

Adult Children of Alcoholics World Service Organization



2024 Book of Motions

January - July 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. (Sue V.)

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: (Sue V.)

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. (Sue V.)

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

(Sue V.)

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. (Tamara P.)

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. (Sue V.)

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 (Sue V.)

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 (Sue V.)

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 the Board passed a motion to rescind this motion - see: Motion 2024_03_06].

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.

Presented for the Record for April 2024

Motion 2024_04_01: Updates to OPPM/Board Meetings section

Motion: To approve the updates made to Section VIII. BOARD MEETINGS in the Operating Policies and Procedures Manual. (Sue V.) See:

■ Updates to OPPM RE_ Board Meetings (March 27-2024).pdf

In addition to the amendments to Article VIII as shown, it is proposed that throughout all other text in the current OPPM, where there is a mention of a monthly teleconference, that the words "monthly teleconference" be updated to the new term "Board Meetings with the Fellowship."

Background: This section was updated to align with current practices and this motion approved by the Board of Trustees on February 27, 2024: 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.

Second: Tamara P.

Decision: Motion passed unanimously on April 3, 2024.

Motion 2024_04_02: Funding Prudent Reserve

Motion: To approve the Finance Committee's recommendation to fund the Prudent Reserve as follows: transfer 15% of our 2023 Net Profit of \$94,085 into our Prudent Reserve Fund; and deposit 15% of our future quarterly net income into this Fund until it reaches the "target

minimum" which in 2024 is \$300,000. If the organization does not earn a profit for the quarter, the deposit will be \$0.00. (Tamara P.)

Background: The Prudent Reserve Fund was established to provide an internal source of funds for sudden unbudgeted expenses, unanticipated loss in funding or uninsured losses. This Fund will have the amount estimated to maintain ongoing operations and programs for a period of three months as a "target minimum." The current balance in this Fund is approximately \$152K.

Second: Rich R.

Decision: Motion passed unanimously on April 4, 2024.

Motion 2024_04_03: "Connections" to Fellowship Review

Motion: To approve publishing "Connections: A Guide to Support in Recovery for Adult Children of Alcoholic/Dysfunctional Families" for fellowship review for up to three years as recommended by the Literature Committee. (Tamara P.)

Background: The "Connections" book was started in response to a motion passed at the 2017 ABC to revise Chapter 11 of the Big Red Book and the Sponsorship trifold. As stated in the introduction to "Connections," the working group both revised and expanded Chapter 11, describing many ways to obtain support in recovery. The Literature Committee recognizes that the process of revising the BRB cannot practically be done piecemeal and will likely take years, therefore the "Connections" book was written as a separate document, which is significantly longer than Chapter 11. "Connections" will now be submitted to the Big Red Book Revision Working Group, established under the Literature in Development subcommittee, for them to summarize and include when it revises Chapter 11.

Second: Sue V.

Decision: Motion Passed on April 4, 2024. Rich R. abstained.

Motion 2024_04_04: Trustee Candidate Jim R.

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

Second: Dove H.

Decision: Motion passed unanimously on April 3, 2024.

Motion 2024_04_05: Funds for Legal Advice on Restricted Fund

Motion: To approve a \$2,500 retainer for LHNP, legal specialists in restricted funds, to advise on the impacts of potential changes to the name and usage of the International Literature Scholarship fund. (Sue V.)

Background: One of the ballot proposals for the 2024 ABC submitted by the WSO Global Members Committee is to expand the scope and change the name of the International Literature Scholarship fund. By obtaining this legal information, we will know if/how this proposal along with any other changes related to restricted funds in the future can be implemented. This legal opinion will be needed regardless of whether the ballot passes in order to provide a comprehensive impact statement to the fellowship.

Second: Dove H.

Decision: Motion Passed unanimously on April 14, 2024.

Motion 2024_04_06: Certify ARC Region

Motion: To certify the new ARC Region. (Sue V.)

