



**Adult Children of Alcoholics & Dysfunctional Families
World Service Organization**

1901 East 29th St, Signal Hill, CA 90755

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This is a regularly scheduled meeting with notice given on the ACA WSO website.
Please contact the board secretary for any comments, requests or questions about this meeting at secretary@acawso.org

Board Meeting with the Fellowship Agenda

June 14, 2025

18:00 - 20:00 UTC; 2:00 PM - 4:00 PM ET

Held via video/audio conference via Zoom

Agenda Topic

I. Opening - Tamara P., Meeting Chair

A. Call to Order – Open with the ACA Serenity Prayer

B. Readings:

Tradition 6: An ACA group ought never endorse, finance, or lend the ACA name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.

Concept VI – On behalf of ACA as a whole, our Annual Business Conference has the principal responsibility for the maintenance of our world services, and it traditionally has the final decision respecting large matters of general policy and finance. But the Annual Business Conference also recognizes that the chief initiative and the active responsibility in most of these matters would be exercised primarily by the Trustee members of the World Service Organization when they act among themselves as the World Service Organization of Adult Children of Alcoholics.

Diversity Statement: ACA is an inclusive organization and open to all affected by family dysfunction. We strive to create an atmosphere that reflects the diverse communities we serve and where everyone feels empowered to be their full, authentic selves.

Health and Safety Statement: ACA WSO is committed to the health and safety of all who are choosing to be in service within the fellowship. This is a shared responsibility. Our service experience is affected by our personal recovery and by our commitment to Tradition One - unity. With this cooperative approach, we prioritize the health and safety of our committees and ourselves.

Meeting Protocol: This is a business meeting. We ask that everyone keeps their microphones muted unless called on to speak and stay focused on each agenda item. There will be time for questions

and comments after each section. Disruptive participants will be muted to ensure the meeting stays on track and remains respectful to all participants. If you have a topic you'd like to discuss on the agenda, please send your suggestions to secretary@acawso.org two weeks prior to the meeting. If you have a question about a specific committee, please reach out to the chair of that committee.

Notice of Recording: The audio recordings of this meeting will be posted on the WSO website. Please be aware of this if you choose to speak during today's call.

[Start Recording]

C. Roll call of Board Members: Alisa A., Dove H., Jim R., Kaz S. (*joined for parts of the meeting*), Ken R., Rich R., Tamara P. Al E. (*joined later in the meeting*)

Absent: Sue V.

Quorum - Established with six board members present

29 Participants in addition to board members including:

- 3 staff
- 9 committee chairs

D. Meeting Support:

a. Chair: Tamara P.

b. Notetaker: Trish I./ Assistant to Board Secretary

c. Tech Host: Brad L.

d. Timekeepers: Ken R. (section) and Jim R. (individuals)

E. Participant Introductions: Please add to Zoom chat your WSO or local service role, delegate, first name, country/state/province.

II. Minutes

Motion: To approve the minutes of the March 8, 2025, Board Meeting with the Fellowship - see: [2025-03-08 Board Mtg. with Fellowship Minutes - draft](#) (Tamara P.)

Second: Dove H.

Decision: Motion passed unanimously. Sue V., Al E. and Kaz S. were absent.

III. Executive Reports

A. [Board Report](#) - Jim R., Vice Chair, presented an overview of the report

B. [Treasurer Reports](#) - Tamara P., Treasurer, presented an overview of the report.

C. [Finance Committee Reports](#) - Tamara P., Treasurer, presented an overview of the report.

Note: the financial reports presented are for the month two months before the current month.

C. [General Manager Reports](#) - Bill Dalton, General Manager, presented an overview of the report.

D. **Questions/Comments**

- What is "SMR"?

- A: Strengthening My Recovery
- I really enjoyed the video of the Office. It really gave me a connection. Thank you.
- Thank you for incredible work done and reflected in the outcomes. Especially in regards to the audit. It is mind-blowing to hear all these achievements with mostly volunteers and just a handful of paid staff.
- How many people are working in the office at Signal Hill?
 - A: There are 7 people including one part-time:
 - Myself, General Manager
 - Sylvia M. - Finance Controller
 - Jose - Warehouse worker handling book packing and shipping
 - Carrie - Customer service and communications handler
 - David - Amazon e-commerce and global inventory manager
 - Sarah - Bookkeeper handling accounts, payables, receivables, and 7th tradition contributions
 - Randy who is part time- 2 days/week in the warehouse.

