECHNOLOGY; IT SUPPORT		43,000	27,280	19,485	46,765	9%
		BANK & MERCHANT FEES		32,500	17,372	14,505	31,877	-2%
		PAYROLL TAXES		31,071	20,723	15,475	36,198	17%
		PROGRAM INITIATIVES		22,200	26,373	10,893	37,266	68%
		DEPREC & AMORT		16,560	9,797	7,505	17,302	4%
		OFFICE		13,600	11,227	4,371	15,598	15%
		UTILITIES		8,580	5,599	5,000	10,599	24%
		TRAVEL & MILEAGE		5,400	1,774	3,626	5,400	0%
		REPAIRS & MAINTENANCE		4,400	2,044	6,967	9,011	105%
		INSURANCE		3,061	3,187	2,185	5,372	75%
		EVENTS		2,600	245	-	245	-91%
		DUES & SUBSCRIPTIONS		2,500	1,245	1,042	2,287	-9%
		TAXES		1,000	230	763	993	-1%
		LICENSES & PERMITS		600	-	600	600	0%
		TRADEMARKS		300	-	-	-	-100%
		OTHER		200	-	-	-	-100%
		INVENTORY ADJUSTMENTS		-	(2,181)	2,181	(0)	
		TOTAL EXPENSES		953,650	552,502	418,437	970,939	2%



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:

 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:

 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



Adult Children of Alcoholics and Dysfunctional Families
World Service Organization

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

October 30, 2023

Motions Presented for the Record for October 2023

A. Motion passed at an Executive Committee Meeting

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. Sue V. and Fredrik H. were absent.

B. Motions passed at a Board Working Session - None

C. Motions passed via Specific Concurrence (SC)

1. **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.

2. **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.

3. **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.

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



**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 MINUTES

December 9, 2023 - Pending Approval of Minutes

2:00 PM ET - 3:45 PM ET

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:

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.

C. Roll call of Board Members: Bradford H., Sue V., Tamara P.

Absent: Fredrik H., Dove H. (on leave)

Quorum - Established

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 or rename yourself with your WSO or local service role, delegate, first name, country/state/province. (40 total participants: 3 board members, 4 staff, 6 com. chairs, 27 participants)

II. Minutes

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.)

See: [☰ 2023-09-09 Monthly Teleconference Minutes](#)

Second: Bradford H.

Decision: Motion passed unanimously. Fredrik and Dove were absent.

III. Executive Reports

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

B. [Treasurer’s Report](#) | [ACA WSO: Finance Committee](#) | [ACA WSO](#): Bradford H. presented the report.

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

C. [WSO Office/General Mgr. Report](#): - Bill D. presented the report.

D. Board, Staff, Committee Chairs and Guest Questions/Comments

- Are these presentations available after the meeting?
 - Yes, IT will post a link to this webpage with the reports.
- Since you have a public sign outside the office are you seeing any interest in ACA?
 - We have not had anyone come off the street to ask about ACA however, we are seeing an increased amount of in person pick ups at the office now that we have the zoning to say this is where ACA is.
- Is there a way to figure out the total contributions by our meeting?
 - They can go to the donor dashboard at the ACA website and enter their email address and find out how much is allocated by that email.
 - Can this be done by a meeting number?
 - On the website they can track contributions they made via the website. Contributions made by email are separate. Usually the Treasurer uses the same email to make contributions so you can use this email to find this amount.
 - Also, on the Treasurer's report it shows contributions by group for the month of October.
- On the budget are we functioning at a deficit right now? Also, are we functioning with a prudent reserve?
 - Yes, we have a prudent reserve of \$150,000.
 - Can it be noted on the report so we can see this?
 - Yes, the Treasurer will note this.

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, IT Manager, gave a short presentation of some of the test pages and features of the new ACA website.

Board, Staff, Committee Chairs and Guest Questions/Comments

- I got a message from Brad that I was delisted and I need to sign the agreement. I had signed it so I would have to lie.
 - Can you post your email and Brad L. will follow up directly with you after the meeting.
- Can the board speak to the new requirements in order to register a new ACA meeting?
 - Tamara will gather information and get back to this person (KJ) via email.
- Are you looking for more volunteers in IT for the new website?