Background: In April 2023, ARC submitted an application to WSO for certification as a Region. Since this time, the Regions subcommittee and the Board have been in communications with ARC regarding their application. On April 4, 2024 the Regions Coordinator informed the Secretary that ARC had provided all the requested information and was ready for certification.

Second: Rich R.

Decision: Motion Passed on April 24, 2024. Jim R. abstained.

Motion 2024_04_07: Trustee Candidate Ken R.

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

Second: Rich R.

Decision: Motion Passed unanimously on April 24, 2024.

Motion 2024_04_08: Funds for Airtable Consultant Fees

Motion: To approve the expense of approximately \$18,000 for a vendor to design and implement a workflow management database system using the Airtable software platform. (Dove H.)

Background: The implementation of a workflow management database system can significantly enhance the efficiency and productivity of an organization. After much research, the General Manager and IT Manager recommend using Airtable as a workflow management database system for WSO. By hiring Airtable consultants to design some of the key databases for WSO they can be up and running in the coming months.

Second: Rich R.

Decision: Motion passed unanimously on April 25, 2024.

Motion 2024_04_09: Use of Social Media

Motion: To approve the use of social media as a public awareness and outreach tool by ACA WSO while adhering to the Traditions in its use. (Rich R.)

Background: The use of social media was discussed by the Public Services committee from 2021 to 2022. In 2023 at the February QDM the office recommended a pilot project to the delegates and board to use social media as a public awareness and outreach tool. A report was presented at the 2023 ABC a few months later that began to outline how WSO was setting up the social media project along with very preliminary results.

The project was continued throughout 2023 with the results of the yearlong project showing much increased engagement while not encountering any issues regarding the Traditions. A couple of other social media platforms were tested as more knowledge was gained from the project. It has been shown that utilizing the video capabilities of platforms like Instagram attracts a significantly higher amount of engagement, and again without negative results regarding the Traditions.

Social media has been a well-used tool in the world of 12 Step programs by the larger 12 Step programs for quite a few years. Today it is the number one method of communication in most of the world and fits very well with our mission to raise awareness and carry the message of recovery to adult children around the world.

As per Concept six, this motion will proceed to the ABC for a vote.

Second: Tamara P.

Decision: Motion passed unanimously on April 25, 2024.

Presented for the Record for May 2024

Motion 2024_05_01: Create Committee Chairs Forum

Motion: To create a Committee Chair Forum group for the purpose of two-way communication and collaboration with the Board on specific initiatives, policies and priorities to better serve the fellowship and WSO by sharing knowledge, collectively work to increase overall effectiveness of the committees, and create solutions for challenges. The Committee Chair Forum will report to a Chairs Forum Coordinator, who reports to the Executive Committee. (Sue V.)

Background: At the current time, WSO has 18 Committees, some created at the direction of the Conference. We have Collaboration Committees but this does not allow for all chairs to be in one forum. The Board needs to provide support and be supported by the committees in ways that are not possible with the current limited resources. The chairs also need to have peer support while completing their duties in WSO to better serve the fellowship.

Second: Jim R.

Decision: Motion passed unanimously on May 9, 2024.

Motion 2024_05_02: Record Management and Retention Policy

Motion: To approve instituting a Records Management and Retention Policy in the ACA World Service Organization- see: 📄 ACA WSO Records Management and Retention Policy FINAL.pdf (Sue V.)

Background: It is a best practice for an organization to implement a formal policy that outlines the procedures for retaining, storing, and disposing of documents in a systematic and consistent manner. It helps ensure compliance with legal and regulatory requirements, protects sensitive information and ensures the organization's information is being handled responsibly and securely.

Second: Tamara P.

Decision: Motion passed unanimously on May 9, 2024.

Motion 2024_05_03: Expanded “Whistleblower” Policy

Motion: To approve instituting an expanded "Whistleblower Policy" in the ACA World Service Organization- see: 📄 ACA WSO Whistleblower Policy (2024) (Sue V.)

