



Adult Children of Alcoholics and Dysfunctional Families

## 2015 Book of Motions

January 2015 – December 2015

*Karen April 31, 2015*

*Joan August 2015*

*September-Agenda Items Only*

*MCR Business Solutions*

*November 2015*

## January 10, 2015

**Approval of Minutes:** A motion was made and the minutes of the **December 13, 2014** meeting were approved as posted. (Karen)

### MOTIONS

**Motion 01101501:** To approve Austin, Texas, as the site of the 2015 ABC, to be hosted by the Lone Star ACA Intergroup. **Motion passes unanimously**

**Motion 01101502:** To combine duplicate proposals submitted for the ABC Ballot for the sake of clarity and brevity. **Motion passes unanimously**

**Motion 01101503:** That the Board validate on the record the Board's Specific Concurrence to add an extra day to their stay after the ABC to work on the Strategic Plan. **Motion passes unanimously**

**Motion 01101504:** That the Board validate on the record the Board's Specific Concurrence to offer the 5x7 hard cover, meditation book for \$12. **Motion passes unanimously**

**Motion 01101505:** To validate on the record the Board's specific concurrence to send complimentary copies of the resized meditation book to current Board members, our webmaster, the contributors (writers, editors and artistic), staff and accountant for a total of between 40-45 copies. **5 ayes, 0 nays, 2 abstentions**

**Motion 01101506:** That the board validate on the record the Board's Specific Concurrence to pay \$300 for laying out the Laundry Lists and Their Flip Sides. **Motion passes unanimously**

**Motion 01101507:** That the Board validate on the record the Board's Specific Concurrence to give the Office Manager a monthly spending limit of \$200 for miscellaneous office expenditures. Completed Purchase Orders and receipts for everything will be required to be submitted to the Treasurer and Accountant for checks and balances. **Motion passes unanimously**

**Motion 01101508:** That the Board validate on the record the Board's Specific Concurrence that the previous fiscal year's official financials be reported at each Annual Business Conference, along with a short summary of the first quarter of the current year's financials. **Motion passes unanimously**

**Motion 01101509:** One amendment was made and withdrawn. Another amendment was made and the final motion states as amended with strikethrough of "*with 1/3 of the cost as a down payment*" being replaced with the words, "*and the first installment being enough to cover WSO's cost as determined by the Distribution Center, with the.*" **The final motion states:** That the Board replace the previous seed-funding program with a new program facilitated by the Distribution Center (DC) in Signal Hill. The seed-funding program is intended to help non-U.S. Intergroups or groups of meetings make their first purchase of books, and once sold, become a self-sustaining effort on their part. Because this literature will be shipped from the DC, the minimum book order is 20, but the order can also include any of the items we sell. This first order will be discounted 20% with an added 20% discount of the most economical shipping rate. For this first order only, the additional accommodation is that it may be paid for in installments, and the first

installment being enough to cover WSO's cost as determined by the Distribution Center, with the remainder due as the books are sold. **This amended motion passed by majority with 0 nos and 1 abstention**

## February 14, 2015

**Approval of Minutes:** A motion was made and the minutes of the **January 10, 2014** meeting were approved as posted. (Karen)

### MOTIONS

**Motion 02141501:** To validate for the record the specific concurrence by the Board to increase Board communication without increasing emails by having intra-board teleconferences held on the 4th Saturdays of February, May, August and November. **Motion passes unanimously**

**Motion 02141502:** To validate for the record the specific concurrence by the Board to provide Board of Trustees oversight and communication between the distribution center office manager. **Motion passes unanimously**

**Motion 02141503:** To validate for the record the specific concurrence by the Board to hire a part-time special worker with the necessary skills to be a financial assistant. **Motion passes unanimously**

**Motion 02141504:** That what has been known as and called the ACA WSO Treasury Committee shall be henceforth known as and called the ACA WSO Finance Committee with the ACA WSO Treasurer acting as Chairperson of that Committee. **Motion passes unanimously**

