

**Adult Children of Alcoholics World Service Organization**



## 2024 Book of Motions

**January - March 2024**

Tamara P. - Secretary (March 2023 - present)

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

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## Presented for the Record for January 2024

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

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

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

**Second:** Bradford H.

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

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

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

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

**Second:** Bradford H.

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

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

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

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

**Second:** Sue V.

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

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

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

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

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

**Second:** Sue V.

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

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

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

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

**Second:** Sue V.

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

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

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

**Second:** Tamara P.

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

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

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

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

**Second:** Sue V.

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

## **Presented for the Record for February 2024**

### **Motion 2024\_02\_01: New Chair of Audit Committee**

**Motion:** To appoint Ken R. as the new Chair of the Audit Committee. (Tamara P.)

**Background:** Ken has professional experience in Operational Leadership with specialized experience as Chief Compliance Officer and Trade Compliance Officer. He will replace Tamara P. as Chair of the committee.

**Second:** Sue V.

**Decision:** Motion passed unanimously on February 1, 2024.

### **Motion 2024\_02\_02: Amended Motion RE: Bradford Resignation Date**

**Motion:** To amend the motion below passed by the Board on January 26, 2024 with a revised date:

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

**Background:** On February 2, 2024, Bradford submitted to the ACA WSO Board of Trustees written notice of his intent to change the effective date of his resignation from February 29 to February 2, 2024.

**Second:** Rich R.

**Decision:** Motion passed unanimously on February 6, 2024.

### **Motion 2024\_02\_03: Appointment of New Treasurer**

**Motion:** To appoint Tamara P., Trustee, to the officer role of Treasurer.

**Background:** Tamara P. will replace Bradford H. as the Treasurer as Bradford is no longer serving on the Board of Trustees and as Treasurer.

**Second:** Rich R.

**Decision:** Motion passed unanimously on February 6, 2024.

### **Motion 2024\_02\_04: New Authorized Signer on WSO Accounts**

**Motion:** To appoint Tamara Poppler, Board Treasurer, as an additional authorized signer on all ACA WSO bank and official accounts as specified below and/or attached to EIN number 33-0038377. To remove Bradford C. Holt, former Treasurer, from these accounts as an authorized signer. The above will be effective as of February 8, 2024.

- Bank of America
- TransferWise
- Chase Bank
- PayPal
- Stripe

**Second:** Rich R.

**Decision:** Motion passed unanimously on February 8, 2024.

### **Motion 2024\_02\_05: Resignation of Fredrik H. from Board of Trustees**

**Motion:** To accept Fredrik H's resignation from Board Trustees as of February 16, 2024. He will also conclude serving as Vice Chair at this time.

**Background:** On February 9, 2024, Fredrik H. submitted to the ACAWSO Board of Trustees written notice of resignation as a Trustee effective February 16, 2024.

**Second:** Rich R.

**Decision:** Motion passed unanimously on February 11, 2024.

### **Motion 2024\_02\_06: Recertification of Northeast US Region**

**Motion:** To recertify the Northeast US Region (Region 5). (Sue V.)

**Background:** On July 27, 2023, the NE US Regions submitted their application to WSO to recertify the Region. On January 31, 2024, the Intergroups-Regions subcommittee informed the Board that the Northeast US Region had provided information and responded to relevant questions as set forth in the OPPM regarding recertification and they recommend recertifying this Region.

**Second:** Dove H.

**Decision:** Motion passed unanimously on February 15, 2024.

### **Motion 2024\_02\_07: Signer for Renewal Agreement with Accounting Firm**

**Motion:** To authorize the General Manager to sign the annual renewal agreement with BPM for engagement with their accounting services. This agreement includes an increase in their fees of \$250/mo. or \$3,000 for the year.

**Background:** BPM has been providing WSO with assistance in general accounting services and preparing our financial statements for several years. Based on a review of their services and their renewal agreement, the Finance Committee recommends proceeding with this renewal.

**Second:** Rich R.

**Decision:** Motion passed unanimously on February 16, 2024.

**Motion 2024\_02\_08: Amended Translation Agreement**

**Motion:** To approve the modifications to the Translations Agreement recommended by the Publishing Committee see: Translation Agreement rev 2-2-2024

**Background:** The current information in the translation agreement is out of date. The Publishing Committee reviewed the updated translation agreement and approved it on February 2, 2024.

