Book of Motions 1994

ADULT CHILDREN OF ALCOHOLICS /World Service Office
ANONYMOUS/Marcia J. EDITOR
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Board Of Trustees List of Motions 1994

January 1994
Missing

February 1994
Missing

March 1994
Missing

April 1994
These motions were labeled as “93” in the numbering. The editor has changed them to “94” based on the content and the fact that they were in motions labeled “1994.”

Motion 042294101: Plans In Case of Need to Close the WSO Office
That to utilize Plan A and B should we have to close the office;
   Plan A: If x number of funding not received by a certain date, WSO would lay off all employees, close the office, and either keep the mailbox or direct mail to someone else; store the office furniture elsewhere, transfer the office phone to a machine.

   Plan B: Layoff everyone, close the doors, turn off the phone. Plan A plus dissolving the corporation. Donate the office equipment and monies to a like organization to meet the criteria set by the IRA for WSO’s tax-exempt, not-for-profit status. A letter to be forthright with the fellowship.

Vote: CONSENSUS

Motion 04229402: Funding Appeal
To have a mailing, including return envelopes, appealing for funding from the meetings.
Vote: CONSENSUS

Motion 04229403: Responsibility for Mailing
To leave the mailing to the Executive Committee but to keep costs to $100.00.
Vote: CONSENSUS
Motion 04229404: Plans In Case of Need to Close the WSO Office
That to utilize Plan A and B should we have to close the office;

**Plan A:** If x number of funding not received by a certain date, WSO would lay off all employees, close the office, and either keep the mailbox or direct mail to someone else; store the office furniture elsewhere, transfer the office phone to a machine.

**Plan B:** Layoff everyone, close the doors, turn off the phone. Plan A plus dissolving the corporation. Donate the office equipment and monies to a like organization to meet the criteria set by the IRA for WSO’s tax-exempt, not-for-profit status. A letter to be forthright with the fellowship.

Vote: CONSENSUS

Motion 04259305: Funding Appeal
To have a mailing, including return envelopes, appealing for funding from the meetings.

Vote: CONSENSUS

Motion 04259306: Responsibility for Mailing
To leave the mailing to the Executive Committee but to keep costs to $100.00.

Vote: CONSENSUS

Motion 04259307: Acceptance of 1992 ABC Minutes
To accept the 1992 ABC minutes.

Vote: M/P

Motion 04259308: Resignation of Board Member
To accept the resignation of Michael S.

Vote: UNANIMOUS

Motion 04259309: Retrieval of WSO Materials
To have a member of the Executive Committee contact Michael Sl and request him to return the database and all other materials he may have in his possession.

Vote: CONSENT

Motion 04259310: Group Support Verification
That WSO accept the Group Support Verification.

Vote: CONSENT

Motion 04259311: Extension of Membership on the Executive Committee
That Donna remains on the Executive Committee for the time required to change signatures and his illness stabilizes.

Vote: CONSENT

Motion 04259312: WSO Correspondence
Alex will take over from Joanne the handling of WSO correspondence.

Vote: CONSENSUS
04239401: Return to Agenda
To return to the agenda.
Vote: M/NP

04239402: Limitation of Discussion
To limit the discussion.
Vote: M/P

04239403: Agenda Revision
To revise the Agenda.
Vote: M/P

04239404: Direction of the Discussion
To move discussion immediately to the mission statement and discuss the mission, goals, objectives, and action plan of WSO for the Ensuing year.
Vote: M/P

04239405: Mission Statement
To produce a mission statement from the discussion and include a listing as part of the minutes.
Vote: M/P

04249406: Ratification of Board
To ratify the Board of Trustee members:
Jack B., Alex R., Tom B., Paula F., Joanne O., Pamela M., and Geoff T. as incoming Regional Representative for Region 10.
Vote: M/P

04249407: Continuance of Trustee on Leave of Absence
To have Sara Beth (on LOA) continue as a Trustee.
Vote: M/P

04249408: Ratification of Committee Chairs
To have Joanne O. continue as Literature Committee Chairperson and Pamela M. continue as ComLine Committee Chairperson.
Vote: M/P

04249409: Officer Ratification
To ratify the Officers.
Vote: M/P
What We Do for Outreach
To finish and close discussion of listing “What We Do for Outreach.”
Vote: Moved and Seconded, NO VOTE TAKEN

Drafts of Action Plans
For WSO draft action plans on organization, structure and attraction. The Board to develop short
and long-term goals Vote: M/P

LIST TO BE ATTACHED TO THE ABC MINUTES

1. The primary purpose of ACA, as a movement, is to carry the message of recovery to those
   who still suffer.
2. The primary purpose of ACA/WSO is to support the ACA effort of carrying the message of
   recovery.