**Motion 02141505:** That the Board approve to purchase a new laser printer for the Distribution Center at a cost of approximately \$450 including taxes and an extended maintenance agreement. **Motion passes unanimously**

**Motion 02141506:** To authorize payment of \$215 regarding a quote from Xcart to Centauria to customize Mail Innovations (our way of making shipments abroad). **Motion passes unanimously**

**Motion 02141507:** The Board validate on the record the Board's specific concurrence to pay Centauria's 1/30/15 invoice. **Motion passes unanimously**

**Motion 02141508:** To purchase two licenses for Microsoft Office Home and Business for a total cost of approximately \$400. **Motion passes unanimously**

**Motion 02141509:** That the Board offer registered intergroups a 30% discount on all ACA literature items. The minimum order of books will be full boxes. This offer cannot be combined with other programs or offers, and the Board reserves the right to discontinue this discount offer. **Motion passes unanimously**

## March 14, 2015

**Approval of Minutes:** A motion was made and the minutes of the **February 14, 2015** meeting were approved as posted. (Karen)

**Motion 03141501:** To validate for the record the specific concurrence by the Board to allow overage for February's \$50.00 monthly H & I Committee budget. **Motion passes unanimously**

**Motion 03141502:** To validate for the record the specific concurrence by the Board to have the H & I Committee's monthly budget increased to a monthly expenditure of \$300.00, with anything over that amount requiring Board approval. **Motion passes unanimously**

**Motion 03141503:** That Martin C., a WSO Trustee and service volunteer of the Social Media issue since the 2013 ABC in Copenhagen, be allowed to participate in the 2015 ABC via Skype during the portion of the meeting devoted to this motion, if technologically possible. **Motion passes unanimously**

**Motion 03141504:** That if it can be logistically arranged, that the 2015 ABC be broadcast through the WSO Teleconference line to allow those not in attendance to hear what is taking place. All callers (through the dashboard operator) will be placed on mute and will not be able to actively participate in the proceedings. **Motion passes unanimously**

**Motion 03141505:** To accept Joan B's offer to volunteer time and service performing the clerical portion of the secretarial duties of transcribing teleconference minutes and preparing agendas and posting such items on the Repository; in the event Joan would need to resign from these duties, the Board shall receive notification one month in advance of the expected resignation date from Joan. **Motion passes unanimously**

**Motion 03141506:** To approve payment of the final bill for development of the website. **Motion passes unanimously**

**Motion 03141507:** To approve payment of \$1,000 to Centauria for potential upgrade and maintenance of the current website. **Motion passes unanimously**

**Motion 03141508:** To approve the inaugural re-publication of the ComLine on line and via email for free while the Literature Committee investigates the feasibility of being able to sell electronic and or hard copy subscriptions of subsequent quarterly editions. **Passed by majority vote with (0) nos and (1) abstention**

## April 11, 2015

**Approval of Minutes:** A motion was made and the minutes of the **March 14, 2015** meeting were approved as posted. (Karen)

**Motion 04111501:** To validate on the record the Board's specific concurrence to accept the resignation of Trustee, Allen C., from the ACA WSO Board of Trustees. **Motion passes unanimously**

**Motion 04111502:** To validate on the record the Board's specific concurrence to give a copy of the audio BRB to the group of volunteers that helped with the audio book project. **Motion passes unanimously**

**Motion 04111503:** To validate on the record the Board's specific concurrence to approve payment for Centauria's March 18th invoice for \$1833.75. This includes \$833.75 for work already completed as of that date and \$1,000 for fixes that are currently being worked on and for future work. **Motion passes unanimously**

**Motion 04111504:** To purchase a laptop along with a copy of Microsoft Office and a laptop maintenance contract for use by the MPS Committee at a cost of approximately \$600.00. **Motion passes unanimously**

**Motion 04111505:** To approve the presentation of the "*H & I Information Booklet*" at the 2015 ABC for delegate approval to publish on the Website for fellowship commentary for 90 days, receive and incorporate edits, and place for sale thereafter at price TBD. **Motion passes unanimously**