The following items have been changed from the original agreement:

#4. modified - recommend the board approve termination of all agreements with no activity reported for more than one year and new agreements be signed when translations restart.

#7. modified - removes the printing of copies of books that are shared in meetings and replaces them with digital peer reviews.

#8. modified - directs to Translation Process Guidelines that describes how to access documents for peer review.

#9. modified - removes costs for translations editing and verification expenses from groups and incorporates these into the annual Publishing Committee budget.

#10. deleted - removes distribution or selling of the translated materials and the need for a license for that process.

See: [2024-02 Translation agreement rev 2-2-2024.do](#)

**Second:** Dove H.

**Decision:** Motion passed unanimously on February 14, 2024.

**Motion 2024\_02\_09: Change in Monthly Schedule of Board Working Sessions**

**Motion:** To change the Board Working Sessions to the first and third Thursday of each month and the Executive Committee meetings on the second and fourth Thursdays of the month. (Tamara P.)

**Second:** Sue V.

**Decision:** Motion passed unanimously on February 26, 2024.

**Motion 2024\_02\_10: Ready Set Go!! to Fellowship Review**

**Motion:** To approve publishing "Ready, Set, Go!" for fellowship review for up to three years as recommended by the Literature Committee. See: READY SET GO!! VERSION 6 8\_1\_2023

**Background:** The Literature Committee has approved version 6 of "Ready, Set, Go!" for fellowship review. Ready Set GO!! is a meetings/workshop manual that provides an introduction to the ACA program, the ACA Twelve Steps, and the inner child for newcomers and experienced members who may want to refresh their program. The Publishing committee will make the recommendation as to its format. Please see OPPM XII ACA WSO Literature, Section E. Literature Evaluation and Approval for further information on the policy.

**Second:** Rich R.

**Decision:** Motion passed unanimously on February 23, 2024.

*[NOTE: On February 24, the Chair of the Literature Committee informed the Assistant to the Board Secretary that the version of Ready Set Go!! provided to the Board for this motion was not the correct version, therefore there is a motion to rescind this motion pending a Board vote].*

### **Motion 2024\_02\_11: Monthly Teleconferences to Quarterly Meetings and New Name**

**Motion:** To change the Board Monthly Teleconferences ("TC") to quarterly meetings starting in 2024, and rename them to "Board Meeting with Fellowship (TC)" as recommended by the Executive Committee. (Sue V.)

**Background:** The purpose of the teleconference, as stated in the OPPM, is to help maintain transparency of operations. When these meetings first started, they were the only means for the fellowship to hear/learn about WSO's operations which, at that time, was only in the US. WSO now has a website with information about the motions passed by the board along with monthly reports from the treasurer, general manager and committees. These are available for everyone in the fellowship around the world to read at any time that works for them. The website also has an organization chart, with board and committee emails and phone numbers for the office so that people can reach out to ask questions or make suggestions. Having monthly TC's also requires a lot of time from Board members and Committee chairs to attend so quarterly meetings are more realistic in terms of their availability.

The new name "Board Meeting with Fellowship (TC)" more accurately reflects what the meeting is rather than "Teleconference."

**Second:** Rich R.

**Decision:** Motion passed unanimously on February 27, 2024.



## Presented for the Record for March 2024

### Motion 2024\_03\_01: OPPM Committee On Hold

**Motion:** To put the Operating Policies and Procedures (OPPM) Committee "on pause" and create a project to bring the OPPM up-to-date, under the oversight of the Executive Committee. (Sue V.)

**Background:** Currently there is only one member in the OPPM Committee and a backlog of updates required to bring the OPPM up-to-date. Therefore, the Executive Committee will initiate a project, supported with staff resources, to bring the OPPM up-to-date and to ensure it is legally compliant.

**Second:** Rich R.

**Decision:** Motion passed unanimously on March 1, 2024.

### Motion 2024\_03\_02: Translation Trifold for Fellowship Review

**Motion:** To approve the translation trifold for fellowship review- see:

 Translations Tri-Fold final.pdf (Sue V.)

