



December 31, 2025

2025 Board Meetings with the Fellowship Minutes

Tamara P. - Secretary (March 2023 - June 2025)

Kaz S. - Secretary (July 2025 - present)

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

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Adult Children of Alcoholics & Dysfunctional Families World Service Organization

1901 East 29th St, Signal Hill, CA 90755

Phone: (562) 595-7831

Board Meeting with the Fellowship Minutes - March 8, 2025

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

Meeting held via video conference/Zoom

Agenda Topic

I. Opening - Sue V., Meeting Chair

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

B. Readings:

Tradition Five: Each group has but one primary purpose - to carry its message to the adult child who still suffers.

Meditation: Higher Power. Help us remember that ACA has but one primary purpose which centers the fellowship and which simplifies most discussions.

Help us remember to ask ourselves a simple question when we are doing the business of ACA. “Does what we are about to do support the primary purpose of carrying the ACA message to another adult child needing help?”

Tradition Nine: ACA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.

Meditation: Higher Power. May we remember that ACA and its meeting and service structure are different than our families of origin. May we be patient and avoid reaching for the easiest way out when we are confronted with a difficult situation. Help our ACA group ask for help in keeping our meetings safe and recovery-oriented. Also help us celebrate the things that we do right.

Concept III – As a means of creating and maintaining a clearly defined working relationship between the ACA meetings, the ACA WSO Board of Trustees, and its staff and committees, and thus ensuring their effective leadership, it is herein suggested that we endow each of these elements of service with the traditional Right of Decision.*

**The right of decision as defined herein refers to:*

1) the right and responsibility of each trusted servant to speak and vote his/her own conscience, in the absence of any contrary mandate, on any issue regardless of the level of service; 2) the 12 Steps, 12 Traditions, and the Commitment to Service will be followed by trusted servants in decision making;

3) delegates to the Annual Business Conference are trusted servants and therefore equally guided by the 12 Steps, 12 Traditions, 12 Concepts, and the Commitment to Service;

4) standard practice that decisions made by subcommittees are subject to the authority of the service body which creates its mission and defines its parameters.

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 that's not on the agenda, please send your suggestions to secretary@acawso.org two weeks before 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: Al E., Dove H., Jim R., Ken R., Rich R., Sue V., Tamara P.
Absent: Alisa A.

Quorum - Established

D. Meeting Support:

a. Chair(s): Sue V.

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

c. Tech Host: Brad L.

d. Timekeepers: Jim R. (section) and Dove H. (individuals)

E. Participant Introductions: Please add to Zoom chat your WSO or local service role, delegate, first name, country/state/province. 16 participants, include 5 Committee Chairs

II. Minutes

Last Meeting Minutes link: [📄 2024-12-14 Board Mtg. with Fellowship Minutes](#)

[NOTE: Please send any corrections for the minutes to the Secretary prior to the meeting at Secretary@acawso.org]

Motion: To approve the minutes of the December 14, 2024, Board Meeting with the Fellowship - see: [📄 2024-12-14 Board Mtg. with Fellowship Minutes](#) (Tamara P.)

Second: Dove H.

Decision: Motion passed unanimously. Alisa A. was absent.

III. Executive Reports

A. [Board Report](#) - Sue V. presented an overview of the Board Report.

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

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

D. Questions/Comments

- Q: If I understand the financial report correctly, against the revised budget, which projected a net income of about \$35,000, instead it was a \$35,000 deficit?
 - A: Our net loss was \$401.
- Q: Do we know what this discrepancy was due to and why our projections were off?
 - A: The big reason was we lost about \$25,000 of revenue from the counterfeiters selling our BRB's on Amazon. The second thing was the fraud that happened, the \$10,000 fraud that we have been transparent about. Also, the attorney fees we had to pay to stop counterfeiters since we could not get Amazon to take them down - we had to file lawsuits.
 - Q: Is it fair to say that we would have been close to budget if that had not happened?
 - A: Yes. Those combined add up to the \$35,000 difference.
- Q: Can you repeat the number of meetings?
 - The number of meetings is 2,761. The Intergroups are 104, and there are three certified Regions.

IV. Board Topic: WSO History Timeline Project - Tamara P. presented this document:

 [ACA WSO History Intro.docx.pdf](#)


Questions/Comments


- Comment: Thank you for all the work you're doing on the history. It's so important to preserve, and thank you so much.
- Q: I know everything's still in process and it's a work in progress. Based on what you know so far, is there anything yet bubbling up about lessons learned, going forward, we might want to do it that way instead of that way.
 - A: Yes, we have documents in the Archives written by ACA members that have shared their lessons learned. We're reading them as we go through, not just the motions, but there are some shares and some personal stories that say maybe we could have done that. So we're going to include that in the picture

as well.

- Comment: It's a fantastic idea. It aligns with what I'm doing in my own recovery of looking at the choices I made because in the choices I made, I didn't have all the information and I didn't have recovery. Thank you all for doing this.
- Q: With the documents coming in, is there a super early version of the Big Red book?
 - A: I think Bill has that. We'll include a picture of it.
- Comment: When you start pulling it all together and we're going to centralize it all so it's easy for everyone, it's like one of those books you read that you can't put down. And it's filled with inspiring stories. It's also filled with challenges - things that were challenging for individuals and groups. So I'm looking forward to having this available for everyone shortly. And thank you, Tamara, for leading the process.
- Comment: Al-Anon has published a book that actually goes through their history and how various issues have been addressed and changed down or not changed down through the years. And that might be something for the literature committee to consider.
 - Absolutely. There's going to be many applications for this.

V. Petition Submitted to the Board - Tamara P.

Reference:  [OPPM Appendix I. Right to Petition.pdf](#)

- Now we're going to introduce a petition that has been submitted to the Board. First the secretary will read the Petition into the record, then we'll ask the petitioners to share any relevant information that is not detailed in the petition as submitted. Then we will turn to AI, representing the Board, who will acknowledge with some initial remarks.
- a. The Secretary read the Petition into the record -see:
 [2025 Petition re Literature Price Increase \(1\).pdf](#)
- b. Petitioners to share any new information that would be important for the Board to consider in their decision
 - #1. - Two pieces of context that are not in this original petition but may be relevant. The first is regarding the price increase that happened in 2022. I understand there was a presentation made about that at the ABC but two things were different in that this time around. One, I understand there was a straw poll taken of that which did not happen in February. I understand there were considerations of Concept 6 back then, at least in that the report was made deliberately on day one so to allow, if there were any objections from the conference that somebody would have time to submit a floor motion to oppose it and I asked Charlie about this and he said it was timed in such a way to allow a conference motion to challenge it. He said it was among the earliest reports on day one so that delegates could have time to draft a motion. So what I would say is at least it wasn't a full asking for a conference vote, but there was a deliberate timing of it that would allow procedurally for an objection to be raised and therefore it not to pass and therefore arguably to align with Concept 6 and that didn't even happen here. The second thing I would say is, and I'm sort of saying this as a member of the concept study, and I do not mean to speak for that group, but as a member of that group, there's this issue of what is a large matter of

policy and finance, which leads to who decides what is a large matter of policy and finance? We've discussed that topic many times in that study group. And we seem to have over and over again aligned to that's the Conference's call. Perhaps the Board could use that group (Concepts Study) as a resource to advise them on such matters in the future.