CURRENT GOALS OF WSO:

1. Maintain a structure of communication and a focal point for ACA:
   a. Answer phones
      1) 800-line
      2) Phone service
      3) Voice mail
      4) Number on tape-rotate days
         on call-in
      5) Answering machine message
      6) Referral to?
      7) Volunteers answer-forward
         ACA Literature
      8) Phone calls page with crisis
         give hotline number in-house
      9) Email
      10) Fax: fax back response
      11) Two lines
   b. Maintain meeting list database
      1) “3-strikes you’re out” count down rule
      2) Insurance scare
      3) Outreach committee
      4) Monthly calls
      5) Tickler list requesting officers list update
      6) ComLine publication request meeting update
      7) Use of PO Box for individual meetings
      8) General Service Representative
      9) Ask for outreach with “thank-you”
      10) Code focus and pertinent fields in meeting registration
      11) Perform surveys of fellowship
   c. Respond to correspondence.
      1) Customize form letters
      2) Send thanks for donations
      3) Timely, telephone if needed
      4) Compile handbook
      5) Send out handbook
      6) Send out sample handbook
      7) Instructions
      8) Report
d. Maintain PO Box

e. Hold monthly teleconference
   1) Invite others to participate
   2) Hold these semi-monthly
   3) Online telephone, email
   4) Quarterly meetings: sending agendas well in advance

f. Publish recovery brochures
   1) Publish on disk and cd rom
   2) Appeal for publishing fund; send monthly
   3) “Adopt a publication” campaign
   4) Electronic bulletin board

g. Compile handbook

h. Send out new meeting package
   1) Send out new meeting packaging to intergroups
   2) Include order forms and other literature sheets with thank-you

i. Maintain office
   1) Fund raisers
   2) Fund appeals
   3) Literature sales
   4) Advance orders
   5) Fix prices
   6) Business plan-cash flow
   7) Sell promotional/logo items art auction
   8) Workshop/special events

j. Publish ComLine
   1) Advertise in sober times
   2) Electronically publish
   3) Bulk order for lower resale
   4) Advertise in local IG
   5) Flyer with other correspondence

2. Maintain Corporation

k. Hold monthly telephone conference

l. Hold ABC Conference
   1) Telemarket support
   2) Hold Conference with Convention
   3) Hot topics for vote
   4) Restructure Board

FELLOWSHIP OUTREACH IDEAS

1. Hospital and Institution outreach
2. Computer bulletin boards
3. Other 12-Step programs
4. Newspapers
5. Toastmasters
6. Crisis centers
7. Community Referrals
8. ACA PR person
9. Radio/TV spots
10. Joint sponsorship of events
11. Prison/jails outreach
12. Schools outreach
13. Health fairs
14. Speaker & Psychology classes
15. Mental Health Directories
16. Speaker bureau
17. Therapist contact
18. EAP coalitions
19. Church counselors
20. Brown bag lunch reps (EAP seminars)
21. Judges and Attorneys
22. Buses and Benches
23. Store bulletin boards
24. Roadside billboard
25. Local fliers
26. Cards
27. Refer to AA pub #M27
28. Attend conference out of your own area
29. Military counselors/Chaplains
30. Train and develop speakers
May 1994
No motions.

June 1994
No motions.

July 1994
No motions.

August 1994
No motions.