IV. WSO Topics

A. 2024 Audit Update & Upcoming Mtg. with Auditor - Ken R.

Ken extended an invitation to the Meeting with the Auditor on June 18th from 4-6pm ET. He also presented an overview of the [Audit Committee Webpage](#) and the management letter from the 2024 Audit.

Questions/Comments - None.

B. Content Development Topic: Literature Assessment Project Update - Tamara P.

Tamara presented a short overview of the Literature Committee report from the recent ABC.

Questions/Comments

- I was a member of the ComLine subcommittee and then volunteered to be the chair of the subcommittee and we reached out to potential writers and volunteers. There are a number of people who volunteered to help and I am looking to get it up and going. In the plans for website redesign including improved searchability for articles by topic. We will implement monthly writing assignments on specific topics like boundaries, safety, meetings, literature, and WSO updates. Looking for writers, editorial team members, and subcommittee participants.
- I have a question about distributing free literature. I understand that there's a process online to fill out a form. And I have a person in Finland who has filled out the form, and the response was that they could purchase literature on Amazon or from their intergroup or region. But, I've been a literature person for intergroups and regions for years, and it's cost prohibitive for us to mail any books to Finland or Canada, or pretty much anywhere out of the United States. When I asked her to contact the local distribution place in Europe, there was a minimum purchase of 20 books. So I'm just wondering how someone would proceed to get the actual use of free literature and how that's being implemented. Thank you so much.
 - I can address the mechanics of it, because the office is the entity that fulfills orders and ships literature; as far as the policy goes, that's a board related topic. For years we had a policy for free literature being on the website as far as foundational documents, trifolds and flyers, but not books. We don't put our books on the website for free Pdf download because it'll void the copyright. That's a very valuable commodity to this fellowship, and

that we wouldn't survive if we didn't have those copyrights, and everybody in the world could print our literature at will. So we do not put our books for free online.

- I do know the program that she is referring to. It wasn't online. I thought it was maybe related to H & I. I heard about it years ago that it was for new meetings starting up that we could contribute a few free books.
- And that program is alive and well, it's called the Lights on program. It was a board program that was approved back in the mid 2000s. I think we sent books to Ethiopia, and we sent books to Iran this past 2 months. So that program is alive and well, I don't think that's what she's talking about, though I believe she's talking about an individual wanting free books. If there's an intergroup in the country, or there's a group that they belong to, they can work something out to get free books. But as a WSO policy I've never heard of us just sending free books on request. What we do have is an opportunity for people to get books if they're a therapist or a member of the professional community. We have the H & I program that sends out free literature. We have some damaged books in the office. If someone really can't afford a book, we can do that. But as far as shipping goes in Europe we have a hub where we can ship books at very low cost. There's just not a shopping cart set up, so if they want to write to me here in the office, I'll be happy to interact with them to see if we can meet their needs. We just aren't able to ship individual books in Europe, yet since there are lots of tax issues registering a shopping cart in all of those countries.
- I'm pretty impressed with the use of standards, and I just wondered if you could explain that a little bit more. You said they weren't in use before, but it's really helping with the flow.
 - There's a glossary that has been built so as new words come up that maybe hadn't been known around the world before they put it in as a glossary. So now writing teams and publishing teams are using that glossary. We also just met with someone who is in the business of implementing standards, and she was just telling us what the theory is and how it works and what kind of publications are already out there about standards like the Chicago Manual of Style. So things like that we could look at bringing in and and doing an audit of the books that we already have and publish or published to see if it could help us. But that is a long term.
- I want to reiterate the point Bill made about intergroups distributing books. Our intergroup has books available from a meeting that went virtual after COVID. Local intergroups can support new meetings by giving away initial books and communities with multiple meetings can help meetings that don't have books. This distribution happens frequently for new meetings in our area.

C. Upcoming New ACA Website - Brad L., IT Manager

- Brad L, the IT manager, presented the upcoming new ACA website planned for launch in early August, highlighting:
 - New homepage focused on newcomers
 - Newcomer pathway addressing "Do I belong here?" and getting started
 - Enhanced navigation with mega menus and side help menu
 - Improved meeting finder with standardized layout and focused filters
 - New volunteering section organized by committee types
 - Automated language-based free literature filtering
 - Working program pathway for established members
- Brad mentioned the IT team spent 4+ years developing this website to transform it from

text-heavy to user-focused, aiming to make users feel about the website how they feel about the program. They expect the Study groups search functionality planned for Q1 2026 and mobile phone app development to start 2026, likely release in 2027.

Questions/Comments


- It looks amazing - thank you for all you do.