- #2 - I do appreciate all the work that everyone puts into keeping the WSO running. I cannot imagine how much it is. My primary concern is actually the literature price increase without delegate approval. And understanding, as Sue, you've mentioned several times, that Tradition V is our primary purpose is to carry the message to the adult child who still suffers, which to me is literature as a primary way of doing that. And I did actually find another area in the OPPM, the Operating Policies and Procedures Manual that seems to apply to this on page 9. Number six, that the board maintained transparency with the ACA fellowship regarding large matters of policy and finance. So, in addition to the Concept, it seems like there wasn't as much transparency in this transaction. And I've looked at the price. When I first came to recovery, finances were an issue and before the literature price increase to have a person purchase a Big Red Book from the office was about \$30. And now it's about \$31.50. I just would rather have a fellowship discussion as to whether the group feels that amount is prohibitive to members. Thank you so much.
- #3 - I just wonder, even if the board feels like consulting the conference was not necessary in order to approve this price increase, why would the board not, as a matter of courtesy, ask the conference to weigh in on that idea.
- #4 - I would note that it has been mentioned that there was at one time an existing policy which allowed the Board to make necessary price changes to literature, but no one seems to have been able to locate that existing policy. Either what it's stated or if and when it had ever been changed or rejected. Therefore, that makes the obvious question as a follow-up question to whether or not the board would consider proposing such a policy for future inflation-based changes. To have the conference actually consider and approve or not approve so that this kind of situation is not presented in the future.
- #1 - Are there any questions from the board to the petitioners?
- Board member - If this is a large policy, is it a Fellowship group vote?
- #1 - That's a separate issue. Per Concept VI, it would at least need to go through the Conference. I think whether or not it needs to go through fellowship wide voting is a separate matter.

c. Board response - Al E.

- I acknowledge all the work that went into this petition, all the networking necessary to bring together the various groups into the petition process and final petition. We are appreciative that your groups are using this process to bring something forward that will benefit the collective Fellowship. This work is a shared effort, and together, we are ensuring that all voices are heard and considered. 'We, the collective Fellowship, are all in this together'. The Board actively serves the Fellowship by managing the organization's financial and operational responsibilities to achieve positive outcomes while nurturing and

supporting the Fellowship's spiritual needs.
[Al E. shares two slides] See:



Commitment to Financial Responsibility

The Board of Trustees fiduciary responsibility is to serve the Fellowship and maintain its business functions using a blend of spiritual and business principles.

The Board of Trustees actively supports the intended purpose of the ACA Fellowship and business profitability to carry the message to adult children who still suffer.

When we received this petition on Thursday evening, February 27, the Board responded by invoking the Right of Petition process, as detailed in the OPPM. The new information you shared adds important details to this discussion and contributes to the information we have committed to share on Price Adjustments at the 2025 ABC. We are confident that the delegates will guide us in the right direction.

The board is evolving and maturing; the conference is evolving and maturing. These disagreements naturally arise as things mature. We're a 47-year-old organization, with growing pains. "Growth means change, and change involves risk, stepping from the known to the unknown." (BRB, p. 531) Easy does it! (BRB, p. 52)

Next, we will carefully review the petitioners' concerns and delegate guidance from the Fellowship at ABC, then respond to the Petition following the OPPM procedures. Here is where we are at right now:

APPENDIX I — RIGHT TO PETITION - with current status .

VI. Promise 7 Break -Ken R.

VII. WSO Topics

A. Fellowship & Public Engagement Topic: Annual World Convention Planning Team Update - Adelina, AWC Planning Team Chair

- Hello again from Toronto. My name is Adelina. I'm a grateful adult child. I coordinate an amazing AWC planning team, so we are in for a treat this year. The annual world convention has been extraordinary from the beginning, and it keeps improving and growing. We have so many talented ACA members who have so much to give. I would like to provide you with a few details. The Annual World Convention will happen on Zoom. It will start on Friday, April 4th at 6 p.m. Eastern time (US) and goes around the clock until the next day at 9 p.m Eastern time (US). We are going to have 27 hours of programs in two Zoom rooms. In one room called the Workshop Room, we will have the convention opening and closing ceremonies and a lot of fun activities. We will have 12 presentations,

workshops, and panels presented by our very own ACA members from around the world, mostly from North America. It looks like the AWC continues to be super popular in North America but due to the schedule we definitely want to make it accessible everywhere around the world. In the second Zoom Room, it is called the fellowship room, we are going to have open ACA meetings in different languages. We're planning for meetings in Spanish, Hebrew, Russian and hopefully French, also an ACA meeting in English.

[Adelina shares AWC flier posted on website] Our lovely flier - I hope you like it. Also in the fellowship room we will have an inner child dance party and a talent show, and new this year, we will have experiential roles. These experiences are time slots in our program where the activities are experiential and not as much your regular panel or presentation. We call the regular ones right brain activities because for so many of us talking is super helpful. However, for some of us not speaking and engaging our body and brain in different ways is helpful through music, body work, breath work, and through meditation to non-dominant handwriting and drawing. Thank you.

Questions/Comments (3 min.; 1 min. for each Q&A)

- Q: My group wants to know when the agenda will be out.
 - A: Hopefully, it will be in a day or two for the workshop room and not yet for the fellowship room. Stay tuned.
- Q: Who can come to the AWC?
 - A: It's an open event for everyone in the whole world who understands English and can set up a zoom account so that English is translated in their native language.
- Q: In the past, the AWC recordings were available on the shop on the website and I assume this will be the case this year?
 - A: Yes, absolutely. All the presentations in the workshop room will be recorded and made available audio format only on the website. The activities and the open meetings in the fellowship will not be recorded.

B. Policy & Structure Topic: Nominating Committee - Denise R., NomCom Chair

- Hello, everyone. I'm Denise, an adult child, and I'm chair of the nominating committee and we call it NOMCOM for short. Our role is to interview and vet board candidates for the desired qualifications for the board. Essentially, we nominate candidates who have emotional sobriety and are well grounded in the steps, traditions, and concepts. This is critical because without our board of trustees we would not have our ACA fellowship.

We recently researched four major 12-step programs, AA, NA, Al-Anon, and SLAW, for how they choose board members and their board ratification process. We found that ACA's nominating committee process is similar, if not almost identical, to these other 12-step fellowships. Each fellowship had a requirement that board nominees must be vetted and nominated by their WSO Nominating Committee. At the February 1st Quarterly Delegate Meeting, we made a short announcement

introducing our “Concerns for Board Fitness” input process. This process provides members an opportunity to present their concerns about a board member's fitness to by providing specific information about their concerns. Then, an investigation will be done using the factual information provided in the concerns form, and, if needed, the investigation will be expanded. Our form is to be used year-round, but at least two months prior to trustee ratification, so that it will allow us sufficient time to investigate.

In our research, we found only one significant difference in our ratification of board members from other 12-step fellowships. This is that none of them use a minority opinion after a ratification vote. We believe that our concerns for the board fitness process of vetting factual information is superior and more emotionally safe than the current minority opinion. We believe the current practice of a minority opinion is keeping members from considering board service and that is not sustainable. And although the ABC is only two months away, we are preparing for board ratifications at the ABC. For those of you who are unfamiliar with our current board members, you can read about them on our website, and they'll be posted in the Delegate Guidebook and our concerns for board fitness input form and all of our information, the applications, et cetera. We've got a lot of information on that, and I will post that in chat. We invite you to join us in our breakout room later today, and we're happy to answer any questions. Thank you.

