



## Book of Motions 1994

ADULT CHILDREN OF ALCOHOLICS /World Service Office  
ANONYMOUS/Marcia J. EDITOR

## Table of Contents

<b>Board Of Trustees List of Motions 1994 .....</b>	<b>1</b>
<b>January 1994.....</b>	<b>1</b>
Missing .....	1
<b>February 1994.....</b>	<b>1</b>
Missing .....	1
<b>March 1994.....</b>	<b>1</b>
Missing .....	1
<b>April 1994 .....</b>	<b>1</b>
Motion 042294101: Plans In Case of Need to Close the WSO Office.....	1
Motion 04229402: Funding Appeal.....	1
Motion 04229403: Responsibility for Mailing.....	1
Motion 04229404: Plans In Case of Need to Close the WSO Office .....	2
Motion 04259305: Funding Appeal.....	2
Motion 04259306: Responsibility for Mailing.....	2
Motion 04259307: Acceptance of 1992 ABC Minutes .....	2
Motion 04259308: Resignation of Board Member.....	2
Motion 04259309: Retrieval of WSO Materials .....	2
Motion 04259310: Group Support Verification .....	2
Motion 04259311: Extension of Membership on the Executive Committee .....	2
Motion 04259312: WSO Correspondence .....	2
<b>1994 ABC on April 23-24 .....</b>	<b>3</b>
04239401: Return to Agenda .....	3
04239402: Limitation of Discussion .....	3
04239403: Agenda Revision.....	3
04239404: Direction of the Discussion .....	3
04239405: Mission Statement .....	3

04249406: Ratification of Board .....	3
04249407: Continuance of Trustee on Leave of Absence .....	3
04249408: Ratification of Committee Chairs .....	3
04249409: Officer Ratification .....	3
04249410: What We Do for Outreach .....	4
04249411: Drafts of Action Plans .....	4
 LIST TO BE ATTACHED TO THE ABC MINUTES .....	4
CURRENT GOALS OF WSO: .....	4
1. Maintain a structure of communication and a focal point for ACA:.....	4
2. Maintain Corporation.....	5
FELLOWSHIP OUTREACH IDEAS .....	5
 May 1994.....	7
No motions.....	7
 June 1994 .....	7
No motions.....	7
 July 1994.....	7
No motions.....	7
 August 1994.....	7
No motions.....	7
 September 1994 .....	7
Motion 09109401: Office Closing .....	7
Motion 09109402: Letter of Recommendation.....	7
Motion 09109403: Letter of Thanks .....	7
Motion 09109404: Certificate .....	7
Motion 09109405: Plans for Phones .....	7
Motion 09109406: Phone Number.....	7
Motion 09109407: Mail Forwarding.....	7

Motion 09109408: Cybernet Committee .....	8
Motion 09109409: Outreach Idea Book .....	8
Motion 09109410: Office Equipment .....	8
Motion 09109411: Method for Closing the Office .....	8
<b>October 1994 .....</b>	<b>8</b>
Motion 10??9401: Office Equipment Storage and Disposal .....	8
<b>November 1994 .....</b>	<b>8</b>
Motion 11129401: Approving of Past Minutes .....	8
Motion 11129402: ComLine Subscription Rules .....	8
Motion 11129403: Creation of ComLine Article by the Editor .....	8
Motion 11129404: Approval to Mention Office Closing in the ComLine .....	8
Motion 11129405: Complimentary ComLine Bundles.....	9
Motion 11129406: ComLine Mailing Costs .....	9
Motion 11129407: Approval of Revisions for New Meeting Packets .....	9
Motion 11129408: Nullify Motion 11129402 “ComLine Subscription Rules” .....	9
Motion 11129409: ComLine Subscription to Region 8 .....	9
<b>December 1994.....</b>	<b>9</b>
No motions.....	9
<b>APPENDIX A: PHOTOCOPY OF VERSION 1 OF THE BOOK OF MOTIONS FOR 1994 .....</b>	<b>10</b>
<b>APPENDIX B: PHOTOCOPY OF VERSION 2 OF THE BOOK OF MOTIONS FOR 1994 .....</b>	<b>15</b>

## Key

**Unanimous & Consensus** (No opposition)

**M/P**=Motion Passed (On roll call)

**M/NP**=Motion Not Passed

**CONSENT**=No explanation given

Numbers are read by month, day, year, and motion number (i.e., 01108702=January 10, 1987 motion number 2)

## 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 SI 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**

## **1994 ABC on April 23-24**

**P=Passed**

**NP=Not Passed**

### **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**

#### **04249410: What We Do for Outreach**

To finish and close discussion of listing "What We Do for Outreach."

**Vote: Moved and Seconded, NO VOTE TAKEN**

#### **04249411: 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                   | 7) Volunteers answer-forward    |
| 2) Phone service              | ACA Literature                  |
| 3) Voice mail                 | 8) Phone calls page with crisis |
| 4) Number on tape-rotate days | give hotline number in-house    |
| on call-in                    | 9) Email                        |
| 5) Answering machine message  | 10) Fax: fax back response      |
| 6) Referral to?               | 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      | 5) Send out handbook        |
| 2) Send thanks for donations   | instructions                |
| 3) Timely, telephone if needed | 6) Send out sample handbook |
| 4) Compile handbook            | 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

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**

ACA WSO MOTIONS/BALLOTS

73



**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
  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
  18. Brown bag lunch reps (EAP seminars)
  19. Recover sections of newspapers
  20. Book Stores
  21. Judges and Attorneys
  22. Buses and Benches
  23. Store bulletin boards
  24. Roadside billboard
  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 IGs a copy of her "Outreach Idea Book" for input. **M/P**

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

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**

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**

**ACA WSO MOTIONS/BALLOTS**

**71**

---

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

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**

**ACA WSO MOTIONS/BALLOTS**

**73**

**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
  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
  18. Brown bag lunch reps (EAP seminars)
  19. Recover sections of newspapers
  20. Book Stores
  21. Judges and Attorneys
  22. Buses and Benches
  23. Store bulletin boards
  24. Roadside billboard
  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 IGs a copy of her 'Outreach Idea Book" for input. **M/P**

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

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.