September 1994

Motion 09109401: Office Closing
To close office and lay off staff, transfer of telephone.
Vote: CONSENSUS

Motion 09109402: Letter of Recommendation
To have Paula write a letter of recommendation for Carolyn.
Vote: CONSENSUS

Motion 09109403: Letter of Thanks
Executive Committee write a letter to Carolyn thanking her for her dedication and service to the WSO.
Vote: CONSENSUS

Motion 09109404: Certificate
To have Pam make up a certificate for Carolyn.
Vote: CONSENSUS

Motion 09109405: Plans for Phones
To have American West Messaging handle the WSO phones: will take typed messages and orders and fax to a designated recipient. 300 calls for $150.00/month.
Vote: M/P

Motion 09109406: Phone Number
To drop the 1819 phone number.
Vote: M/P

Motion 09109407: Mail Forwarding
Continue to forward mail, Tom: he would keep checks and deposit then forward mail to office or appropriate Trustee. Vote: M/P
Motion 09109408: Cybernet Committee
For Jack to head a CYBERNET Committee for exploration on how WSO could best use.
Vote: CONSENT

Motion 09109409: Outreach Idea Book
To have Pam mail out to 50 IGs a copy of her “Outreach Idea Book” for input.
Vote: M/P

Motion 09109410: Office Equipment
To keep office equipment in place for $100/month until a proposal regarding it is offered by Paula.
Vote: CONSENSUS

Motion 09109411: Method for Closing the Office
To have the Office Chair present a proposal to the Executive Committee as to the best methods of closing down the office.
Vote: CONSENSUS

October 1994

Motion 10??9401: Office Equipment Storage and Disposal
To move office equipment, records, etc. to storage in the LA/SFV IG office and have the Office Chair sell off the excess, non-usable items.
Vote: APPROVED BY THE EXECUTIVE COMMITTEE

November 1994

Motion 11129401: Approving of Past Minutes
Move to accept minutes other than September.
Vote: CONSENSUS

Motion 11129402: ComLine Subscription Rules
When ComLine subscribers pay for 12 issues they are to receive 12 issues.
Vote: CONSENSUS

Motion 11129403: Creation of ComLine Article by the Editor
To allow the ComLine Editor (Chair) to create one article per month.
Vote: CONSENSUS

Motion 11129404: Approval to Mention Office Closing in the ComLine
To empower the ComLine editor to mention the shutdown of the WSO office.
Vote: TABLED
Motion 11129405: Complimentary ComLine Bundles
That the ComLine editor be authorized to send complimentary bundles ($2.90) to go to IGs. No more than two registered IGs per month, only one foreign country per month, with a cover letter regarding subscriptions. Not to exceed $30.00 per month.
Vote: M/P

Motion 11129406: ComLine Mailing Costs
To accept bulk orders of ComLine @20 cents each copy plus postage. In batches of 100 to 1,000.
Vote: M/P

Motion 11129407: Approval of Revisions for New Meeting Packets
To approve the revisions of new meeting packet items:
“Conducting a Business Meeting for Determining Group Conscience”
“Suggested ACA Banking/Accounting Procedure”
Vote: CONSENT

Motion 11129408: Nullify Motion 11129402 “ComLine Subscription Rules”
Nullify Motion 11129402 as it is part of the job of the editor in the job description.
Vote: CONSENSUS

Motion 11129409: ComLine Subscription to Region 8
Not to send a ComLine subscription to a “Region 8” upon the request of Josie E. but to send one to her personally.
Vote: CONSENSUS

December 1994
No motions.
APPENDIX A: PHOTOCOPY OF VERSION 1 OF THE BOOK OF MOTIONS FOR 1994

Not all minutes available

1994 MINUTES

No Jan
No Feb
No Mar

04229301: To accept the revised Feb., Mar, revised minutes. CONSENT

04229302: To accept the 1993 ABC minutes. M/NP

04229303: Marlise K. and Donna G. resignation letters accepted. CONSENT

04229304: LOA be granted Sarah Beth. CONSENT

04229305: That the Kinko charge card be used by Jack B., Tom B., and Carolyn and Joanne O be removed from use of the card. CONSENSUS

04229306: That Joanne O. be retained on the card due to her needs as Literature Chair. TABLED

04229307: To extend the service terms of Alex R. and Joanne O. UNANIMOUS

04229308: To table the discussion of the Bylaws. M/P

04229309: To create a brochure of ideas for groups to consider when they discuss improving their services to their groups and to be used as a reference for WSO action. M/P

04229310: To table the discussion of leasing a new computer. Paula and Jack both have backups to the data bank. M/P

04229311: To table the discussion of Literature on a Disk from Region 10 until representative was available. M/P

04229312: To focus WSO efforts at ways to attract the newcomer. CON
ACAWSO MOTIONS/BALLOTS