Questions/Comments

- Q: It sounded like you're saying NOMCOM is looking at not doing the minority opinion anymore because it feels unsafe. Am I hearing that correctly?
 - A: We would like to not do it anymore. After the first minority opinion at the 2022 ABC, it was 20 months after that before we had any applications and during that time we lost seven trustees, and we didn't have anybody to replace them. So it's been devastating to our board, that process.
 - I would submit that's a large matter of policy and therefore, something to go in front of the conference.
 - A: You're absolutely right. It's not our decision. That's what we're going to suggest.
- Comment: I wanted to announce to everybody that in our NOMCOM committee, we have renamed Denise R. the NOMCOM mom because of her fierce dedication to the nominating committee over several years.

D. Content Development Topic: Literature Assessment Project Update - Tamara P., Project Leader

- There are several exciting projects that I get to report on. As you may know, we started this project in May 2024 - the literature committee assessment project team at the board's request. We were without a Literature Committee Chair, so we decided to do a comprehensive review of the existing literature committee

procedures and outstanding writing projects. Our project has the goal of providing, in the end, a comprehensive overview of the policies, procedures, and projects that are in the literature. It's been very exciting to go through and look at all of the things that are being done and detail some of the things that may need to be done in the future.

Alaska is our Literature in Evaluation Subcommittee Chair, and Chris H. is our Literature in Development Subcommittee Chair. We've been meeting with various writing teams to talk to them, introduce the new Literature in Development Subcommittee, talk about the process and find out from them what their needs are and what they can use as resources to support them. We've been starting the conversations by looking at the motion that would have started their writing piece and getting an understanding of their progress and what their roadmap is, and if they have any milestones. Eventually, we'll have a list of all the writing projects with their roadmaps and estimates of completion and a picture of the projects to share with the fellowship. So right now, we're working toward a visual presentation that we can share at the 2025 ABC with updates on the seven motions teams are working to complete.

Questions/Comments

- Q: We all know we have challenges with service in ACA. What if there were a piece of literature about service in ACA? What are the processes and procedures to get a literature project started? I know somebody could do a ballot proposal, but are there other ways? What are the different ways that somebody could get a new literature project in the hopper, so to speak?
 - A: There are four ways to do this, as listed in the OPPM - ballot proposals, from the Literature Committee, from any Group, and from the Board.
- Comment: I want to thank everyone for all their service. I'm on the Literature Evaluation Committee with Alaska. I'm on several other committees and have started meetings, intergroups, and regions. It has always been my experience across many different 12-step programs that only about 5% of the members are involved with service - it's been pretty consistent. So, what I've come up with to help is getting sponsees and working with others because ACA has a severe lack of sponsors. So we could all get a sponsee and then I gently encourage them to join a committee.

Note: (All reports can be found on the organization's website at: [ACA WSO website](#) or see APPENDIX: Links to Webpages/Reports by Area below for links to specific reports)

VIII. Motions Passed for the Record - Jim R.

See Dec. 2024 motions: [2024 Annual Book of Motions](#) & [2025 Book-of-Motions \(Jan.-Feb.\)](#)

Questions/Comments (Section: 3 min.; 1 min. for each Q & A)

- Q: If I saw it correctly, the motion for worldwide voting went to the board before

there was a chance to hear whether there was going to be a minority opinion because that happened in February, but the motion was in December.

- A: Yes, my practice has been to list the motion on the date it was approved by the conference, in this case the QDM, and then reference in the motion when the minority opinion was held, which I think I did in that motion. I am open to doing this differently if it is confusing.
- This might have to do with that the conference motions and board motions are being listed together.
- This has been a regular practice -to have a section for the ABC, and now for QDM, motions. We'll take it offline and see what's necessary about it. Thank you for raising it and for clarifying. The board brought this motion to the delegates at the December QDM and it was pending minority opinion at the February QDM. The motion was not approved until after the minority opinion - you are correct.
- Q: I have a question about paying the parliamentarian for the QDM. It seems a bit excessive. Maybe for the ABC, but I don't see why we would pay somebody to be a parliamentarian for QDM.
 - A: We have to pay for an investment piece. They've got to learn our OPPM. They've got to see all the voting rules. They have a lot of information to learn so a lot of that money is the upfront cost that you won't see again as it is for them to get ready and to prepare so they just don't pop in. There's a lot of work done beforehand. So thank you for the question. The board considered an investment in the conference, especially moving forward.

IX. Closing

A. Announcements

- The next Board Meeting with the Fellowship will be held on June 14, 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: [Organizational Chart with Committees 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 Sue V., Second: Al E. Passed unanimously. Alisa A. not present.

C. Closing Serenity Prayer

Post-Meeting Breakout Rooms

- ❖ Annual World Convention Planning Team with Adelina
- ❖ Board of Trustees with Sue V., Ken R. and Al E.
- ❖ Ballot Prep. Committee with Mary Jo L.
- ❖ IT Committee with Brad L., IT Manager

- ❖ Literature Assessment Team with Tamara P. Alaska Y. and Chris H.
- ❖ Nominating Committee with Denise R.
- ❖ Volunteer Resources Committee with Laura L.

[Minutes prepared by Patricia Irelan, Assistant to the Board Secretary, and approved by the Board of Trustees on June 14, 2025, via motion.]

REFERENCE Links: [WSO Resources Links](#)

Links to Web Pages/Reports by Area

Business Ops. Committees & Staff Reports/Webpages

- a. [Data Analysis](#)- Chair: Brian
- b. [Information Technology](#) - Chair: Marcin C.
- c. [Name Change Study](#) - Chair: Brad L.
- e. [Publishing](#) - Chair - Sue V.
- f. [WSO Office](#) - General Manager - Bill D.

Fellowship Committees Reports/Webpages

- a. [Member Services](#): Chair - William G-B
- b. [Safety Resources Committee](#): CoChairs -Marcin. and Rich R.
- c. [Public Services and Hospital & Institutions](#): Chair -Rich R.
- d. [European](#): Chair - Edmundas
- e. [Global Members](#): Chair -Brian P.

Policy & Structure Committees & Staff Reports/Webpages

- a. [ABC Committee](#): CoChairs- Edmundas, Marcus, Carmen
[ABC Study Group](#): Chair - Open
[ABC Sustainability Group](#): Chair - Marion M.
- b. [Ballot Proposals](#): Chair - Karin S.
- c. [Archives](#): Chair - Joe C.
- d. [Concepts 2 & 6 Study](#): Coordinators: Charlie H. & Kelle J.
- e. [Nominating Committee](#): Chair- Denise R.
- f. [OPPM](#): Team working on updating project: Trish I. (staff), Mary Jo L & Sue V. g. [Volunteer Resources](#): CoChairs- Jim R. and Laura L.