Background: It is a best practice for an organization to formally implement a policy on reporting and investigating allegations of suspected improper activities, also known as a "Whistleblower Policy." Currently there is a policy for WSO special workers and this expanded policy includes WSO volunteers and delegates. This policy protects those in the organization who report activities believed to be illegal, dishonest, fraudulent or unethical to come forward in good faith without fear of retribution or personal detriment. The proposed WSO policy is in accordance with CA state and federal laws, and has undergone legal review.

Second: Jim R.

Decision: Motion passed unanimously on May 9, 2024.

Motion 2024_05_04: Correspondence Outreach to Institutions Guidelines

Motion: To approve the "Correspondence Outreach to Institutions" document submitted by the Public Engagement and Hospital & Institutions Committee -see:

📄 Correspondence Outreach to Institutions for Adult Children.pdf (Tamara P.)

Background: The document establishes guidelines and procedures for how “outside” ACA members can support ACA members who are incarcerated/ institutionalized through written correspondence. This document was reviewed by the Fellowship and Public Engagement Collaboration Committee.

Second: Rich R..

Decision: Motion passed unanimously on May 10, 2024.

Motion 2024_05_05: Extension of Publishing Chair

Motion: To approve a one year extension for Sue V. as the Chair of the Publishing Committee. (Tamara P.)

Background: Sue V.'s three year term as the Publishing Committee Chair ends at the 2024 ABC as per the OPPM. Sue V. has contacted numerous members to take on the Chair role over the past year and there is no one available to accept this position at this time. She has offered to extend, if needed and approved.

Second: Jim R.

Decision: Motion passed unanimously on May 10, 2024. Sue V. abstained.

Motion 2024_05_06: Funds to Print Hard Cover BRB's

Motion: To approve the printing of 15,000 of the hard cover ACA Fellowship Text (BRB) by Thomson Press in India at an approximate cost of \$63,670 including ocean freight to Signal Hill CA. (Sue V.)

Background: This order is needed to ensure WSO does not run out of stock of the hard cover ACA Fellowship Text (BRB) in the US inventory. It costs less to print these books with Thomson Press in India and ship them to the US than to print the books in the US and ship them to California. This is about \$4,000 less than last year due to a reduction in raw materials cost.

Second: Dove H.

Decision: Motion passed unanimously by the Executive Committee on May 14, 2024.

Motion 2024_05_07: Funds to Print Soft Cover BRB's

Motion: To approve the printing of 10,000 of the soft cover ACA Fellowship Text (BRB) by Thomson Press in India at an approximate cost of \$29,110.00 including ocean freight to Signal Hill CA. (Sue V.)

Background: This order is needed to ensure WSO does not run out of stock of the soft cover ACA Fellowship Text (BRB) in the US inventory. It costs less to print these books with Thomson Press in India and ship them to the US than to print the books in the US and ship them to California.

Second: Dove H.

Decision: Motion passed unanimously by the Executive Committee on May 14, 2024.

Motion 2024_05_08: Funds to Print LPG

Motion: To approve the printing of 15,000 of the spiral bound Loving Parent Guidebook (LPG) by Thomson Press in India at an approximate cost of \$35,005.00 including ocean freight to Signal Hill CA. (Sue V.)

Background: This order is needed to ensure WSO does not run out of stock of the spiral bound Loving Parent Guidebook (LPG) in the US inventory. It costs less to print these books with Thomson Press in India and ship them to the US than to print the books in the US and ship them to California. This is less than last year due to a reduction in raw materials cost.

Second: Dove H.

Decision: Motion passed unanimously by the Executive Committee on May 14, 2024.

Motion 2024_05_09: Funds to Print YWB

Motion: To approve the printing of 15,000 of the spiral bound 12 Steps of Adult Children (YWB) by Thomson Press in India at an approximate cost of \$30,270.00 including ocean freight to Signal Hill CA. (Sue V.)