V. **Promise 7 Break** -Adelina

VI. **Board Topics**

[Al E. joined the meeting]

A. **Petition Update** - Tamara P.

Reference:  2025-02-28 Petition re Literature Price Increase.pdf

 Response Letter to Petition re Price Adj 2025-06-09.pdf

- At our last Board Meeting with the Fellowship on March 8, I shared that a petition had been submitted to the Board on February 28 by representatives from three Regions, one Intergroup, and three meetings. During that meeting, the petition was read into the record, and the petitioners were invited to speak and offer any additional context for the Board's consideration.

The petition expressed concerns about the literature price adjustment that took effect on March 1 potentially falling into a "large matter of general policy and finance" as described in Concept VI, and therefore it would be appropriate to postpone the change in order to receive explicit approval from the Annual Business Conference (ABC).

The petition raised concerns that the literature price adjustment, which took effect on March 1, may constitute a "large matter of general policy and finance" as outlined in Concept VI. Accordingly, it requested the change be postponed to allow for consideration by the Annual Business Conference (ABC) in May.

We are grateful for the thoughtful effort and service demonstrated by the petitioners. After careful review, the Board has respectfully denied the petition. Here's why:

- **Operational Scope:** The price adjustment was a necessary operational step, not a change in overall policy. It was recommended by the Finance Committee and approved by the Board to address rising costs and preserve ACA WSO's financial stability. Delaying the adjustment would have resulted in a projected \$72,000 deficit and hindered our ability to distribute literature globally.
- **Concept VI:** While Concept VI affirms the ABC's role in major decisions, it also recognizes the Board's responsibility to act on operational matters in order to manage resources wisely. This balance enables the Board to make timely, informed decisions to support ACA's purpose.
- **Transparency:** The Board communicated the decision multiple times before implementation, including announcements at the December Board Meeting,

Fellowship-wide emails, the January edition of *The Traveler*, and a presentation at the February Quarterly Delegate Meeting.

- **ABC Involvement:** The board presented a broader literature pricing policy statement that was approved at the May 2025 ABC pending minority opinion discussion during the next Conference Business Meeting.

The Board believes this decision was consistent with our responsibilities and grounded in transparency, fiduciary duty, and service to the Fellowship. We thank all who voiced their concerns and those who continue to contribute to ACA's growth and stability.

Questions/Comments - None.

B. Anniversary Celebration Planning Status - Jim R.

- Jim presented information on the anniversary celebration planning, including:
 - Planning for ACA's 50th anniversary in 2028.
 - ABC approved motion to explore costs and location options.
 - Celebrations can be decentralized - groups and intergroups can organize their own events.
 - Looking for volunteers with flexible time commitments.
 - 2026 will be 20th anniversary of Big Red Book publication as a test run.
 - He shared this information on the screen:

The Scope of the Work

Initially, our work will identify upcoming ACA anniversaries and will generate ideas of how to celebrate these milestones. Our suggestions will be suitable for various groups within the ACA service network - meeting groups, Intergroups, Regions and WSO. We will look at both in-person and online ways to celebrate.

Our brainstorming will lead to an organized document of celebration suggestions. How its organized and where this document will be made available will emerge from our group discussions.

Presently, our work is to generate and document ideas for celebrations. For now, our work is not to produce or host celebrations, though, members are welcome to follow through on producing such events. Separately we will also explore the possibility of producing an in-person WSO event.

Participate

- All ACA members are welcome to join in the development of these suggestions.

An In-person Celebration:

The 2025 Conference of Delegates approved an exploration of the feasibility of the WSO producing an in-person 50th Anniversary celebration. This will be a separate and concurrent endeavor, based on past practices and lessons learned in producing in-person ACA World Conferences in the past.

Motion: We move that the Conference approve an exploration of the necessary steps to organize an in-person, multi-day event in 2028, as well as other celebratory ideas, to commemorate the 50th Anniversary of ACA. This event would be similar in scale and scope to the ABC/AWC gatherings held in 2017, 2018, and 2019.

The exploration will include, but not be limited to:

- Identifying the process for finding ACA Meetings, Intergroups, or Regions willing to sponsor the event
- Reviewing past venue agreements and logistical requirements
- Investigating opportunities for raising funds through 7th tradition contributions and merchandise sales
- Assessing financial considerations and resource needs

NOTE: This celebration may, or may not be held in conjunction with an Annual Business Conference, in full, or in part.