Literature Committee Report: [Literature](#): Chair - Open

APPENDIX II - Financial Reports -Nov. & Dec. 2024

Adult Children of Alcoholics World Service Organization
Balance Sheet - Current vs Prior Month
For the months of December and November 2024

	<u>Dec 31, 24</u>	<u>Nov 30, 24</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1000 · Cash & Cash Equivalents	391,017	355,145	35,872
Total Checking/Savings	<u>391,017</u>	<u>355,145</u>	<u>35,872</u>
Accounts Receivable			
1300 · Customer Receivable	2,664	1,522	1,142
Total Accounts Receivable	<u>2,664</u>	<u>1,522</u>	<u>1,142</u>
Other Current Assets			
1310 · Other Receivables	7,308	1,650	5,659
1320 · SHOPIFY-Shopp'g cart receivable	-	203	(203)
1330 · Interest Receivable	3,500	3,181	318
1350 · Prepaid Expenses	77,551	81,833	(4,282)
1400 · Inventory Asset	442,860	449,515	(6,655)
Total Other Current Assets	<u>531,219</u>	<u>536,382</u>	<u>(5,163)</u>
Total Current Assets	<u>924,900</u>	<u>893,048</u>	<u>31,851</u>
Fixed Assets			
1800 · Fixed Assets	224,318	223,193	1,125
1830 · ROU Assets (Leased Assets)	586,183	597,762	(11,579)
1860 · Accum. Depr' & Am't	(141,536)	(140,079)	(1,457)
Total Fixed Assets	<u>668,966</u>	<u>680,876</u>	<u>(11,911)</u>
TOTAL ASSETS	<u>1,593,865</u>	<u>1,573,925</u>	<u>19,941</u>
LIABILITIES & Net Assets			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	7,306	22,508	(15,202)
Total Accounts Payable	<u>7,306</u>	<u>22,508</u>	<u>(15,202)</u>
Credit Cards			
2011 · Bank of America-Corp Card #1794	1,915	1,154	760
2012 · Bank of America-Corp Card #0904	202	371	(169)
2013 · Bank of America-Corp Card #4978	14,864	14,739	124
Total Credit Cards	<u>16,980</u>	<u>16,265</u>	<u>715</u>
Other Current Liabilities			
2100 · Payroll Liabilities	71,801	64,575	7,226
2130 · Other Liabilities	22,107	14,334	7,773
2200 · Accrued Liabilities	8,783	20,590	(11,807)
25500 · Sales Taxes Payable	11,957	11,100	857
Total Other Current Liabilities	<u>114,648</u>	<u>110,600</u>	<u>4,048</u>
Total Current Liabilities	<u>138,934</u>	<u>149,372</u>	<u>(10,438)</u>
Long Term Liabilities			
2300 · ROU Liability (Lease Liability)	625,849	637,827	(11,978)
Total Long Term Liabilities	<u>625,849</u>	<u>637,827</u>	<u>(11,978)</u>
Total Liabilities	<u>764,784</u>	<u>787,199</u>	<u>(22,416)</u>
Net Assets			
32000 · Net Assets w/o donor restrictions	792,365	793,221	(856)
32100 · Net Assets w/ donor restrictions (ILF)	37,117	36,261	856
Net Income	(401)	(42,757)	42,356
Total Net Assets	<u>829,082</u>	<u>786,725</u>	<u>42,356</u>
TOTAL LIABILITIES & Net Assets	<u>1,593,865</u>	<u>1,573,925</u>	<u>19,941</u>

No assurance provided, substantially all required disclosures omitted

Adult Children of Alcoholics World Service Organization
Profit & Loss
For the months of December and November 2024

	Dec 24	Nov 24	\$ Change
Income			
4010 · Shopify Revenue	52,052	60,327	(8,275)
4030 · Amazon Revenue	59,361	64,959	(5,598)
4050 · Digital Books Revenue	14,048	6,941	7,107
4060 · Audible Revenue	3,973	1,910	2,063
4080 · 7th Traditions Contributions	100,965	38,244	62,721
4080 · Restricted Contributions (ILF)	856	634	222
4160 · International Sales	11,435	315	11,120
4200 · Other Revenue	1,199	884	315
4290 · eBay Sales	117	136	(19)
4295 · Shopify Canada Revenue	2,045	3,798	(1,753)
Total Income	246,051	178,149	67,903
Cost of Goods Sold			
5000 · Shopify-Cost of Goods Sold	37,153	41,859	(4,706)
5050 · Amazon COGS	37,547	44,280	(6,733)
5150 · International COGS	5,407	1,499	3,908
Total COGS	-	2,582	(2,582)
Gross Profit	80,107	90,220	(10,114)
Expense	165,945	87,929	78,016
6010 · Payroll Expense			
6030 · Payroll Taxes	42,631	41,068	1,564
6050 · Travel & Mileage Expense	3,558	2,710	848
6054 · Contractors	-	396	(396)
6057 · Events	19,163	18,023	1,140
6070 · Program Initiatives	141	112	29
6070 · ILF	5,332	4,605	727
6080 · Professional Fees	11,494	16,682	(5,188)
6090 · Technology IT Support	12,135	9,940	2,194
6100 · License & Permits	511	504	7
6110 · Insurance Expense	13,383	13,939	(556)
6120 · Rent Expense	91	765	(674)
6130 · Utilities Expense	2,591	1,471	1,119
6140 · Office Expense	5	-	5
6160 · Repairs & Maintenance	428	418	10
6190 · Tax Expense	-	343	(343)
6200 · Bank & Merchant Fees	5,234	3,344	1,890
6210 · Depreciation & Amortization	1,457	1,448	9
9999 · Suspense Costs	5,435	(2)	5,438
Total Expense	123,589	115,766	7,822
Net Income	42,356	(27,838)	70,194

No assurance provided, substantially all required disclosures omitted



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

1901 East 29th St, Signal Hill, CA 90755

Phone: (562) 595-7831

Board Meeting with the Fellowship Minutes - 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, trifold 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

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 - April & May 2025

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



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

1901 East 29th St, Signal Hill, CA 90755

Phone: (562) 595-7831

Board Meeting with the Fellowship Minutes - September 13, 2025

2:00 PM - 4:00 PM ET

18:00 - 20:00 UTC

Meeting held via video conference/Zoom

Agenda Topic

I. Opening - Tamara P.

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

B. Readings:

Tradition 9- ACA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.

Concept IX – Good service leaders, together with sound and appropriate methods of choosing them, are, at all levels, indispensable for our future functioning and safety. The primary world service leadership must necessarily be assumed by the Trustees of the Adult Children of Alcoholics World Service Organization.

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 keep 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 that's not on the agenda, please send your suggestions to secretary@acawso.org two weeks before 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. (*joined later in the meeting*), Dove H., Jim R., Kaz S., Rich R., Sue V., Tamara P.

Absent: Al E., Ken R. (*on leave*)

Quorum - Established with six trustees present.

D. Meeting Support:

a. Chair: Tamara P.

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

c. Tech Host: Brad L.

d. Timekeepers: Sue V. (section) and Dove H. (individuals)

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

(Trustees - 7; Staff- 4; Chairs - 7; Participants- 23)

II. Minutes

Last Meeting Minutes link: [June 14, 2025 Board Meeting with the Fellowship Minutes](#)

[NOTE: Please send any corrections for the minutes to the Secretary prior to the meeting at Secretary@acawso.org]

Motion: To approve the minutes of the June 14, 2025, Board Meeting with the Fellowship - see: [June 14, 2025 Brd Mtg. with Fellowship Minutes](#) (Kaz S.)


Second: Tamara P.

Decision: Motion passed unanimously by all trustees present.

III. Executive Reports

A. [Board Report](#) - Tamara P. provided an overview of the report

B. [Treasurer Report](#) -Al E., Treasurer, provided an overview of the report via recording since he was not able to attend the meeting live.

C.  Midyear_Budget_Analysis_With_Summary.pdf - Bill D. presented this summary report.

D. [Finance Committee Report](#) - Sylvia M., Controller, presented an overview of the reports.

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

month.