Background: This order is needed to ensure WSO does not run out of stock of the spiral bound 12 Steps of Adult Children (YWB) in the US inventory. It costs less to print these books with Thomson Press in India and ship them to the US than to print the books in the US and ship them to California. This is about \$5,000 less than last year for the same quantity due to a reduction in raw materials cost.

Second: Dove H.

Decision: Motion passed unanimously by the Executive Committee on May 14, 2024.

Motion 2024_05_10: OPPM Updates: NomCom and Board Member Qualifications

Motion: To approve updates to the following sections of the Operating Policies and Procedures Manual (OPPM): (Sue V.)

- SECTION III. WSO BOARD OF TRUSTEES/ J. Board Nominating Committee and SECTION APPENDIX IV Nominating Committee- see:
 - OPPM Updates for NomCom 2024-04-17
- SECTION III. WSO BOARD OF TRUSTEES/K. Qualifications for Board Membership- see:
 - Section III. K Board Qualifications (based on Revised NomCom qual.).pdf

Background: These sections were updated to align with current practices. The NomCom updates were drafted/reviewed by the NomCom Chair. The Qualifications for Board Membership section was updated so it is consistent with the qualifications for the NomCom.

Second: Tamara P.

Decision: Motion passed unanimously by the Executive Committee on May 16, 2024.

Motion 2024_05_11: Authorize General Manager to Set Pricing for Literature

Motion: To approve for the General Manager to make decisions about pricing for ACA Literature unless it is out of the norms of our pricing structure. (Rich R.)

Second: Sue V.

Decision: Motion passed unanimously on May 16, 2024. Jim R. abstained. Dove H. was absent.

Motions Passed at 2024 Annual Business Conference (ABC)

May 18-19, 2024

ABC_2024_01: Approval of 2023 ABC Minutes and Quarterly Delegate Mtg Minutes

Motion: To approve the minutes of 2023 ABC, the August 5 and November 4, 2023 Quarterly Delegate Meetings and the February 3, 2024 Quarterly Delegate Meeting. See:

<https://adultchildren.org/past-conferences/>

Passed on May 18, 2024.

ABC_2024_02: Safety Tent Card

Motion: The Literature Committee moves that the ABC Delegates give Final Conference Approval for the publication of the Safety Tent Card.

Passed on May 19, 2024.

ABC_2024_03: Proposed New Wording of Concept II

Motion: that, to support a Informed Group Conscience process, the following language be approved by the conference today for subsequent group consideration and a final vote at the 2025 ABC as a replacement for the current Concept II: "ACA groups delegate to the World Service Conference the authority to act as their effective voice and conscience, and to represent the fellowship in world service matters."

Passed on May 19, 2024.

ABC_2024_04: Extension and Expansion of Scope of Concepts Study Group

Motion: We propose a 2 -3 year extension of the time, and an expansion of its scope, of the Concepts Study Group:

- to refine recommended language for an update to Concept VI to be presented at the next business meeting of the Conference
- to Include considering updates to other Concepts, and to make recommendations to better integrate the Concepts into the World Service Conference and the World Service Organization.

Passed on May 19, 2024.

ABC_2024_05: Quarterly Delegate Meetings

Motion: Authorize the ABC Committee to cancel up to two Quarterly Delegate Meetings (QDMs) between now and the 2025 ABC, if there is insufficient volunteer support; and direct the ABC Study Subcommittee to report to the 2025 ABC on an appropriate number of delegate meetings, strategies for maintaining volunteer support, and models to optimize the meetings' value and delegate experience.

Passed on May 19, 2024.

ABC_2024_06: Next Step for Approval to Change Functional Name

Motion: To submit to all ACA registered groups (meetings, intergroups, and regions) for approval, “to change the functional name of the fellowship to Adult Children of Alcoholics and Dysfunctional Families (ACAD), the top choice by the fellowship from the name study surveys.” Passed on May 19, 2024.