- Some areas we are doing well and yet we are looking for volunteers to edit webpages and need to know how to use WordPress.
- I am working with the Service Manual subcommittee and will reach out to Brad L. with my question.

[Reference Links to Business Operations 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., Chair of PS and H&I Committee presented information on this topic including:

- The Hospital and Institutions committee has been working on the correspondence outreach to institutions for a while now.
- We've gotten the guidelines written up, it's gone through the collaboration committee and it's on to the board for approval.
- But the program is basically up and running. We have had about twenty now, letters from different people who are incarcerated.
- *[Rich reads a letter received without sharing the name]*

Board, Staff, Committee Chairs and Guest Questions/Comments

- Is this available to men and women?
 - Yes, there are. We currently have a shortage of men to be fellow travelers with someone incarcerated.
- You mentioned that in CA the prisons are giving the flier for ACA, are we promoting or where do they get the fliers?
 - No, we are not promoting that. It appears that employees or warden know the benefits of ACA. It was a home-made flier. It is not a statewide initiative; it was in one prison in CA.
- Have you reached out to the men's meeting in our organization and made a suggestion they may want to participate?
 - No, we have not. I started to post the letters on the general Slack channel. I will bring this suggestion to the committee.
- Are you reaching out to juvenile centers through the committee?
 - We have talked about it and have limited manpower on the committee. Anyone has an inclination to join our committee, that is how it will get done; it will probably have to be done at the local level, not WSO level.

[Reference Links to Fellowship and PE 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** - Marcus, one of the CoChairs of ABC committee presented this topic including:

- Since September we have hosted the November 4 Quarterly Delegate meeting (QDM).
- Currently working on planning the February 3, 2024 QDM.
- Committee has three co-chairs and two other active members. One of the co-chairs (forth) had to resign in September.
- One area we need help with is delegate engagement - no one has been on this subcommittee for nine months.
- If you are interested in delegate business meetings and you want to know more about them, if you want to communicate with other delegates, please consider joining the ABC committee and don't feel you need particular skills. Everyone is a delegate except for one person and the people are a joy to work with.

Board, Staff, Committee Chair and Guest Questions/Comments

- I have been part of the ABC planning process and know how much goes into planning. I want to go back to the vote to have quarterly meetings. Wouldn't it have been beneficial to discuss how much resources are needed before this was voted on?
 - I think this is true. It would have been beneficial to have done this.
 - This was a delegate decision to do this so that is why we have been doing it, following the direction of the conference.
- Are you talking about the quarterly meetings for this meeting or the delegate meetings?
 - This is about the ABC quarterly meetings.
- When I voted for it as a delegate it was so we could have more time, so how can we modify this?
 - This discussion will continue at the QDM's and ABC.

[Reference Links to Policy and Structure 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, Literature Committee Chair, presented information in this topic. See:  [Connections.pdf](#)

Board, Staff, Committee Chair and Guest Questions/Comments

- Thank you so much, this has been much needed.
 - If you're interested in volunteering with the literature committee I have posted our email in Slack. Also, we are having an open house next Saturday the sixteenth. The Zoom information is all posted in our chat.
- This book has been sorely needed. I'm always hearing there's so many members coming from other 12 steps and they want to jump in and they're begging for sponsors.
- We also have a whole section on service sponsorship in this document and how important it is for all of us in service to have someone that we can ask questions of and get comments from. And for me personally, my best service sponsors are those who are not serving with me on a committee so they don't necessarily know the other parties because I really need an objective view.