**Motion 04111506:** To approve the presentation of the "*To the Beginner in All of Us*" at the 2015 ABC for delegate approval to publish on the Website for fellowship commentary for 90 days, receive and incorporate edits, and place for sale thereafter at price TBD. **Passed by majority vote with (1) one no, and (1) one abstention:**

**Motion 04111507:** To approve the presentation of the "*Intergroup Set-Up Guidelines*" at the 2015 ABC for delegate approval to publish on the Website for fellowship commentary for 90 days, receive and incorporate edits, and place for sale thereafter at price TBD. **Passed by majority vote with (0) zero nos, and (3) three abstentions**

**Motion 04111508:** To create a handbook to help meetings establish structure. **Motion passes unanimously**

**Motion 04111509:** Put in place a system of checks and balances as they relate to the treasurer's job. (Have someone do spot checks of the treasurer's accounting.) **Motion passes unanimously**

**Motion 04111510:** Beginning 2016 and thereafter, schedule a World Convention Day to be held along with the ABC on a separate day. **Motion passes unanimously**

## April 22-23, 2015 Annual Business Conference

**Motion 04231501:** To change Adult Children of Alcoholics (ACA)'s Eleventh Tradition, which reads, "Our public relations policy is based on attraction rather than promotion; we maintain personal anonymity at the level of press radio, TV, and films." by (1) omitting the word "and," (2) by omitting the period after the word "films" and by (3) inserting a comma after the word "films" and by (4) adding the words "and other public media" and by inserting a period after the word, "media," that the Adult Children of Alcoholics (ACA)'s Eleventh Tradition shall henceforth state: "Our public relations policy is based on attraction rather than promotion; we maintain personal anonymity at the level of press radio, TV, films, and other public media."

**Motion 04231502:** To have the ACA Board create and/or approve submissions of ACA PSAs to be made available to the fellowship.

**Motion 04231503:** To have WSO upload all tri-folds in unalterable PDF, etc., forms in all available translations so members worldwide can download them for free.

**Motion 04231504:** That copies of any material referenced in a ballot proposal be made available with the ballot or on the WSO website for groups to review before voting.

**Motion 04231505:** To have the two tri-folds, "25 Questions, Am I an Adult Child" and "ACA Sponsorship: Fellow Travelers" be provided by WSO in unalterable PDF, etc., forms in all available translations so members worldwide can download them for free.

**Motion 04231506:** To approve to post the "H & I Information" booklet" on the WSO Website for 90 days, for fellowship commentary, to receive and incorporate edits, and to place for sale thereafter at price TBD.

**Motion 04231507:** To post the "Intergroup Set-Up Guidelines" on the WSO Website for 90 days, for fellowship commentary, to receive and incorporate edits, and to place for sale thereafter at price TBD.

**Motion 04231508:** To approve to post a piece of literature titled, "To the Beginner In All of Us" on the WSO Website for 90 days, for fellowship commentary, to receive and incorporate edits, and to have it publish as a stand-alone piece for sale thereafter at a price TBD.

## May 9, 2015

**Motion 05091501:** That the Board reimburse the Literature Committee Design Editor for the expenses incurred in upgrading the Dropbox account, increase her personal email volume for three months and layout software update. (Larry) **Motion passes unanimously**

**Motion 05091502:** The Board validate on the record the Board's specific concurrence to pay \$450 to *Centauria* to do necessary programmatic improvements to the website concerning the meeting directory and *X-Cart*. (Larry) **Motion passes unanimously**

**Motion 05091503:** That the system of Committee budgets be changed to annual amounts instead of monthly amounts. Budgets will be reviewed at mid-year by the Finance Committee to determine if they

are adequate. Unused funds do not carry over from year to year. (Mary Jo and Martin) **Motion passes unanimously**

**Motion 05091504:** Struck from the minutes because it is a duplicate of Motion #2.

**Motion 05091505:** That the Board approved the expenditure of up to \$350 to buy Barcodes to place on our literature to allow us to sell on Amazon and, in the future, may allow for an inventory purposes. (Larry)