ABC_2024_07: New Guidebook on Essential Needs of ACA Recovery

Motion: Direct WSO to develop a guidebook that focuses on the essential needs of ACA recovery, including for new ACA members, with a proposed publication date of May 2027 or earlier. The project should follow the general outlines of Ballot Proposal 3. This includes a gentle framework for combining the Steps with reparenting; practical tools and exercises; and perspectives that reflect ACA’s diverse global fellowship. Passed on May 19, 2024.

ABC_2024_08: New Name & Scope of Intl. Literature Scholarship Fund (Pending Minority Opinion)

I move to change the name of the existing International Literature Scholarship Fund to "International Literature Fund" and clarify the scope to include additional publishing, translation, printing and distribution activities to ensure equitable access to ACA literature as deemed reasonable by ACA WSO.

ABC_2024_09: Social Media for Public Awareness/Outreach (Pending Minority Opinion)

To approve the use of social media as a public awareness and outreach tool by ACA WSO while adhering to the Traditions in its use.

Presented for the Record for June 2024

Motion 2024_06_01: New Translation Relicensing Process

Motion: To approve sending a letter to all groups and previous licensees announcing a translation relicensing process that will expire and replace all licenses before 2024 that do not conform to legal requirements. See: [Translation Relicense Letter Final \(Sue V.\)](#)

Background: The Translation relicensing process is being updated, and this letter will communicate this process to translation individuals, groups, and intergroups, as needed. Bill D, the General Manager, and the Publishing Committee have approved this motion/letter.

Second: Dove H.

Decision: Motion passed unanimously on June 18, 2024.

Motion 2024_06_02: Funds for Second Stage of Compensation Project

Motion: To approve up to \$10,300 for services provided by BPM HR Consultants for the second stage of the overall compensation project. (Sue V.)

Background: The auditor, who conducted the 2023 audit, recommended that WSO standardize practices to evaluate the salary and benefits of special worker positions by comparing them to similar non-profit organizations in size and location. This allows the Board and General Manager to review and assess the fairness and competitiveness of the compensation packages, align them with the organization's goals and performance, and ensure they comply with legal and regulatory requirements. This will also help mitigate potential conflicts of interest and uphold the organization's reputation and integrity. This proposal from BPM HR Consultants provides services to WSO for the next 12 months, including benchmarking of all current and future special worker positions and outlining overall policies for the Board to consider regarding compensation. Over the next 12 months, these services will also provide the General Manager with HR tools and best practices.

Second: Rich R.

Decision: Motion passed unanimously on June 18, 2024.

Motion 2024_06_03: Election of Board Chair for Third Term

Motion: To elect Sue V. to the officer role of Chair on the ACA WSO Board of Trustees for her third one-year term. (Rich R.)

Second: Dove. H.

Decision: Motion passed unanimously on June 20, 2024. Recused: Sue V.

Motion 2024_06_04: Election of Vice Chair for Second Term

Motion: To elect Dove H. to the officer role of Vice Chair on the ACA WSO Board of Trustees for her second one-year term. (Rich R.)

Second: Jim R.

Decision: Motion passed unanimously on June 20, 2024. Recused: Dove H.

Motion 2024_06_05: Election of Treasurer for First Term

Motion: To elect Tamara P. to the officer role of Treasurer on the WSO Board of Trustees for her first one-year term. (Rich R.)

Second: Ken R.

Decision: Motion passed unanimously on June 20, 2024. Recused: Tamara P.

Motion 2024_06_06: Election of Secretary for Third Term

Motion: To elect Tamara P. to the officer role of Secretary on the ACA WSO Board of Trustees for her third one-year term. (Rich R.)

Background: Tamara was initially elected Secretary on November 13, 2021. At this time, board officer terms were two years, starting officially at the ABC's in April. In August 2022, the bylaws were amended to state, "The term for board officer positions shall be one year, from July 1 through June 30, and officers may be elected to a maximum of three full terms. If an officer is initially elected mid-term and serves more than six months, they may be elected to a maximum of two additional full terms." This means that Tamara's tenure as Secretary will end in April 2025.