1994 ABC

04239401: To return to the agenda. M/NP

04239402: To limit the discussion M/P

04239403: To revise the Agenda. M/P

04239404: To move discussion immediately to the mission statement and discuss the mission, goals, objectives, and action plan of WSO for the ensuing year. M/P

04239405: To produce a mission statement from the discussion and include a listing as part of the minutes. M/P

04249406: To ratify the Board of Trustee members: Jack B., Alex R., Tom B., Paula F., Joanne O., Pamela M. and Geoff T. as incoming Regional Representative for Region 10. M/P

04249407: To have Sara Beth (on LOA) continue as a Trustee. M/P

04249408: To have Joanne O. continue as Literature Committee Chairperson and Pamela M. continue as Comline Committee Chairperson. M/P

04249409: To ratify the officers. M/P

04249410: To finish and close discussion of listing "What we do for Outreach. Moved and Seconded NO VOTE TAKEN"

04249411: For WSO draft action plans on organization, structure and attraction. The Board to develop short and long term goals. M/P

LIST TO BE ATTACHED TO THE ABC MINUTES

1. The primary purpose of ACA, as a movement, is to carry the message of Recovery to those who still suffer.

2. The primary purpose of ACA/WSO is to support the ACA effort of carrying the message of Recovery.

CURRENT GOALS OF WSO:
1. Maintain a structure of communication and a focal point for ACA:
   a. Answer phones
      1) 800 line  2) phone service  3) voice mail
      4) # on tape-rotate days on call in
      5) answering machine message  6) referral to
      7) volunteers answer - forward aca/lit
      8) phone calls page with crisis give hotline # in house

ACAWSO MOTIONS/BALLOTS
b. Maintain meeting list database.
   1) 3 strikes your out count down rule
   2) insurance scare 3) outreach committee
   4) monthly calls  5) tickler list requesting officers
   list update  6) comline publication request meeting
   update  7) use of P.O. Box for individual meetings
   8) general service representative
   9) ask for outreach with thank you
   10) code focus and pertinent fields in meeting
   registration  11) perform surveys of fellowship

c. Respond to Correspondence
   1) customize form letters  2) send tanks for donations
   3) timely, telephone if needed  4) compile handbook
   5) send out handbook instructions  6) send out sample
   handbook report.

d. Maintain PO Box

e. Hold monthly teleconference
   1) invite others to participate  2) hold these semi-
   monthly
   3) on-line telephone, e-mail  4) quarterly meetings -
   sending agendas well in advance

f. Publish recovery brochures
   1) publish on disk, b) publish on cd rom
   2) appeal for publishing fund; send monthly
   3) adopt a publication campaign
   4) electronic bulletin board

g. Compile handbook

h. Send out new meeting package
   1) send out new meeting packaging to intergroups
   2) include order forms and other literature sheets
   with thank you

i. Maintain office
   1) fund raisers  2) fund appeals  3) literature sales
   4) advance orders  5) fix prices  6) business plan - cash
   flow  7) sell promotional/ logo items art auction
   8) workshop/special events

j. Publish Comline
   1) advertise in sober times  2) electronically publish
   3) bulk order for lower resale  4) advertise in local IG
   5) flyer with other correspondence

2. Maintain Corporation
   a. Hold monthly telephone conference

   ACA WSO MOTIONS/BALLOTS
b. Hold ABC Conference
   1) telemarket support 2) hold conference with convention
   3) supervisor Board - open 4) hot topics for vote
   5) restructure board

PELLOWSHIP OUTREACH IDEAS

1. Hospital and Institution outreach  2. Computer bulletin boards
3. Other 12 Step programs  4. Newspapers  5. Toast masters
14. Speaker & Psychology classes  15. Mental Health Directories
16. Speaker bureau 17. therapist contact  18. EAP coalitions
19. Church counselors  18. Brown bag lunch reps (EAP seminars)
25. Local fliers  26. phone cards  27. refer to AA pub#M27
28. Attend conference out of your own area 29. Military counselors/Chaplains
30. Train and develop speakers

1994 Continued

09109401: To close office and lay off staff, transfer of telephone.
CONSENSUS

09109402: To have Paula write a letter of recomendatin for Carloyn.
CONSENSUS

09109403: Executive Committee write a letter to Carolyn thanking
her for her dedication and service to the WSO.  CONSENSUS