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

V. **Promise 7 Break**

VI. **Feedback on Frequency and Format of Future Teleconferences (TC) - Sue V.**

- Sue presents the opening to this topic including:
 - This conversation is about going into 2024 and beyond, what our needs are and how we want to see Teleconferences both in terms of frequency and in terms of format. This includes feedback on the name of “teleconference.” This is from the old days and is not easy to translate or understand internationally. Also, the TC has been the second Saturday of the month at 2:00PM Eastern US time zone, which works really well for a lot of places and not well for some parts such as Asia and Australia. In today's world we have almost over 2,600 meetings, over 50-60 countries across, over 20 time zones around the world. That's our fellowship.
 - In today's world we have five trustees out of a possible 20 trustees. Those trustees including myself are working very hard for the fellowship behind the scenes in our meetings and additional meetings for things that need our attention. At any given time the board has like 50 requests for their attention that we prioritize and that we delegate to our various committees. We think it's time that we take a pause, and figure out what's working and what's not working.

- The purpose of the teleconference in the OPPM is to help maintain transparency of operations and I would say it's key to building trust. And in the early days we had paper mail, we had emails, and in the past we've had 10 trustees. What do we have in today's world right now for openness and transparency?
 - We post all board motions every month and questions can go to the secretary email.
 - Finance reports are posted, treasure reports are posted, committee reports are posted. We have a website that's very full.
 - We have a website for WSO with information and an organization chart, with board and committee emails and phone numbers for the office.
 - We also, according to our bylaws, do the annual ABC and we report extensive information and reports. We also have been presenting information at the quarterly too and getting feedback from the delegates.
- It is nothing short of a miracle that we have been able to accomplish what we have in WSO with reduced trustees, we are now down to five, and four right now with one on leave. This could not have been achieved without the dedication and commitment of the trustees, staff, committee chairs, committee volunteers and you attending this meeting. Thank you. Let's see how we can continue to serve our fellowship in 2024.
- We don't wanna burn anybody out and yet at the same time we have an obligation to be open and transparent in providing all the information that we are doing and maybe more so if more is required.
- So I'm gonna open it up for comments and questions. We're open for creative solutions as we move into 2,024.

Discussion/Input on Teleconferences

- Having been on the board twice I know how much work the board does. And I do know that a long time ago we decided that board members not be committee chairs and so we do need more volunteers. Many, many more volunteers. What I see in my little area of the world here is a nonprofit organization that trains nonprofit people. There was a seminar for training people how to be board members. And I think that if people who have been in this program for a lot of years who have not been trustees would have an opportunity for training first, they might actually present themselves as nominees for trustee. You need 20 board members so if you offer the training you may get more.
- Your website says it is held monthly so it would be helpful to have the website updated.
- I certainly would wonder if the quarterly delegate meetings were reigned back in, would we go back to having the monthly teleconferences.
- The thing about transparency for me, it's one thing just to read what the board has done - motions that are passed. That for me isn't really allowing fellowship input. That's just being told what you all have done. And I have found it quite challenging to ask questions and get answers about things that concern me. And so for me, that's a big part of the TCs being held monthly being more important than the quarterly delegate meetings.