Second: Sue V.

Decision: Motion passed unanimously on June 20, 2024. Recused: Tamara P.

Motion 2024_06_07: Increase Annual Limit for Individual Contributions

Motion: To increase the annual dollar limit for individual contributions to ACA WSO from \$7,500 to \$50,000. (Tamara P.)

Background: In 1986, the Board approved the annual contribution limit of \$500. Then, in 2012, it was increased to \$7,500. The Finance Committee recommends that it is time to increase it again to \$50,000 to help support our worldwide fellowship services. As a reference, Al-Anon has an annual cap of 1% of their general fund revenue from the prior year as an annual contribution limit. Based on their 2022 revenues, that would be approx. \$60,000.

In addition, one member wrote: "I also believe, in keeping with our personal integrity, that an ACA member may not be told what it is, or isn't, 'enough'. We can choose for ourselves now. Many of our members have experienced that exact dynamic in childhood and would like such parameters removed. Setting such a financial cap, ironically of course, continues the family dysfunction of 'control', from which we have dedicated our lives to breaking free." As an example of this, one member wants to contribute 10% of their annual salary, which will be \$16,000 this year which is over the current limit.

If the board approves this motion, it will be forwarded to the Annual Business Conference for a final decision on this large matter of general policy and finance.

Second: Rich R.

Decision: Motion passed unanimously on June 23, 2024.

Motion 2024_06_08: Increase in Suggested Contribution

Motion: To increase the suggested contribution from \$2 to \$3. (Tamara P.)

Background: The current suggested contribution of \$2 has not changed since 2006, when the Big Red Book was published. The Finance Committee recommends increasing the suggested contribution from \$2 to \$3 to keep up with inflation. An Inflation Calculator that is based on the Consumer Price Index in the US shows that \$2 of buying power in 2006 is equal to \$3.12 in May 2024. If approved, the change in suggested contribution from \$2 to \$3 will need to be changed over time as it is cited in a lot of our literature.

If the board approves this motion, it will be forwarded to the Annual Business Conference for a final decision on this large matter of general policy and finance.

Second: Jim R.

Decision: Motion passed unanimously on June 23, 2024.

Motion 2024_06_09: Remove Cap Limit on Bequests

Motion: To remove the dollar limit cap on bequest contributions to ACA WSO. (Tamara P.)

Background: On October 6, 2021, the Board approved the following motion: To approve an increase in the limit for one-time bequests made to WSO by the estates of ACA members from \$7,500 to \$50,000 USD. Background from 2021 motion: After being required to return checks from estate executors over the years because they exceeded our contribution limit, an evaluation of the various bequest limits used by major fellowships was performed by the Finance Committee. It was learned that some fellowships had no limit on the amount of money or value of an asset that could be given in a will. It was also learned that ACA WSO had a lower limit on bequests than some of those that had limits. After discussions on the future financial needs of WSO and the lack of effect a deceased person's contribution would have over the organization per the Traditions, it was unanimously recommended by the Finance committee to increase the current limit.

Since this time, the Finance Committee has been researching/considering the bequest limit policy and, on June 13, 2024, approved the above motion to go to the Board of Trustees based on:

- Removing this limit gives ACA members autonomy in choosing the amount they want to bequest to ACA WSO.
- Deceased members cannot unduly influence ACA WSO with a significant bequest contribution.
- Three other major 12 Step programs (Al-anon, OA, NA) have no limit on bequests.
- Bequests exceeding the limit have had to be returned and subsequently not replaced with the limit amount.
- Removing this limit will help support the growth and programs/services offered by ACA WSO, especially while efforts are made to increase 7th Tradition contributions.

If the board approves this motion, it will be forwarded to the Annual Business Conference for a final decision on this large matter of general policy and finance.

Second: Dove H.

Decision: Motion passed unanimously on June 25, 2024.