E. [General Manager Report](#) - Bill D. presented an overview of the July report.

Questions/Comments

- In any situation when any organization finds that their revenue is not meeting expenses, there's at least two ways to address - increase revenues and/or trim expenses. I would like to hear more about trimming expenses. We have been saying 7th tradition is low and I would be interested in knowing donation rates are per group across different fellowships.
 - We have recommended significant cuts to the board and will bring it to the board on Oct. 3. We started reducing expenses when we saw that the book sales weren't as projected based on the financials each month. In regards to your 7th Tradition question, we can talk more about that after Jim's piece and also in the breakout room.
- Maybe being on line is impacting us and if we could be back meeting in person it would increase 7th tradition. And I think we need to stop hiring staff.
- Thank you for working on reconciling income with expenses. I am interested in the new email thank-you notes to groups for contributions, as my group hadn't received confirmation when we sent money, how do we know we were credited for it. Also, I appreciated the new initiative to list study groups on the WSO website and suggest asking groups if they would support this initiative with increased contributions.
 - Any donation gets an automatic email, and groups are being credited. The new software has so many advantages. One of the things we're currently working on is a workaround to include the group number in the thank you email, but the thank you emails are automatically going out.
- We have a real problem in our meeting, and it's affected the e-book, Flux Player. I can't be the only one who has a problem with it, and that has got to have something to do with its low sales. It's ludicrous how it's set up. We are doing seven meetings a week and we have a host and co-host for each, that's 14 of us. We're actually at a place where we're rotating at 3-month intervals and it comes to 56 or something hosts a year. Nobody can access it now, because it says there's a max computer use of 10 or 11 per year. There's nobody to contact about it.
 - Please contact the Office at info@acawso.org and we will sort this out.
 - The Flux Player has digital rights protection on it. There is a way to view it through the web browser for the whole group. You're also welcome to email me at ITManager at ACAWSO.org, and I can help you through it.

IV. WSO Topics

A. **How Can We Increase Literature Sales and 7th Tradition Contributions** - Jim R.

I am leading a discussion on how to increase literature sales and Seventh Tradition contributions. For literature sales, the book "Connections" hasn't performed as well as expected compared to other titles like "The Loving Parent Guidebook" and "A New Hope." Those previous books were better understood by delegates and the Fellowship. I am seeking suggestions on how to boost sales for "Connections." In terms of 7th Tradition contributions ACA's percentage of contributions is lower compared to other 12-step organizations. A potential factor includes the shift from face-to-face to online meetings during COVID, which changed how money is collected.

Questions/Comments

- One of the things we can do when our new Conline blog is opened up, and by the way, one of the ideas behind the blog is that we will have longer articles, is the ability to put sections of our new literature up on our blog, and encourage people to take a deeper look at what's in them. I feel that that is an opportunity for us to market the advantage to working with some of our literature by actually including some of that literature on our blog. I'm heading up a writer team. If any of you are interested in participating in that, I welcome your participation.
- I am new to ACA and your literature is beautiful. However, with the Loving Parent Guidebook when I first saw it I did not understand what it was. One of the answers is making sure people understand what ACA is when they see it on Amazon or something, and so they know it's for them.
- I think it's a mistake to try to increase income from book sales because WSO is already violating its own bylaws, which state that WSO should be primarily supported by voluntary contributions from members rather than book sales. Regarding increasing Seventh Tradition contributions, I suggest that the board has never directly asked ACA groups why they don't contribute. I recommend "management by fact" - finding out why groups aren't donating before deciding what to do about it.
 - WSO was founded in 1987, and it barely survived for years on contributions. And then when they published the Big Red Book in 2006, all of a sudden, more income came from the book sales than it did those contributions, and it's always been that way ever since. Our fellowship has a historical, institutional problem with 7th Tradition that other fellowships don't, because they get it ingrained in them in the beginning, that we contribute to spiritually support our fellowship, not to financially support it, but to spiritually support it. I just wanted to say that we've been doing this a long, long time. It's not just something that just happened recently.
- WSO is supposed to be self-supporting according to 7th Tradition and it sounds like we are not hitting that and I wonder what needs to be trimmed including salaries. I am looking at the 2024 990 form and there's a really large salary in 2024 that I don't think was there in 2023, and that's the Controller. So now we have two large salaries, is that correct?
 - It is not new, we paid for the Controller position, starting with Lucia, substantial funds, yet it never reached the threshold point to report because Lucia was part-time. Sylvia started in the middle of 2023.
 - Seems like there can be some trimming, with the call for 7th Tradition.
 - I know it looks like salaries are super high, and they are high, but we have worked with a neutral HR firm to make sure that our salaries are within the market range. And that we're paying these experts what they are worth, so that we get the expertise that we need.

B. Motion re: Meeting in a Pocket - Sue V.

Motion: That the Board approve the *ACA Meeting in a Pocket* booklet as an official piece of ACA literature, to be printed and sold through WSO distribution channels.

Background: The *ACA Meeting in a Pocket* is a pocket-sized collection of foundational ACA literature, designed for easy access by both newcomers and members. Feedback from

volunteers who have previewed it has been unanimously positive, with strong support for its value as newcomer literature. At an initial retail price of \$1.50 and an Intergroup discount of \$1.05, the booklet provides a solid gross profit margin (41%), ensuring both accessibility and financial viability. Proposed by Publishing Committee.

Second: Dove H.

Discussion:

- Jim - I have seen it and I support it.
- Josh- It seems like Meeting in a Pocket is a reaction to the above topic. Do we want to make up the budget shortfall by more literature? It specifically says, at an initial retail price of \$1.50 and a group discount of \$1.05, Booklet provides a solid gross profit margin, 41%, ensuring both accessibility and financial liability. I'm a little bit concerned that this is being produced not from a direct need from the fellowship, so much as an attempt by WSO to generate more revenue.
 - Sue - This was inspired by the AA convention and the things that they do.
- How is this different from the beginner's handbook recently published? To market this as an official piece of ACA literature, I think it would be great if conference approval could be obtained.
- I may be a minority in this, but I tend to disagree with a couple of other shares. Our foundation is to carry this message, and - if we have to - support ourselves through literature, through donations, whatever it is - as long as our mission of carrying the message is fulfilled.
- I think this is great - small and cheap.

Vote: 6 in favor, 1 opposed (Rich R.).

Minority Opinion:

- Rich R. - I still have my AA version of this from 39 years ago and it is laminated and this item we have would not survive a month (since not laminated); if we redid it so it is survivable, I would be in favor.
- Bill - The lamination will drive the price up.
- It's a repackaging item, based on the motions that have been passed. It's all copyrighted-approved literature

Final Vote: Kaz, Jim, Alisa in favor. Sue, Tamara, Dove and Rich oppose. **Not passed.**

Next Step: Bill to come back with more information on the costs of this booklet if it was laminated for the board to consider.

C. Upcoming Fellowship Group Voting - Kaz S.

The Fellowship Group Vote begins October 1 and ends January 31 (a 4-month period). Groups can register as late as December 31. Registration updates will be performed monthly during the first 3 months. Three town halls will be held, not to discuss which name is appropriate, but to address voting procedures. Voting options will be "yes," "no," or "abstain." The voting form will include a box for groups to provide reasoning for their vote. There will also be a box for including any minority opinions from the group. Groups can change their votes or comments during the 4-month period if they wish. This approach was based on another 12-step program's experience.

