



To: Delegates at Feb 3rd, 2024 Quarterly Delegate meeting
From: ACA WSO Board of Trustees
Date: February 1, 2024
RE: Board Updates to the Delegates

The WSO board, staff and committees have been busy working behind the scenes serving the fellowship.

A. Board Status:

- Given a combination of circumstances, we have been down to three active Trustees. This is the minimum number of Trustees for a non-profit board recommended by the California Attorney General's office. Without Board Trustees, the ACA WSO would potentially have to be dissolved as a California corporation. Bradford will conclude serving as a Trustee at the end of February and another Trustee, Dove, who is on leave, will resume board service this month.
- The good news is that a new board member just joined the board this week, Rich R.. Rich has been part of the ACA fellowship for 37 years. He served previously as a Trustee for two years, and has extensive service experience including as a Committee Chair and as a member of a Region.
- We still need more Trustees and have been proactively taking steps to ensure ACA WSO continues to be viable.
 - ☑ In the past year, we have worked with Nom Com and announced the need for additional Trustees at the 2023 ABC, Board Monthly Meeting (TC) in December, QDMs
 - ☑ In Jan 2024 we have asked help from the WSO Committees, delegates, meeting groups, intergroups and members attending the AWC
 - ☑ We heard there were numerous barriers to becoming a Trustee such as health and safety, too heavy a Board workload, personal circumstances.

What we have been doing to address Health and Safety Concerns

- Created Health and Safety Advisory Group to provide recommendations and implemented:
 - Safety protocols for the ABC, QDM
 - Signed agreement forms & protocol for online platforms (Slack & Zoom)
- Increased safety protocols at the Public Board Meetings (TC's)

What we are doing to address Heavy Board Service Workload

- Creating a new system to prioritize, plan and streamline Board work.

Adult Children of Alcoholics & Dysfunctional Families World Service Organization

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- Increasing time to respond and complete tasks.
- Increasing committee consultation to provide more time for Trustees on Board work.
- Delegating additional duties to staff as budget allows.

More is needed. Here are other changes being considered:

- Online collaboration tool being explored
- Project management software needed
- Pre-trustee program
- Part-time trustees
- Increased Trustee Training - Board Source
- Service Academy
- Additional ideas are being developed....

Notes: Link to PowerPoint presentation: [Feb 3 QDM Board Update \(2\).pdf](#)

During the QDM the Board and Nominating Committee will be hosting a breakout room to answer questions about serving on the Board now or as a future path. If anyone has questions or comments please feel free to send them to secretary@acawso.org.

B. 2023 Audit:

We are pleased to report WSO is currently undergoing a financial audit in order to comply with federal and state laws governing public charities.

- The audit is required for all public charities that exceed 2 million dollars in gross revenue.
 - Our 2023 year end financials indicate WSO accrued approximately 2.27 million in sales and 7th tradition contributions.
 - We expect this audit to be completed within six months.
- The WSO Board of Trustees are directed by the OPPM to appoint an audit chair
- Tamara P was selected as the Audit Chair as she was the only board member who was not precluded from being the audit chair by not having a financial approval role in the organization. We have since transitioned the audit chair position to Ken R., who brings a background in Organizational Compliance and experience with audits. Tamara will be assuming the Treasurer role this week.
- We confirmed that we needed to get a committee in place rather quickly to send out requests for proposals and select an audit firm.
- The audit chair and others reached out to several IGs in the US and internationally including the UK IG and Europe as well as to people who had finance backgrounds and assembled a committee of approximately ten members of the fellowship to serve on the committee.
- The committee had quite a few people with finance related backgrounds step up and the committee was able to meet the timeline of recommending an audit firm to the board on December 26.

- This needed to be done right away so the auditor could perform an end of the year verification of the December 31 inventory in the WSO distribution center and warehouse hubs around the world.
- The audit committee conducted an independent and unbiased review of the proposal's from three different audit firms and selected the firm, Brett Bradbury, CPA PC.
- The audit work commenced and the WSO staff and independent accounting firm provided the requested information and files to the auditor during January.
- The auditor is scheduled to meet with the audit committee in early February to go over the entire audit plan.
- Once the audit is completed and the committee receives the comprehensive audit report it will be sent to the WSO Board of Trustees and then made available to the fellowship at the ABC.

If anyone has questions or comments please feel free to send them to auditchair@acawso.org.

- C. Development & Approval of 2024 Budget:** The Board reviewed and approved the budget for 2024. See: [Adopted-2024-aca-wso-budget](#) The Prudent reserve will be assessed after the audit process is completed for the 2023 year.
- D. Copyright Infringements:** Over the past two months, we were notified of three major cases of copyright infringements of ACA published literature. WSO had to turn over these infringements over to copyright attorneys since they were not resolved by notices sent by the WSO Office. These infringements are costly in terms of WSO staff time and attorney fees, impact the revenue from potential sales, and deprive us of recovering funds used to pay special workers and contractors who create publications. However, if WSO does not take action once we are aware of an infringement we risk losing the ACA copyright for that piece of literature.
- E. Quarterly Public Board Meetings (TC):** We are planning to go to quarterly TCs in 2024 with a new format. We trialed a new format and asked for feedback at the December 9 meeting, the feedback was positive. The next meeting is March 9th.
- F. WSO Analysis for the Proposals for 2024 ABC:** In coordination with various committees, we developed the WSO Analyses, which will provide relevant information needed for an informed discussion in the meeting groups.
- G. Regions Certification & Recertifications:** We are reviewing the region certification and recertification applications in coordination with the Regions subcommittee. Regions are a very important service structure and we are looking forward to completing the process.

H. Support for WSO Committees: The Board provided support to the ABC Committee, BPC (Ballot Prep), Health and Safety Advisory Group, and Members Services.

At the February 3rd QDM, the board has 30 minutes allocated and we will be presenting the first two topics and answering questions/receiving feedback.

At the March 9th TC (Teleconference) we will continue our discussion on World Services activities being worked on to serve our fellowship.

Below are a few links for more information:

- [WSO Teleconference Info](#)
- [ACA-World-Services-WSO-Resources](#)

If you have any questions about the above information, please contact us at secretary@acawso.org.

We are at a pivotal moment in time with our world fellowship. We are undergoing an evolution of our ACA WSO Board, Committees, Staff, Our Conference and our Fellowship. As we look forward together, this may be remembered as a time where we consciously came together to support one another in carrying the ACA message of healing to our Adult and Inner Children. Thank you for your support.

Your humble trusted servants,

Sue V on behalf of the
ACA WSO Board of Trustees