**Background:** The translation groups are requesting a translation trifold to support their work. This trifold will help fill a need for education on the process of translation to those in our fellowship who would need ACA literature in their language. The trifold will be in fellowship review, typeset and added to the adultchildren.org website with the rest of the free literature and to the Translations Subcommittee webpage under Resources. Translation teams will be asked to translate the trifold. The trifold will be made available for the European Committee website and the Global Members and Members Services. This trifold was approved by Bill D., General Manager, the Publishing Committee and the Literature Committee Chair.

**Second:** Dove H.

**Decision:** Motion passed unanimously on March 6, 2024.

### Motion 2024\_03\_03: Service ACAdemy

**Motion** To create a resource development team, known as the Service ACAdemy, that will report to the Executive Committee. The purpose will be to develop and implement an educational service resource center for WSO that supports a positive and effective environment for WSO volunteers at all levels. (Sue V.)

**Background:** A well-defined training program is needed to address WSO's urgent need to attract and retain volunteers at all service levels, including current and potential Board members, and committee chairs and members. An onboarding process for new volunteers is especially critical.

**Second:** Dove H.

**Decision:** Motion passed unanimously on March 7, 2024.

**Motion 2024\_03\_04: Engage Employment of Record Firm**

**Motion:** To authorize the unbudgeted expense not to exceed \$15,000 for the first year to engage a UK Employment of Record firm to facilitate the hiring, onboarding, and payroll tax and benefit compliance of two budgeted UK based special workers. (Dove H.)

**Background:** WSO is expanding to meet the significantly increased demand from the global fellowship and public for ACA program resources. There are frequent issues that need to be addressed that require special workers trained in certain areas of the organization. By hiring individuals based overseas with a long history of working with WSO as volunteers, it can meet the needs of those members outside of the US much more effectively. Starting in 2025, this expense will be included in the annual budget. This motion is recommended by the Executive Committee and General Manager.

**Second:** Rich R.

**Decision:** Motion passed unanimously on March 7, 2024.

**Motion 2024\_03\_05: License for Self Care Check-in as part of LPG**

**Motion:** To authorize the General Manager to have the IP attorney draw up a license for the original author of the modified Self Care Check-in and Instructions documents to continue to use them under an unrestricted license. (Sue V.)

**Background:** The author of those two pieces of literature has documented their use prior to the Loving Parent Guidebook(LPG) going into production and was told she would be able to continue using them after the LPG was published. To make clear the use is not in violation of the WSO copyright a license needs to be granted to the team lead for her to use these documents.

**Second:** Rich R.

**Decision:** Motion passed unanimously on March 7, 2024.

**Motion 2024\_03\_06: Rescind Publishing Ready, Set, Go!!**

**Motion:** To rescind the following motion passed by the Board on February 23, 2024 as follows: To approve publishing "Ready, Set, Go!" for fellowship review for up to three years as recommended by the Literature Committee. See: READY SET GO!! VERSION 6 8\_1\_2023 (Sue V.)

**Background:** On February 24, the Chair of the Literature Committee informed the Assistant to the Board Secretary that the version of Ready Set Go!! provided to the Board for this motion was not the correct version and the Literature Evaluation subcommittee is still reviewing it. Therefore this motion should be rescinded and can be reconsidered once the correct version is ready.

**Second:** Tamara P.

**Decision:** Motion passed unanimously on March 7, 2024.

**Motion 2024\_03\_07: Expiration of Inactive/Incomplete Translation Licenses**

**Motion:** To approve the expiration of inactive and incomplete translation licenses as identified by staff and replace them with updated licenses. (Sue V.)

**Background:** The Publishing staff have identified a need for Translation License renewals and the Publishing Committee has discussed best approaches with the international community in previous publishing meeting(s). Out of 184 licenses reviewed and cataloged by office staff, 72% were older than 5 years and 52% were 10 years or older. The majority of these older translation license holders have not been in contact with WSO for several years. As a result, it became apparent that an overhaul and cleanup of the licenses was needed to ensure ACA WSO translations are legally compliant with current copyright and trademark laws. This motion was approved by the Publishing Committee and General Manager.

**Second:** Rich R.

**Decision:** Motion passed unanimously on March 17, 2024.