Questions/Comments

- I heard you mention about minority opinion, how is that going to work after the four

months?

- Yes, you are correct, it is not a minority opinion for purposes of the FGV, but just to include your own group's minority opinion if you wish to help clarify your discussion and your reasoning
- And it needs 66.7% of all voting to pass?
 - Yes.
- It doesn't matter whether there's 100 groups voting, or 1,000, right?
 - We understand that that is a significant concern. And so, the result of the vote will be presented as soon as possible, at the next meeting, which we presume will be the next ABC. The conference will have the ability to say this is not enough.

D. Literature Assessment Project and Publishing Update - Sue V.

For the Literature Assessment Project: We are working with volunteers and author teams to support literature development and serving as interim chair of the literature committee.

Several projects advancing:

- Boundaries is receiving recommendations from literature evaluation
- Loving Parent Guidebook Daily Reader has a new writing team
- Essential team authors working on next steps
- Big Red Book revision focusing on surveys and inclusivity
- Ready, Set, Go entering final stages for board review.

For Publishing and Translations:

- ACA literature now available in 36 languages
- Current translation projects include Italian Loving Parent Guidebook, Slovak Strengthening My Recovery, unified Spanish Big Red Book, and Arabic New Hope
- Launching a new translations management system (\$10,000 first-year cost from the International Literature Fund).
- Working with Arabic Fellowship navigating government regulations
- Recruiting new members through Traveler announcements
- Updating publishing policies and procedures
- The overall purpose remains making ACA literature more accessible, inclusive, and supportive.

Questions/Comments

- I was the chair of the literature committee for three years, until I stepped down, as is required by our OPPM. I want to know what the board is doing to find a literature committee chair as I do not support the board itself being the committee, attempting to do literature. The literature committee met every week and did a lot of work for 3 years. And I know that the board is too busy to do that, and I feel that we, as a fellowship, deserve to have a chair for our literature committee
 - The short answer is we're going there. Right now, there is no volunteer for the literature chair that would be in this restructuring that we're doing. So the heavy lifting is being done by the chair of the literature evaluation and the chair of the literature in development subcommittees, which has been restructured to have all author teams under it. So the board is not actually doing the work. And we have been recruiting new volunteers, and we look forward to having the



restructuring complete with some new members in place.

- I have concerns about conference approval of literature. I would like clarity on whether all ACA literature pieces have been conference approved and where each piece stands in that process. Also, is there a standardized roadmap for moving literature from development through evaluation to fellowship review and conference approval.
 - *[Due to lack of time, the questioner was directed to check the website for information on the status of ABC Motions regarding literature].*

V. **Promise 7 Break** - Rich R.

VI. **Board Topics** -

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

- At the March Board Mtg. with the Fellowship, the board read into the record a petition we received with concerns about the literature price adjustment that took effect on March 1.
- At the June Board Mtg. with the fellowship, we shared that the Board respectfully denied the petition and provided a copy of the board's response to the petitioners.
 - i. See:  2025-02-28 Petition re Literature Price Increase.pdf ,
 Response Letter to Petition re Price Adj 2025-06-09.pdf
- As per the OPPM, we are providing this last update on this petition at this meeting.

B. **Revised WSO Communication User Agreement** - Dove H. & Rich R.

- We have revised this agreement to give more flexibility, as the previous version was too rigid in its consequences. The changes are fairly minor but significant enough to require re-signing by fellowship members. We updated it so it gave more clarity ensuring that the Safety Resources Committee consistently and fairly addresses concerns.

Questions/Comments

- I'm wondering if it would be one of those things where fellowships should have a chance to review it first, and maybe give input, because it largely affects the fellowship. I would think the fellowship would want to have some input on it. And the last question is, apparently, the HSS group put it together, and there is no information on that group. I mean, just because it's not a committee, it's an advisory group or something.
 - The HSS is an advisory group to the board, and we don't have a committee web page like the rest of the committees do. It could be an interesting conversation about how to give the fellowship more transparency for advisory groups, but I don't think we know how to do that.
 - As we looked at it and experienced going through some complaints, we realized that we needed more latitude to be able to talk to the complainant and the complaine. Because sometimes it was just a misunderstanding. And because it's a misunderstanding, there's no need to go through that whole process, but it was not there in the agreement. So, we needed the ability to talk to people and to try to clarify things before it got out of hand. I and the other people on the advisory group thought that was responsible. And SRC feels like that's responsible.

- I really want to call it transparency, availability of information. I would like to see the changes that are going to be rolled out. I think they were in the board minutes, so I believe those are shareable. I also think it would just be helpful to have some sort of write-up or some sort of presentation about the impetus behind these changes. How HSS Advisory Group worked with SRC, what you guys were shooting for, what the process was, and I agree, I think it would be appropriate to have more information available to the fellowship.
 - We are all volunteers, and there's limited time, and if you have the energy, join one of those committees and get that done for us. It's all about time and priorities.
 - Basic transparency, I think the fellowship and the conference deserves that.
- I was suspended from Slack and channel with delegates and as far as I know it is the only venue that allows communications between delegates. I find it difficult to do my job as a delegate for my group. With no ability to communicate with other delegates, to have dialogue about issues that are coming up, how to vote on those issues. Can you explain to me how the board reconciles the independence of the conference with your decision to eliminate a registered group representative from the only channel that allows delegates to communicate with each other?
 - Slack is a business channel. And, you had three chances to alter your posting, and knowing the consequences that if you chose to not alter your postings on Slack you would be removed. So, this is the consequence.
 - I'm not questioning or commenting on the legitimacy of the complaints. I'm asking how you reconcile the independence of the conference with an action that removes a delegate from any communications channel for delegates.
 - You can still join the delegate meeting, you can communicate on emails, you can communicate in other ways, you just can't do it on Slack.
- On a different subject, I just want to remind us that, in transparency as well as accountability, we had said that we needed to update the OPPM. It was getting further behind, and so we got approval to increase Trish's hours so that she could get us up to speed on the OPPM. And that project team is working through that, and as part of that, we have asked different committees and so forth to update their policies. For instance, I've been asked to update publishing, so I will do it through the publishing committee in concert with literature. When it comes back to the advisory groups, we have an advisory group section, and we believe we need to update that, so we will be coming back to the fellowship, in full transparency, but as Rich said, we're volunteers for the most part, and we're prioritizing everything.
- Is it still on the board's to-do list to consider creating a separate communications channel for delegates only that's not controlled by the board but the delegates themselves can regulate?
 - I thought you guys had already done that.
 - An official venue.
 - If it is on WSO's Slack, then you need to follow the Slack User Agreement.
- While I can certainly appreciate that many of us, not all of us here, are volunteers and I am not sure what that has to do with lack of transparency or not transparency. I don't know why those two topics go together for me.