09109404: To have Pam make up a certificate for Carolyn.  CONSENSUS

09109405: To have American West Messaging handle the WSO phones;
will take typed messages and orders and fax to a designated
recipient.  300 CALLS FOR $150.00/ MONTH  M/P

09109406: To drop the 1819 phone number.  M/P

09109407: Continue to forward mail, Tom - he would keep checks and
deposit then forward mail to office or appropriate Trustee.  M/P

09109408: For Jack to head a CYBERNET Committee for exploration on
how WSO could best use.  CONSENT

09109409: To have Pam mail out to 50 TGs a copy of her "Outreach
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09109410: To keep office equipment in place for $100/mo until a

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proposal regarding it is offered by Paula. CONSENSUS

09109411: To have the office chair present a proposal to the Executive Committee as to the best methods of closing down the office. CONSENSUS

Oct.

OCTOBER To move office equipment/records etc. to storage in the LA/SFV IG office and have the Office Chair sell of excess - non usable items. Approved by Executive Committee

11129401: Move to accept minutes other than Sept. CONSENSUS

11129402: When ComLine subscribers pay for 12 issues they are to receive 12 issues. CONSENSUS

11129403: To allow the Comline editor (Chair) to create one article per month. CONSENT

11129404: To empower the Comline editor to mention the shutdown of the WSO office. TABLED

11129405: That the Comline editor be authorized to send complimentary bundles ($2.90) to go to IGs. No more than two registered IGs per month, only one foreign country per month, with a cover letter regarding subscriptions. Not to exceed $30.00 per month M/P

11129406: To accept bulk orders of ComLine @ 20 cents ea copy plus postage. In batches of 100 to 1,000. M/P

11129407: To approve the revisions of new meeting packet items "Conducting a Business Meeting for Determining Group Conscience," "Suggested ACA Banking/Accounting Procedure." CONSENT

11129408: Nullify Motion 11129402 as it is part of the job of the editor in the job description. CONSENSUS

11129409: Not to send a ComLine subscription to a "Region 8" upon the request of Josie E., but to send one to her personally. CONSENSUS

No Dec minutes.
APPENDIX B: PHOTOCOPY OF VERSION 2 OF THE BOOK OF MOTIONS FOR 1994

Not all minutes available

1994 MINUTES

No Jan
No Feb
No Mar

04229301: To accept the revised Feb., Mar., revised minutes. CONSENT

04229302: To accept the 1993 ABC minutes. M/NP

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04229311: To table the discussion of Literature on a Disk from Region 10 until representative was available. M/P

04229312: To focus WSO efforts at ways to attract the newcomer. CON

ACA WSO MOTIONS/BALLOTS

71
1994 ABC

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04239403: To revise the Agenda. M/P

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04239405: To produce a mission statement from the discussion and include a listing as part of the minutes. M/P

04249406: To ratify the Board of Trustee members: Jack B., Alex R., Tom B., Paula F., Joanne O., Pamela M. and Geoff T. as incoming Regional Representative for Region 10. M/P

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04249411: For WSO draft action plans on organization, structure and attraction. The Board to develop short and long term goals. M/P

LIST TO BE ATTACHED TO THE ABC MINUTES

1. The primary purpose of ACA, as a movement, is to carry the message of Recovery to those who still suffer.

2. The primary purpose of ACA/WSO is to support the ACA effort of carrying the message of Recovery.

CURRENT GOALS OF WSO:
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      4) # on tape-rotate days on call in
      5) answering machine message  6) referral to
      7) volunteers answer - forward aca/lit
      8) phone calls page with crisis give hotline # in house
9) e-mail 10) fax-fax back response 11) two lines

b. Maintain meeting list database.
   1) 3-strikes your out count down rule
      2) insurance scare 3) outreach committee
      4) monthly calls 5) tickler list requesting officers
      list update 6) comline publication request meeting
      update 7) use of P.O. Box for individual meetings
      8) general service representative
      9) ask for outreach with thank you
     10) code focus and pertinent fields in meeting
     registration 11) perform surveys of fellowship

c. Respond to Correspondence
   1) customize form letters 2) send tanks for donations
      3) timely, telephone if needed 4) compile handbook
      5) send out handbook instructions 6) send out sample
      handbook report.