Questions/Comments

- Thank you for spearheading this. I am all for having fun. I will put my email in the chat and look forward to working with you.
- We can do a lot of fundraising now before the anniversary with teddy bears, t-shirts, etc. sales of items to help defray the costs of any event.
 - After looking at the ups and downs of having an event we may decide to have or not have. I love the idea yet we are not there yet.
- The AWC Planning Team wants to help with the 50th anniversary event. I liked that it doesn't have to all be organized by WSO, and Intergroups and Regions can do something like a healing day. Super exciting.
 - It will be a year long celebration with so many opportunities to celebrate. One idea I had was possibly a sunset gratitude expression event going around the globe in 24 hours.
- I am enthusiastic about attending world events as I have been helping send intergroup representatives to world events and now I want to attend my first AWC (Annual World Convention). Encouraged celebration with "let's party".

VII. Motions Passed for the Record (March - May) - Dove H.

See: [2025 Book of Motions \(Jan. - May\)](#)

- Dove shared that the Book of Motions is updated each month and posted on the website with the motions passed. She highlighted three motions passed since the last BFM regarding updates to the OPPM as part of this important project.

Questions/Comments - None.

IX. Closing

A. Announcements

- The next Board Meeting with the Fellowship will be held on September 13, 2025.
 - Committee reports and the updated Book of Motions will continue to be posted monthly on the WSO website.
 - Please direct any questions to the relevant Committee email (see: [WSO Org. Chart and Committees & Staff List](#) for email addresses) or send them to the Board at Secretary@acawso.org
 - Following this meeting, some committee breakout rooms will be available for those interested (see list below).

B. Motion to Adjourn Meeting - Dove H. Ken - Second. Passed unanimously.

C. Closing Serenity Prayer

Post-Meeting Breakout Rooms

- ❖ **Anniversary Celebrations Project** with Jim R.
- ❖ **Annual World Convention Planning Team** with Adelina
- ❖ **ABC Study (Charter) and ABC Sustainability subcommittee** with Bill D. & Marion
- ❖ **Information Technology** with Brad L.

- ❖ **Intergroups (Roundtable), Member Services Committee** with Laura L, William G-B, Stephen G.
- ❖ **Literature Assessment Project Team** with Tamara P.
- ❖ **Nominating Committee** with Denise R.
- ❖ **Public Services & Hospitality & Institutions Committee** with Rich R. and Dick B.

Reference Information:

- [WSO Resources Links](#)
- **Links to Committee-Studies Webpages with Reports**
 - A. [ABC Committee](#): CoChairs- Edmundas, Marcus, Carmen
 - a. [ABC Study Group](#): Chair - Open
 - b. [ABC Sustainability Group](#): Chair - Marion M.
 - B. [Archives](#): Chair - Joe C.
 - C. [Ballot Proposals](#): Chair - Karin S.
 - D. [Concepts 2 & 6 Study](#): Coordinators: Charlie H. & Kelle J.
 - E. [Data Analysis](#)- Chair: Brian
 - F. [European](#): Chair - Edmundas
 - G. [Global Members](#): Chair -Brian P.
 - H. [Information Technology](#) - Chair: Marcin C.
 - I. [Literature](#): Chair - Open
 - J. [Member Services](#): Chair - William G-B
 - K. [Name Change Study](#) - Chair: Brad L.
 - L. [Nominating Committee](#): Chair- Denise R.
 - M. [OPPM](#): Team working on updating project: Trish I. (staff), Mary Jo L & Sue V.
 - N. [Public Services and Hospital & Institutions](#): Chair -Rich R.
 - O. [Publishing](#) - Chair - Sue V.
 - P. [Safety Resources Committee](#): CoChairs -Marcin. and Rich R.
 - Q. [Volunteer Resources](#): CoChairs- Jim R. and Laura L.

[Minutes prepared by Patricia Irelan, Assistant to the Board Secretary, and approved by the Board of Trustees on September 13, 2025, via motion.]