Motion 2024_06_10: Updates to IT Section of OPPM

Motion: To approve the updates made to the Section XXI. Information Technology in the Operating Policies and Procedures Manual. See: [OPPM Updates - Section XXI. Information Technology](#) (Sue V.)

Background: The IT Committee is proposing these updates so the information in the OPPM is up-to-date.

Second: Dove H.

Decision: Motion passed unanimously on June 29, 2024.

Presented for the Record for July 2024

Motion 2024_07_01: New Name for Concepts Study Ad Hoc Committee

Motion: To approve changing the name of Concepts 2 and 6 Study Ad Hoc Committee to the Concepts Study Ad Hoc Committee.

Background: At the 2024 ABC the delegates approved expanding the scope of the study from Concepts 2 and 6 to include all Concepts. The motion passed stated: We propose a 2-3 year extension of the time, and an expansion of its scope, of the Concepts Study Group: to refine recommended language for an update to Concept VI to be presented at the next business meeting of the Conference to Include considering updates to other Concepts, and to make recommendations to better integrate the Concepts into the World Service Conference and the World Service Organization.

Decision: Motion passed unanimously on July 3, 2024.

Motion 2024_07_02: Funds for Legal Retainer for IP Matter

Motion: To approve a \$5,000 retainer for NolanHeiman, a law firm specializing in intellectual property matters, to pursue legal action regarding the publishing and distribution of counterfeit BRB's. (Sue V.)

Background: While pursuing an infringement case against a seller on US Amazon for selling fake BRBs, the General Manager discovered a sophisticated global launch of counterfeit BRBs being sold on multiple platforms worldwide. To protect the Fellowship and WSO, including the copyright of the BRB, the General Manager recommends that the board pursue litigation against Ingram, the printer/distributor of these counterfeit books, and the publisher once the identity is uncovered.

Second: Rich R.

Decision: Motion passed unanimously on July 4, 2024. Tamara P. was absent.

Motion 2024_07_03: New Chair of Ballot Preparation Committee

Motion: To approve Karin S. for the chair position of the Ballot Preparation Committee.

Background: The Ballot Prep. Committee has approved this motion to go to the board.

Decision: Motion passed unanimously on July 12, 2024.

Motion 2024_07_04: Board Candidate Al E.

Motion: To communicate to the Nominating Committee that the Board has reviewed the Trustee Candidate Packet for Al E., and we have no objections to him joining the Board as a Trustee. (Sue V.)

Second: Ken R.

Decision: Motion passed unanimously on July 18, 2024.

Motion 2024_07_05: Acceptance of Mid-Year Budget

Motion: To accept the presented version of the mid-year budget see: [2024-mid-year-revised-budget](#) (Tamara P.)

Second: Sue V.

Decision: Motion passed unanimously on July 18, 2024.

Motion 2024_07_06: Salary Increase for General Manager

Motion: To approve a 4% cost of living increase and 3% merit increase for the General Manager's annual salary for 2024 at \$169,595 retroactive to February 11, 2024. (Sue V.)

Background: The ACA WSO General Manager's salary has effectively been \$158,500 per year since his hire in February 2022 as an employee. In 2023, the board, in consultation with the General Manager, did not approve a salary increase due to fiscal constraint issues which allowed other employees to receive a 5% increase.

In 2024 the board obtained benchmarking information for the General Manager position to consider a salary increase. The following information is from the BPM's Executive Director / General Manager Compensation Benchmarking Report: For the purposes of benchmarking, the ACA WSO General Manager position is a hybrid of a Chief Operating Officer position (operational implementation) and an Executive Director position (strategic development). A proposed total increase of 7% (4% COL and 3% Merit) would place the General Manager salary between the 75th and 90th percentile of Chief Operating Officer market data (against ERI's \$2M budget data), and between the 50th and 75th percentile of Executive Director market data.

Since a 5% increase was included in the 2024 budget, the additional 2% will result in \$3,170 of

unbudgeted cost in the original 2024 budget.

Second: Dove H.

Decision: Motion passed unanimously on July 18, 2024.