**Motion amended:** That the Board approve the expenditure of up to \$350 to buy Barcodes to place on our literature. **Motion passes unanimously**

**Motion 05091506:** That the Board authorize the chair to sign a maintenance contract with *Centauria* as revised. (Larry) **Motion passes unanimously**

## June 13, 2015

**Motion 06131501:** To validate on the record the Board's Specific Concurrence to authorize the former web host to disconnect the old ACA web site from his server. **Motion passes unanimously**

**Motion 06131502:** To validate on the record the Board's Specific Concurrence to hire Scott as an IT Special Worker (title subject to change) as an independent Contractor. Among other duties, the ITSW will manage all aspects of the WSO's IT needs, provide technical support for the *Joomila* Repository, as well update the events page. The ITSW will also help develop and roll out the use of official email addresses for all WSO correspondence. **Motion passes unanimously**

**Motion 06131503:** To select Larry as the Chair of the Website and Database Committee. **Motion passes unanimously**

**Motion 06131504:** That the Board shall have monthly Working Sessions on the fourth Saturday of every month at a time to be determined. **Motion passes unanimously**

**Motion 06131505:** That the Board validate on the record the Board's decision to approve the expenditure of \$295 for 10 ISBN numbers and \$460 for 20 bar codes.

**This motion was amended to read:** That the Board validate on the record the Board's decision to approve the expenditure for 10 ISBN numbers and 20 bar codes. **Motion passes unanimously**

**Motion 06131506:** That the 11th Tradition be amended as approved by the delegates at the 2015 ABC: "Our public relations policy is based on attraction rather than promotion; we maintain personal anonymity at the level of press, radio, T.V., films and other public media." **Motion passes unanimously**

**Motion 06131507:** To appoint Larry A to act as the ABC Board Liaison for the 2016 ABC. **Motion passes unanimously**

**Motion 06131508:** That we reduce the cost of the Identity Papers booklet from \$2 to \$1.50. (Mary Jo)  
**Discussion:** Martin stated that he thought it would be good if an imaginative way was found of dealing with this enormous amount of stock. **This motion was tabled until the July teleconference.**

**Motion 06131509:** That the Board approve the expenditure of \$129 to have the designer provide for the functionality of sending the purchaser an order-shipped email and an order-print capability. **Motion passes unanimously**

## July 11, 2015

**Motion 07111501:** Reduce Cost of "Identity Booklet" from \$2 to \$1.50

**Background:** The warehouse has a large quantity of these booklets in stock. Since 2011 over 5,000. Lowering price will help move the inventory. **Motion will be tabled until further notice.**

**Motion 07111502:** That the Board validate on the record the Board's Specific Concurrence to change the deadline for the submission of proposals for the ABC to September 30. The proposals will be analyzed and translated into several languages, and sent to registered ACA groups and Intergroups by December 2. The groups and Intergroups will have until February 28 to vote on the proposals. **Motion passes unanimously**

**Motion 07111503:** That the Board validate on the record the Board's Specific Concurrence to pay for the machine translations of all the booklets, tri-folds, or free downloadable meeting starter information into Danish, Finish and Spanish at a cost of about \$24,000. **Motion passes unanimously**

**Motion 07111504:** Approve travel cost for Mary Jo, Ines and Majbrit to Distribution Center in California at a cost of \$7000. **Motion passes unanimously**

## August 8, 2015

**Motion 08081501:** Request for concurrence to reactive the Survey Monkey account to use for the 2016 ABC. The cost is \$26/month. (Mary Jo). **Motion passes unanimously**

**Motion 08081502:** That the Board meet near Signal Hill, California, for a three-day strategic planning meeting from November 12th through the 15th, and that those Board members who are able to stay longer may do so to work with the Special Workers and organize the archives at the Distribution Center. (Mary Jo). **Motion passes unanimously**