APPENDIX - Financial Reports

Adult Children of Alcoholics World Service Organization

Balance Sheet - Current vs Prior Month

For the months of April 2025 and March 2025

	Apr 30, 2025	Mar 31, 25	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1000 · Cash & Cash Equivalents	\$ 388,061	\$ 380,368	\$ 7,693
Total Checking/Savings	388,061	380,368	7,693
Accounts Receivable			
1300 · Customer Receivable	19,541	272	19,268
Total Accounts Receivable	19,541	272	19,268
Other Current Assets			
1310 · Other Receivables	887	1,650	(763)
1320 · SHOPIFY-Shopp'g cart receivable	1,601	(1,483)	3,084
1330 · Interest Receivable	886	590	296
1350 · Prepaid Expenses	66,989	69,578	(2,589)
1400 · Inventory Asset	415,173	419,311	(4,138)
Total Other Current Assets	485,537	639,647	(4,110)
Total Current Assets	893,138	1,020,287	22,851
Fixed Assets			
1800 · Fixed Assets	250,189	249,127	1,062
1830 · ROU Assets (Leased Assets)	539,420	551,178	(11,759)
1860 · Accum. Depr' & Am't	(146,926)	(145,849)	(1,077)
Total Fixed Assets	642,683	654,456	(11,773)
TOTAL ASSETS	1,535,821	1,674,743	11,078
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	7,002	9,716	(2,714)
Total Accounts Payable	7,002	159,716	(2,714)
Credit Cards			
2011 · Bank of America-Corp Card #1794	960	463	497
2012 · Bank of America-Corp Card #0904	124	(1)	125
2013 · Bank of America-Corp Card #4978	9,023	13,390	(4,368)
Total Credit Cards	10,106	13,853	(3,746)
Other Current Liabilities			
2100 · Payroll Liabilities	67,954	60,032	7,922
2130 · Other Liabilities	10,495	4,472	6,023
2200 · Accrued Liabilities	25,684	19,294	6,391
25500 · Sales Taxes Payable	20,601	11,090	9,511
Total Other Current Liabilities	124,734	94,887	29,847
Total Current Liabilities	141,843	268,456	23,386
Long Term Liabilities			
2300 · ROU Liability (Lease Liability)	577,488	589,646	(12,158)
Total Long Term Liabilities	577,488	589,646	(12,158)
Total Liabilities	719,331	858,103	11,228
Net Assets			
32000 · Net Assets w/o donor restrictions	794,969	795,676	(707)
32100 · Net Assets w/ donor restrictions (ILF)	40,970	40,208	763
Net Income	(19,449)	(19,244)	(206)
Total Net Assets	816,490	816,640	(149,92)
TOTAL LIABILITIES & Net Assets	\$ 1,535,821	\$ 1,674,743	\$ 11,078

No assurance provided. substantially all required disclosures omitted

Adult Children of Alcoholics World Service Organization
Profit & Loss
For the months of April 2025 and March 2025

	Apr 25	Mar 25	\$ Change
Income			
4010 · Shopify Revenue	\$ 68,970	\$ 72,328	\$ (3,358)
4030 · Amazon Revenue	102,504	60,872	41,631
4050 · Digital Books Revenue	6,847	8,118	(1,271)
4060 · Audible Revenue	2,229	2,033	196
4160 · International Sales	3,761	9,564	(5,803)
4200 · Other Revenue	291	1,055	(764)
4290 · eBay Sales	-	-	-
4295 · Shopify Canada Revenue	14	220	(206)
Total Sales	184,614	154,190	30,425
Contributions			
4080 · 7th Traditions Contributions	45,086	39,821	5,265
4080 · Restricted Contributions (ILF)	763	327	435
Total Contributions	45,848	40,148	5,700
Total Income	230,463	194,338	36,125
Cost of Goods Sold			
5000 · Shopify-Cost of Goods Sold	42,075	45,082	(3,007)
5050 · Amazon COGS	68,658	41,001	27,657
5150 · International COGS	6,286	6,626	(340)
Total COGS	117,018	92,708	24,310
Gross Profit	113,445	101,630	11,815
Expense			
6010 · Payroll Expense	47,380	46,358	1,022
6030 · Payroll Taxes	3,034	2,780	255
6050 · Travel & Mileage Expense	-	-	-
6054 · Contractors	18,853	16,724	2,129
6057 · Events	313	242	72
6070 · Program Initiatives	5,201	1,378	3,822
6080 · Professional Fees	10,413	13,081	(2,668)
6090 · Technology IT Support	5,996	8,421	(2,425)
6100 · License & Permits	-	-	-
6110 · Insurance Expense	580	580	-
6120 · Rent Expense	13,939	13,940	(0)
6130 · Utilities Expense	1,138	1,173	(35)
6140 · Office Expense	638	881	(243)
6160 · Repairs & Maintenance	428	428	-
6190 · Tax Expense	-	-	-
6200 · Bank & Merchant Fees	3,568	4,291	(724)
6210 · Depreciation & Amortization	1,077	1,400	(323)
9999 · Suspense Costs	-	-	-
Exchange Gain or Loss	(13)	43	(56)
Total Expense	112,544	111,718	826
Net Income	\$ 901	\$ (10,089)	\$ 10,990

No assurance provided, substantially all required disclosures omitted