- I'm the chair of the nominating committee and one thing that is a big misconception is that the board is paid, they are unpaid volunteers. And they spend a minimum of 15 hours/week up to sometimes 30. I think that TCs are unnecessary. Not only is the board overworked, a lot of the committee chairs and the committee members are the same people doing a whole lot of service and we're taking a weekend day for the teleconference. We spend time doing the reports and the information is available to everyone. So I mean less is more and I think we need to take care of all volunteers.
- I counted them up and the board is involved in like 18 standard meetings plus events. That's a lot of work for five people. An older nonprofit organization what they did with what we call TC is that they cut them in half. They made a decision to have them either on odd months or even months and then they synchronize them with what we are calling the QDM's. And, my recommendation would be to cut the QDMs in half so that all the work is not being done by just a small number of people. And to keep in mind that even if we decide to do that, we can make different decisions in the future. I have to be cognizant of the fact that as an adult child, I was programmed to believe that once I made a decision I had to die on that decision and I learned with recovery that I have the right to change my mind. I can make another choice.
- I just wanted to kind of lean into the support of four TCs per year. And I like the idea of cutting our conference meetings down to two meetings a year. It's just the reality of where we are. Part of my recovery has been living in the real world, and accepting and then surrendering what I can't control, you know, rather than trying to force things to be how I want them to be, even if the resources aren't there. I also like the idea that, you know, we're reducing the content of the TCs down to 90 min or so. Ninety minutes is a reasonable ask for people.
- The "we agnostics" community is still waiting for a reply from the Board of Trustees about our unfortunate interaction with the San Francisco Bay Area inner group. It is business and has to do with Traditions and Concepts, and we're still waiting. I see the board as having taken on too much. If the board would let the conference be the conference and take care of the conference so that the board could actually be available to deal with the business of the corporation. That would be incredibly helpful.
- Two things that I've thought of. One, we need members on the board of trustees that are not in ACA. Because when you get a group of adult children together and they're doing their workplace laundry list stuff in a working group, it can cause problems. I was looking at the alcoholics anonymous format and they actually have people on their board of trustees or board of governors or whatever they call it that are not alcoholics. But what they do have is business acumen. So that's a suggestion I would make. And the other is if you do change from monthly teleconferences to quarterly or whatever, how are you going to look at the requirements for being on the Board of Trustees? Because right now the requirements for being on the Board of Trustees talks about attending X number of monthly teleconferences in the year previous to submitting your application. And I think there's already enough confusion about getting on the board of trustees that that's gonna have to be looked at.
- I am the delegate for Web 1019 and I actually like the format of quarterly teleconferences. I also like the format of highlighting individual reports from committees for each collaboration committee although I am very aware of how that creates a reduction in transparency when we go down from 12 teleconferences with each committee delivering a report to four teleconferences a year. So we're hearing a lot less about the nitty gritty detail work in the committee. So I'm very aware of that. I think. There needs to be some reconsideration of the service structure in our fellowship that

needs to be driven by delegates. I think WSO is currently taking on a lot of responsibilities regarding facilitating the group conscience of the fellowship.

And I think that would need to be more strongly driven by delegates rather than by WSO. So I'm hoping in the near future that there might be a more vibrant conversation about how those responsibilities could be redistributed.

- Well, I've been doing reports for a while from the teleconferences to my intergroup and meetings. I'm no longer doing that monthly. It would be useful to take all the reports and put them in a page on the website so that you've got all the links on one page each month. Otherwise you're going all over the website to find each different report. That could help take the place of a monthly conference just to have one place on the website.
- What is our legal requirement as a non-profit in regards to board meetings and membership meetings?
 - We have checked this and there is no legal requirement for us to do monthly or quarterly teleconferences. It's based on what our bylaws and our OPPM say. If we were a government agency, it would be different apparently according to legal counsel. We are required according to our bylaws and our OPPM to have one annual business conference, as it stands.

Additional Input Shared via Zoom Chat

- I am a group rep for a meeting in Salt Lake City, Utah. Thank you all for the tremendous work that you do. I have been attending these teleconferences and bringing info back to our group about WSO and the work being done. I like the idea of quarterly teleconferences. It is enough for my group to stay updated on what is going on. I believe that If the manpower resources are limited, the well being of those doing the work should be a factor.
- I think it's important to always keep in mind capacity and self-care in terms of how much is done and how often.
- From the website of Nolo (publications re: legal matters written in layperson language), "In many states, nonprofits must hold at least one meeting a year, although most organizations go beyond the minimum requirement and hold monthly or quarterly meetings." Doesn't exactly pose a solution for us, but credible information. Requirements for Nonprofit Annual Meetings: <https://www.nolo.com/legal-encyclopedia/requirements-for-nonprofit-annual-meetings.html#:~:text=In%20many%20states%2C%20nonprofits%20must,hold%20monthly%20or%20quarterly%20meetings>
- I disagree with including non ACA members on the WSO board for the following reason. I come from a program that has allowed that and the results have been catastrophic.
- The number of TCs could correlate to the number of Board members. So for example, if there are only 4 Board members then it meets 4 times a year. If there are 10-12 they meet more frequently which allows Board members to not have to give up as many of their weekends, Board members could rotate attending.