d. Maintain PO Box

e. Hold monthly teleconference
   1) invite others to participate 2) hold these semi-
      monthly
      3) on-line telephone, e-mail 4) quarterly meetings -
      sending agendas well in advance

f. Publish recovery brochures
   1) publish on disk, b) publish on cd rom
   2) appeal for publishing fund; send monthly
   3) adopt a publication campaign
   4) electronic bulletin board

g. Compile handbook

h. Send out new meeting package
   1) send out new meeting packaging to intergroups
   2) include order forms and other literature sheets
      with thank you

i. Maintain office
   1) fund raisers 2) fund appeals 3) literature sales
   4) advance orders 5) fix prices 6) business plan - cash
   flow 7) sell promotional/ logo items art auction
   8) workshop/special events

j. Publish Comline
   1) advertise in sober times 2) electronically publish
   3) bulk order for lower resale 4) advertise in local IG
   5) flyer with other correspondence

2. Maintain Corporation
   a. Hold monthly telephone conference

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b. Hold ABC Conference
   1) telemarket support 2) hold conference with convention
   3) supervisor Board - open 4) hot topics for vote
   5) restructure board

FELLOWSHIP OUTREACH IDEAS

1. Hospital and Institution outreach   2. Computer bulletin boards
3. Other 12 Step programs   4. Newspapers   5. Toast masters
14. Speaker & Psychology classes   15. Mental Health Directories
16. Speaker bureau   17. therapist contact   18. EAP coalitions
19. Church counselors   18. Brown bag lunch reps (EAP seminars)
25. Local fliers   26. phone cards   27. refer to AA pub#M27
28. Attend conference out of your own area 29. Military counselors/Chaplains
30. Train and develop speakers

1994 Continued

09109401: To close office and lay off staff, transfer of telephone.
CONSENSUS

09109402: To have Paula write a letter of recommendatin for Carloyln.
CONSENSUS

09109403: Executive Committee write a letter to Carolyn thanking her for her dedication and service to the WSO. CONSENSUS

09109404: To have Pam make up a certificate for Carolyn. CONSENSUS

09109405: To have American West Messaging handle the WSO phones: will take typed messages and orders and fax to a designated recipient. 300 CALLS FOR $150.00/ MONTH M/P

09109406: To drop the 1819 phone number. M/P

09109407: Continue to forward mail, Tom - he would keep checks and deposit then forward mail to office or appropriate Trustee. M/P

09109408: For Jack to head a CYBERNET Committee for exploration on how WSO could best use. CONSENT

09109409: To have Pam mail out to 50 IGs a copy of her "Outreach Idea Book" for input. M/P

09109410: To keep office equipment in place for $100/mo until a

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proposal regarding it is offered by Paula. **CONSENSUS**

09109411: To have the office chair present a proposal to the Executive Committee as to the best methods of closing down the office. **CONSENSUS**

Oct.

**OCTOBER** To move office equipment/records etc. to storage in the IA/SPF IG office and have the Office Chair sell of excess - non usable items. Approved by Executive Committee

11129401: Move to accept minutes other than Sept. **CONSENSUS**

11129402: When ComLine subscribers pay for 12 issues they are to receive 12 issues. **CONSENSUS**

11129403: To allow the Comline editor (Chair) to create one article per month. **CONSENT**

11129404: To empower the Comline editor to mention the shutdown of the WSO office. **TABLED**

11129405: That the Comline editor be authorized to send complimentary bundles ($2.90) to go to IGs. No more than two registered IGs per month, only one foreign country per month, with a cover letter regarding subscriptions. Not to exceed $30.00 per month M/P

11129406: To accept bulk orders of ComLine @ 20 cents ea copy plus postage. In batches of 100 to 1,000. M/P

11129407: To approve the revisions of new meeting packet items "Conducting a Business Meeting for Determining Group Conscience," "Suggested ACA Banking/Accounting Procedure". **CONSENT**

11129408: Nullify Motion 11129402 as it is part of the job of the editor in the job description. **CONSENSUS**

11129409: Not to send a ComLine subscription to a "Region 8" upon the request of Josie E., but to send one to her personally. **CONSENSUS**

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No Dec minutes...