**Motion 08081503:** The Board validate on the record the Board's Specific Concurrence to print 2,000 copies of Laundry List Workbooks (LLWB) at a cost of \$7,568 and sell at a price of \$12. The LLWB will be included in the 10% Bulk Discount and Intergroup 30% Discount offers. (Larry). **Motion passes unanimously**

**Motion 08081504:** The Board send complimentary copies of the Laundry List Workbook (LLWB) to all the contributors/editors/proofreaders, of which there are 7, and each Board member for a total of 12 complimentary copies. (Larry). **Motion passes unanimously**

**Motion 08081505:** The Board authorize the payment \$280 for the US Copyright application for the Laundry List Workbook (LLWB). (Larry) **Motion passes unanimously**

**Motion 08081506:** Specific Concurrence to authorize payment for an additional 25 hours of work on X-Cart for programmatic fixes. (Larry) **Discussion:** Are motions 6, 7 and 8 related? They are not related. **Motion passes unanimously**



**Motion 08081507:** That the Board validate on the record the Board's Specific Concurrence to spend \$2,053 on upgrades to the x-cart and email account. (Larry) **Amendment:** Change number to \$2,188 and consolidate amendment 7 & 8. **Motion passes unanimously**

**Motion 08081508:** Consolidated with 6 and 7.

**Motion 08081509:** To validate on the record the Board's concurrence to paying the necessary expenses incurred by Will C, the Secretary of the European Committee, to attend the European Meeting in Helsinki, Finland, 28-30 August 2015. (Martin) **Motion passes unanimously**

**Motion 08081510:** Specific concurrence to obtain available Archives (Mary Jo) **Motion passes unanimously**

**Motion 08081511:** To select John M. as Chair of the MPS Committee. (Larry) **Motion passes unanimously**

**Motion 08081512:** Concurrence to formalize the DC Oversight Committee. (Mary Jo)

- Mary Jo - Operations and Financial oversight
- Majbrit - Operations oversight
- Ines - HR oversight

**Motion passes unanimously**

## September 12, 2015 Agenda Items

*The results from these motions are unknown because the minutes have not yet been found.*

**Motion 09121501:** The Board validate on the record the Board's Specific Concurrence to reclassify certain existing copies of literature and coins, as well as new coins and new literature and revisions, as Historical Archive Materials and reclassify their value as Long Term Assets. (Mary Jo)

**Background:** We would like to maintain copies of both original (where available) and older copies of literature and coins for our corporate archives. It is necessary to reclassify these things for tax purposes. This will also keep them from accidentally being mixed in with regular "for sale" stock.

**Motion 09121502:** The Board validate on the record the Board's Specific Concurrence to authorize the Chair to sign the contract to host the ABC//WAC at the Duncan Center in Delray Beach, Florida. The mandatory registration deadline for both the ABC & WAC shall be March 11, 2016. (Larry)

**Background:** The venue of the ABC WAC requires a head count and the hotels nearby are holding rooms for overflow up to 45 days out. By setting this deadline in March, the WSO would not be obligated to pay for unreserved rooms and will give the WSO time to prepare adequate number of materials and purchase beverages and snacks for the ABC WAC. Also since registrations will be made by regular mail, the time will allow for regular mail to be received ahead of the cut off time.

**Motion 09121503:** The Board validates on the record the Board's Specific Concurrence to pay an additional \$215 to add auto correction to the shopping cart to minimize the payment errors resulting from mistyped city, states or countries. (Larry)

**Background:** We had previously approved a \$215 fix to the order Xcart form to add a drop down for the city entry. Alexey suggested that we add auto-suggestion functionality to it as well. This is to ensure the

correct information is entered because, if the wrong information is entered in x-cart, when the customer goes to PayPal, the system doesn't allow them to correct the mistaken information.