VII. Motions Passed for the Record

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 on November 30, 2023. 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

- The motion passed about the attorneys and the retainer for \$5,000. Just curious - is that one time only and they're forever in our use or is that a month a year just for that time?
 - The retainer that was paid to the law firm is their standard procedure whenever they take on a new client. They get a retainer and they bill against that for their work and then we replenish the retainer when it gets to a certain level. That way they always know they're gonna get paid for legal advice.
- This format is awesome and it is so good. This meeting has not been mind-numbing as what was mentioned earlier about three hour long meetings

VIII. Closing

A. Announcements

- Following this meeting, there will be some committee breakout rooms for those interested - see those listed below.
- The January and February Teleconferences are rescheduled as 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

B. Comment from GM: While I appreciate the comments regarding a delegate led conference, doing so without staff or board involvement is not following the AA model. The AA conference model has delegates, trustees and staff as members of the conference. There are delegate led conference committees, but all of the entities I mentioned above comprise the actual conference.

C. Motion to Adjourn Meeting

D. 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
7. Anyone new to WSO - with Jim R.

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

APPENDIX - Copy of Statement of Financial Position (Balance Sheet)

WSO BOARD TREASURER'S REPORT FOR OCTOBER 2023

Adult Children of Alcoholics World Service Organization					
Statement of Financial Position (Balance Sheet)					
as of October 31, 2023, and September 30, 2023.					
				Oct 31, 2023	Sep 30, 2023
ASSETS					
Current Assets					
	Checking/Savings				
	1000 · Cash & Cash Equivalents			388,322	463,858
	Total Checking/Savings			388,322	463,858
	Accounts Receivable				
	1300 · Customer Receivable			48,498	9,374
	Total Accounts Receivable			48,498	9,374
	Other Current Assets				
	1310 · Other Receivables			12,271	12,271
	1320 · SHOPIFY-Shopp'g cart receivable			5,620	5,708
	1330 · Interest Receivable			1,879	1,474
	1350 · Prepaid Expenses			85,756	102,878
	1400 · Inventory Asset			367,943	354,471
	Total Other Current Assets			473,469	476,802
	Total Current Assets (Total Checking/Savings + AR + Other Current)			910,289	950,033
	Fixed Assets				
	1800 · Fixed Assets			212,434	235,686
	1830 · ROU Assets (Leased Assets)			755,447	768,700
	1860 · Accumulated Depreciation & Amortization			-125,346	-125,320
	Total Fixed Assets			842,535	879,067
	TOTAL ASSETS (Total Current plus Total Fixed Assets)			1,752,823	1,829,100
LIABILITIES & EQUITY					
	Liabilities				
	Current Liabilities				
	Accounts Payable				
	2000 · Accounts Payable			24,564	7,758
	Total Accounts Payable			24,564	7,758
	Credit Cards				
	2011 · Bank of America-Corp Card #1794			-11,995	5,738
	2012 · Bank of America-Corp Card #0904			59	84
	2013 · Bank of America-Corp Card #4978			1,622	14,086
	Total Credit Cards			-10,314	19,908
	Other Current Liabilities				
	2100 · Payroll Liabilities			38,356	29,496
	2130 · Other Liabilities			37,434	70,812
	2200 · Accrued Liabilities			5,478	12,885
	25500 · Sales Taxes Payable			8,349	7,909
	Total Other Current Liabilities			89,616	121,101
	Total Current Liabilities (Total AP + CC + Other Current)			103,865	148,767
	Long Term Liabilities				
	2300 · ROU Liability (Lease Liability)			781,256	781,256
	Total Long Term Liabilities			781,256	781,256
	Total Liabilities (Total Current plus Total Long Term Liabilities)			885,121	930,023
	Equity				
	32000 · Unrestricted Net Assets			712,833	714,098
	32001 · Retained Earnings			-723	-723
	32100 · Restricted Net Assets			22,564	21,299
	Net Income			133,027	164,402
	Total Equity			867,702	899,077
	TOTAL LIABILITIES & EQUITY (Total Liabilities plus Total Equity)			1,752,823	1,829,100