<ul style="list-style-type: none"> ○ There's only so much time, and I have to prioritize what I'm going to spend my time on. And if people, other volunteers in the fellowship, think their priorities, like transparency for HSS, is really important then join that advisory group and make that your goal. ○ I didn't know that we could join it. ○ You have to be invited, but you could make that as an offer to do this. ○ Other committees prepare some kind of report. ○ An advisory group is going to be accountable to the board, so we have to report to the board. And the board makes the report from there to the fellowship. ○ Because we are transparent I asked Brad to post WSO policy and projects in development. You can clearly see what we've accomplished and what is still to be done in the next two years. As well as the OPPM project is regularly updated and posted on the service website. ● I really want to say that once we've gone past time, and a conversation is going on and on like that, I think it needs either a vote of the entire members here, whether we want to continue that discussion, or take it someplace else.
<p>VII. Motions Passed for the Record (June - Aug.) - Jim R. presented an overview. See: 2025-ACA-WSO-Book-of-Motions-Jan.-Aug.pdf Questions/Comments - None</p>
<p>VIII. Closing</p> <p>A. Announcements</p> <ul style="list-style-type: none"> ● Next Board Meeting with the Fellowship: December 13, 2025. ● Reports: All reports are available on the ACA WSO website or in the APPENDIX: Links to Webpages/Reports) ● 2025 Book of Motions will continue to be updated monthly on the WSO website with motions passed by the Board in the prior month. ● Questions: Please direct questions to the Board at Secretary@acawso.org or to the appropriate Committee email (see Org. Chart & Committees, Staff List for email addresses). ● Breakout Rooms: Following this meeting, breakout rooms will be available for those interested (see list below). <p>B. Motion to Adjourn Meeting</p> <p>C. Closing Serenity Prayer</p>

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

Post-Meeting Breakout Rooms

- ❖ **Literature Sales and 7th Tradition Contribution Generation** with Jim R.
- ❖ **Ballot Preparation Committee** with Karin S.
- ❖ **Board of Trustees** with Tamara P., Dove H., and Rich R.

- ❖ **ComLine Literature Subcommittee** with Christine B.
- ❖ **Concepts Study** with Kelle and Josh
- ❖ **IT Committee** with Brad L.
- ❖ **Fellowship Group Voting** with Kaz S.
- ❖ **Member Services Committee** with William G-B
- ❖ **Operations and Finance** with Bill D. & Sylvia M.
- ❖ **Publishing, Literature and Translations** with Sue V.

REFERENCE Link: [World Services Resource Links](#)

APPENDIX: Links to Web Pages/Reports by Area

Business Ops. Committees & Staff Reports/Webpages

- a. [Data Analysis](#)- Chair: Brian P.
- b. [Information Technology](#) - Chair: Marcin C.
- c. [Name Change Study](#) - Chair: Brad L.
- e. [Publishing](#) - Chair - Sue V.
- f. [WSO Office](#) - General Manager - Bill D.

Fellowship Committees Reports/Webpages

- a. [Member Services](#): Chair - William G-B
- b. [Safety Resources Committee](#): CoChairs -Marcin. and Rich R.
- c. [Public Services and Hospital & Institutions](#): Chair -Rich R.
- d. [European](#): Chair - Edmundas
- e. [Global Members](#): Chair -Brian P.

Policy & Structure Committees & Staff Reports/Webpages

- a. [ABC Committee](#): CoChairs- Marcus & Carmen
[ABC Study Group](#): Chair - Open
[ABC Sustainability Group](#): Chair - Marion M.
- b. [Ballot Proposals](#): Chair - Karin S.
- c. [Archives](#): Chair - Joe C.
- d. [Concepts 2 & 6 Study](#): Coordinators: Josh W. & Kelle J.
- e. [Nominating Committee](#): Chair- Denise R.
- f. [OPPM](#): Team working on updating project: Trish I. (staff), Mary Jo L. Dove H., & Sue V.
- g. [Volunteer Resources](#): CoChairs- Jim R. and Laura L.

Literature Committee Report: [Literature](#): Chair - Open

APPENDIX - FINANCE STATEMENTS - June and July 2025

Adult Children of Alcoholics World Service Organization Balance Sheet - Current vs Prior Month For the months of July 2025 and June 2025

	July 30, 2025	June 31, 25	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1000 · Cash & Cash Equivalents	\$ 323,548	\$ 353,187	\$ (29,638)
Total Checking/Savings	323,548	353,187	(29,638)
Accounts Receivable			
1300 · Customer Receivable	6,512	25,685	(19,173)
Total Accounts Receivable	6,512	25,685	(19,173)
Other Current Assets			
1310 · Other Receivables	887	887	-
1320 · SHOPIFY-Shopp'g cart receivable	60	1,596	(1,536)
1330 · Interest Receivable	1,800	1,491	309
1350 · Prepaid Expenses	99,916	74,227	25,689
1400 · Inventory Asset	393,580	395,260	(1,680)
Total Other Current Assets	496,242	473,460	22,782
Total Current Assets	826,303	852,332	(26,029)
Fixed Assets			
1800 · Fixed Assets	267,975	255,644	12,332
1830 · ROU Assets (Leased Assets)	503,869	515,765	(11,896)
1860 · Accum. Depr' & Am't	(149,126)	(148,393)	(733)
Total Fixed Assets	622,718	623,016	(298)
TOTAL ASSETS	1,449,021	1,475,348	(26,327)
LIABILITIES & Net Assets			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	18,132	(64)	18,196
Total Accounts Payable	18,132	(64)	18,196
Credit Cards			
2011 · Bank of America-Corp Card #1794	231	96	135
2012 · Bank of America-Corp Card #0904	3,204	566	2,638
2013 · Bank of America-Corp Card #4978	9,799	10,256	(457)
Total Credit Cards	13,233	10,918	2,316
Other Current Liabilities			
2100 · Payroll Liabilities	57,281	74,430	(17,149)
2130 · Other Liabilities	17,655	32,882	(15,227)
2200 · Accrued Liabilities	19,612	19,766	(153)
25500 · Sales Taxes Payable	15,152	15,631	(480)
Total Other Current Liabilities	109,700	142,709	(33,009)
Total Current Liabilities	141,065	153,562	(12,497)
Long Term Liabilities			
2300 · ROU Liability (Lease Liability)	540,308	553,034	(12,727)
Total Long Term Liabilities	540,308	553,034	(12,727)
Total Liabilities	681,373	706,597	(25,224)
Net Assets			
32000 · Net Assets w/o donor restrictions	798,633	798,736	(103)
32100 · Net Assets w/ donor restrictions (ILF)	42,077	41,975	103
Net Income	(73,063)	(71,959)	(1,103)
Total Net Assets	767,648	768,751	(1,103.36)
TOTAL LIABILITIES & Net Assets	\$ 1,449,021	\$ 1,475,348	\$ (26,327)