## October 10, 2015

**Motion 10101501:** That the registration deadline for the ABC and AWC be March 11, 2016 (Larry)

**Background:** The venue of the ABC AWC requires a head count and the hotels nearby are holding rooms for overflow up to 45 days out. By setting this deadline in February, the WSO would not be obligated to pay for unreserved rooms and will give the WSO to prepare adequate number of materials and purchase beverages and snacks for the ABC AWC. Also since reservations may be made by regular mail, the time will allow for regular mail to be received ahead of the cut off time. **Motion passes with 1 abstention.**

**Motion 10101502:** That the Board validate on the record their Specific Concurrence to hire a transcription service to type the minutes of the Board's working sessions at a rate of about \$1/minute. (Larry) **Motion passes unanimously.**

## November 14, 2015

**Motion 11141501:** Approve the price plan of the ComLine at \$2 for digital downloads and hard copies. Complimentary copies will be sent to the 7 Traditions Contributors as well as Content Contributors (Larry)

**Background:** The ComLine has ceased being in production because of the lack of content and volunteers to produce it. The revised ComLine is being produced on a quarterly basis with a volunteer editor, volunteer layout person and volunteer content contributors. And was only produced digitally as a free download during the relaunch period. A cost analysis was conducted and calculated the cost of printing hard copies by an outside source. The cost of a professional layout editor and assumed 200-page subscriber. It is projected that the work of laying out the ComLine should be an expense of the ComLine effort to assure the ComLine long-term sustainability. The WSO's cost would be \$1.70 for a semi-staffed ComLine team, paid layout person and printing/production. It is assumed that the editor will still be a volunteer. The \$2 price point will make the ComLine minimally self-sustaining. **No Second – The motion fails.**

**Motion 11141502:** That the Treasurer be authorized to open a second bank account with a new bank due to stricter banking regulations. The Chairperson and/or Secretary of the Board must also be present and in person at the bank during this process. Additionally, the authorization of this transaction must be in the minutes as part of an official regular board meeting (Mary Jo)

**Background:** Having an account at an additional bank will insure that WSO funds will be protected should they equal more than the threshold limit of \$250,000 that can be insured in one banking institution by the Federal Deposit Insurance Company (FDIC). Fund will reach that limit as prudent reserves are expanded and further programs and infrastructure expansion are prepared for as part of the growth of the fellowship. This is keeping with the process that most of the 12 step programs have experienced. **Motion passes unanimously.**

**Motion 11141503:** The WSO Board authorize the Chair to retain *MCR Business Solutions* to transcribe audio recordings into minutes for the Board. (Larry)

**Background:** Hiring a professional transcriber will provide a professional quality transcription and free board member's time and energy to better focus on more pressing issues. The Board also approved by

motion the hiring of a transcription service during the October 2015 TC meeting. **Motion passes unanimously.**

**Motion 11141504:** To authorize the treasurer to open a credit card for WSO trustee and European Committee Chairperson, Majbrit M. of Denmark. This will eliminate the need for wire transfer fees and allow her to directly ship H & I and other types of literature when in Europe. It will also allow her to pay for other reimbursable expenses directly, all of which will be preapproved by category or specific line item. Checks and balances will be accomplished through submission of receipts that are then balanced against credit card statements. (Mary Jo)

**Background:** Until now, non US trustees have both paid for expenses out of pocket and been reimbursed by wire transfer or they have received cash advances to pay such expenses. This method requires more tracking and delays. It can also be a problem when cash advances end up not covering the expected expenditure or when the out of pocket expenditures are smaller amounts. In such cases we can spend a disproportionate amount to wire the reimbursement. For example, we might spend a \$35 wire transfer fee to send as \$75 reimbursement. **Discussion:** Majbrit also pays an additional fees to get the money once received by the bank. **Motion passes unanimously.**

## December 12, 2015

**Motion 12121501:** That the Board validate on the record that the Chair may execute the William Boca Raton Courtesy Agreement and the Residence Inn Agreement to reserve rooms for any spill over for the ABC/AWC. (Larry)

**Background:** The conference center will only have about 20 rooms and these agreements will hold some rooms to allow attendees to receive a reduced rate. There is no liability/responsibility on the part of the WSO if the rooms are not used. **Motion passes unanimously.**