

**Adult Children of Alcoholics World Service Organization**



## 2024 Book of Motions

**January 2024 -**

Tamara P. - Secretary (March 2023 - present)

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

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## Presented for the Record on February 8, 2024 for January 2024

### **Motion 2024\_01\_01: Reschedule Jan. & Feb. Teleconferences**

**Motion:** To reschedule the January and February Teleconferences to March 9, 2024. (Sue V.)

**Background:** The January and February Teleconferences are rescheduled to March due to limited availability of resources (e.g. the Feb. 3 Quarterly Delegate Meeting). Monthly committee and board reports, and the list of board motions, will be posted on the WSO website.

**Second:** Bradford H.

**Decision:** Motion passed unanimously on January 4, 2024. (Note: Dove H. was on leave).

### **Motion 2024\_01\_02: Exception to Process Travel Reimbursement Form**

**Motion:** The Executive Committee approves to process the travel reimbursement form submitted by Dove H. as an exception, since it was received more than 60 days after the expenses were incurred due to unforeseen circumstances. This form will be processed in accordance with the Travel Reimbursement Policy.

**Background:** According to the Operating Policies and Procedures Manual "Any expense reports not received within 60 days of the expense will be forwarded to the Executive Board for approval." Due to unforeseen personal circumstances, Dove was not able to submit her form within the established timeline.

**Second:** Bradford H.

**Decision:** Motion passed unanimously on January 5, 2024. (Note: Dove H. on leave)

### **Motion 2024\_01\_03: Adopted 2024 Budget**

**Motion:** To adopt the proposed budget for the fiscal year of 2024 - see: [adopted-2024-aca-wso-budget](#) (Tamara P.)

**Background:** The General Manager developed and presented a proposed budget for WSO for the 2024 fiscal year that is projected to result in a \$12,700 surplus.

**Second:** Sue V.

**Decision:** Motion passed unanimously on January 11, 2024. Fredrik H. was absent. (Note: Dove H. was on leave)

### **Motion 2024\_01\_04: Board Participation in Collaboration Committees (temp)**

**Motion:** To adopt as an interim solution until the end of February to request each Collaboration Committee (CC) to select an interim or rotating coordinator to conduct the CC meetings from

current participants since board members will no longer chair/attend these meetings. CC's will be informed they can send topics/approvals for the board to the secretary email. If there is no volunteer to coordinate the meetings, then the CC will go on pause. (Bradford H.)

**Background:** When the CC's were created a board member was assigned to each one as a liaison and to chair the CC meetings. Given the reduced number of board members, they are not able to continue with this role at this time. The motion is an interim solution until a full assessment of CC's can be conducted.

**Second:** Sue V.

**Decision:** Motion passed unanimously on January 18, 2024. (Note: Fredrik H. and Dove H. on leave)

### **Motion 2024\_01\_05: Redefining Full-time Employment Hours**

**Motion:** To set the number of hours required to be a full-time WSO employee to 30 or more hours per week. (Tamara P.)

**Background:** WSO's policies currently define full-time employment as 40 or more hours per week. This is 10 more hours per week than was established by the Affordable Care Act. The Affordable Care Act stipulates anyone who works 30 or more hours is entitled to healthcare benefits. In order for employees to obtain access to WSO sponsored healthcare benefits, WSO needs to bring its full-time employee definition into alignment with the federal healthcare policy.

**Second:** Sue V.

**Decision:** Motion passed unanimously on January 23, 2024. (Note: Fredrik H. and Dove H. on leave)

### **Motion 2024\_01\_06: Trustee Candidate Rich R.**

**Motion:** To communicate to the Nominating Committee that the Board of Trustees has reviewed the Trustee Candidate Packet for Rich R. and we have no objections to him joining the Board as a Trustee. (Sue V.)

**Second:** Tamara P.

**Decision:** Motion passed unanimously on January 26, 2024. (Note: Fredrik H. and Dove H. on leave)

### **Motion 2024\_01\_07: Bradford H. Resignation**

**Motion:** To accept Bradford H.'s resignation from Board Trustees as of February 29, 2024. He will also conclude serving as Treasurer at this time. (Tamara P.)

**Background:** On December 17, 2023, Bradford H. submitted the ACAWSO Board of Trustees a written notice of his intent to resign as Board Treasurer and Board Trustee as of December 31, 2023. At the request of the remaining Trustees, Bradford agreed to continue serving as Trustee and Treasurer in a limited capacity until February 29, 2024.

**Second:** Sue V.

**Decision:** Motion passed unanimously on January 26, 2024. Bradford H. abstained.  
(Note: Fredrik H. and Dove H. on leave) (Note: See amended motion on Feb. 6, 2024)