No assurance provided, substantially all required disclosures omitted

Adult Children of Alcoholics World Service Organization

Profit & Loss

For the months of July 2025 and June 2025

	July 25	June 25	\$ Change
Income			
4010 - Shopify Revenue	\$ 64,152	\$ 44,744	\$ 19,407
4030 - Amazon Revenue	63,765	60,825	2,940
4050 - Digital Books Revenue	6,783	6,984	(201)
4060 - Audible Revenue	2,367	2,845	(477)
4160 - International Sales	10,866	18,859	(7,993)
4200 - Other Revenue	669	828	(159)
4290 - eBay Sales	26	197	(171)
4295 - Shopify Canada Revenue	3,307	8,956	(5,650)
Total Sales	151,934	144,238	7,696
Contributions			
4080 - 7th Traditions Contributions	40,693	35,959	4,734
4080 - Restricted Contributions (ILF)	110	790	(681)
Total Contributions	40,803	36,750	4,053
Total Income	192,737	180,987	11,750
Cost of Goods Sold			
5000 - Shopify-Cost of Goods Sold	48,564	37,368	11,196
5050 - Amazon COGS	37,211	36,328	883
5150 - International COGS	3,705	10,236	(6,531)
Total COGS	89,480	83,932	5,548
Gross Profit	103,256	97,055	6,201
Expense			
6010 - Payroll Expense	48,920	42,742	6,178
6030 - Payroll Taxes	3,373	2,920	453
6050 - Travel & Mileage Expense	1,037	1,552	(515)
6054 - Contractors	13,630	21,825	(8,196)
6057 - Events	4,339	-	4,339
6070 - Program Initiatives	2,125	299	1,826
6080 - Professional Fees	9,009	8,419	590
6090 - Technology IT Support	4,663	6,464	(1,801)
6100 - License & Permits	-	0	-
6110 - Insurance Expense	580	581	(1)
6120 - Rent Expense	13,508	19,699	(6,190)
6130 - Utilities Expense	1,565	707	857
6140 - Office Expense	675	1,386	(712)
6160 - Repairs & Maintenance	428	428	-
6190 - Tax Expense			-
6200 - Bank & Merchant Fees	4,600	3,237	1,363
6210 - Depreciation & Amortization	733	733	-
9999 - Suspense Costs	79	0	79
Exchange Gain or Loss	431	(70)	502
Total Expense	109,697	110,923	(1,225)
Net Income	\$ (6,441)	\$ (13,868)	\$ 7,427

No assurance provided, substantially all required disclosures omitted



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

1901 East 29th St, Signal Hill, CA 90755

Phone: (562) 595-7831

Board Meeting with the Fellowship Minutes - December 13, 2025

2:00 PM - 4:00 PM ET (18:00 - 20:00 UTC)

Held via video/audio conference via Zoom

I. Opening - Tamara P., Meeting Chair

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

B. Readings:

Tradition 12: Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

Concept XII: In all its proceedings, Adult Children of Alcoholics World Service Organization shall observe the spirit of the ACA Twelve Traditions, taking great care that the conference never becomes the seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Conference members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion vote and whenever possible, by substantial unanimity; that no WSO action ever be personally punitive or an incitement to public controversy; that though the WSO may act for the service of Adult Children of Alcoholics, it shall never perform any acts of government; and that, like the fellowship of Adult Children of Alcoholics which it serves, the WSO itself will always remain democratic in thought and action.

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 choose 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 keep 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 that's not on the agenda, please send your suggestions to secretary@acawso.org two weeks before 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: Al E., Alisa A. (joined later in the meeting), Dove H., Jim R., Kaz S., Rich R., Sue V., Tamara P.

Absent: Alisa initially and joined later in the meeting

Quorum - established with seven board members present.

D. Meeting Support:

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

c. Tech Host: Brad L.

d. Timekeepers: Sue V. (section) and Dove H. (individuals)


E. Participant Introductions: Please add to Zoom chat your WSO or local service role, delegate, first name, country/state/province (*Five participants, three committee chairs and three staff present based on chat transcript*)

[Alisa A., trustee. joined the meeting]

II. Minutes

Last Meeting Minutes link: [2025-09-13 Board Mtg. with Fellowship Minutes - DRAFT](#)

[NOTE: Please send any corrections for the minutes to the Secretary prior to the meeting at Secretary@acawso.org]

Motion: To approve the minutes of the September 13, 2025, Board Meeting with the Fellowship - see:  2025-09-13 Board Mtg. with Fellowship Minutes DRAFT.pdf (Kaz S.)

Second: Tamara P.

Decision: Motion passed unanimously.

III. Executive Reports (Section 30 min.)

A. [Board Report](#) - Tamara P. presented an overview of the board report.

B. [Finance Committee Reports](#) - Sylvia Meyer, Controller, presented the Finance Committee report.

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

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

D. [Treasurer Reports](#) - Bill Dalton presented an overview of the Treasurer report on behalf of Al E who was not available at this time.

D. Questions/Comments

- I have a question for Bill on his report. I saw that when we were reporting on Amazon, I didn't see Amazon Canada; I just saw Solex. Is that Amazon Canada?
 - No, so the Amazon... the Solex is the Shopify store we have in Canada for the Intergroups. The Amazon Canada sales are included in the Amazon sales for North America.
- Just a little curious about when the reports will be posted on the website so we can get them, especially the finance report.
 - They are all posted.

IV. WSO Topic- Celebrations and Accomplishments in 2025

A. Introduction - Tamara P.

- We had many accomplishments in 2025, and I will name just a few, and then we will hear from others to go into more in-depth into a few.
 - Welcomed Kaz as a new trustee.
 - Hosted the 2025 AWC with 4,300 participants from 72 countries.
 - Held the Annual Business Conference and two Conference Business Meetings (formerly Quarterly Business meetings).
 - Completed initial history project.
 - Completed 2024 Audit with no material weaknesses or deficiencies.

B. Benefits of New Website - Brad L., IT Manager

- The new website is strongly aligned with Tradition 5, emphasizing carrying the message to the newcomer.
- The homepage is intentionally focused on a single, clear message for those seeking recovery, with a prominent call to action: *"Has your life become unmanageable? Click here to get started."*
- A Newcomer Pathway was developed to address common newcomer questions (e.g., *Do I belong here? Is this program for me?*), providing information to help individuals decide if ACA is right for them. After the

initial pathway, newcomers are guided to “I’m new here—how do I get started,” which includes meetings, literature, and next steps.

- A newcomer literature package was created, including:
 - *Big Red Book (BRB)*
 - *A New Hope* (newer, newcomer-focused book)
 - *Strengthening My Recovery*
 - Information on what to expect at meetings
- A second pathway focuses on members who need help deepening their recovery, emphasizing that recovery is more than just attending meetings. The site highlights tools for deeper recovery, including:
 - Sponsors, recovery partners, fellow travelers
 - Study groups and step work
 - Use of additional literature (e.g., *Laundry List Workbook / LPG*)
 - Global connections via online platforms
- Service as recovery is emphasized through a new Volunteer Opportunities section.
- Opportunities are organized by areas such as operations and content development.
- Users can explore committees and contact them directly through the site.
- A new online contribution section was launched:
 - Displays monthly progress toward fundraising goals
 - Simplifies the donation process
 - Allows contributors to select the type of contribution

C. Update on Edovo and ACA Course for those Incarcerated in the US: Rich R.

- Edovo is a large educational content provider serving incarcerated individuals through secure tablets, as incarcerated people do not have general internet access.
- Edovo operates in nearly all U.S. states and reaches close to one million incarcerated individuals across thousands of institutions.
- ACA has contracted with Edovo to make ACA resources available on Edovo tablets.
- Most ACA literature will be uploaded in both English and Spanish, along with selected audio workshops.
- An ACA introductory course is being developed by the Public Service H&I Committee. The course will be audiovisual and designed to be engaging for incarcerated individuals. Initial content will likely include the 25 Questions from the Big Red Book (also available as a trifold) to help participants explore whether ACA applies to them. Once completed, the ACA course may also be adapted for use on other platforms (e.g., social media or outreach efforts).
- Members interested in assisting with this effort were invited to participate

through the Public Service H&I Committee.

D. Literature and Publishing Updates - Sue V., Publishing Committee Chair and Co-Chair of the Literature Assessment Project Team

- ACA has published 7 English books and 32 translated publications in 16 languages, serving the worldwide fellowship.
- English literature in development:
 - 3 books in fellowship review or post-fellowship review
 - 5 additional books in various writing stages
 - All publications approved by the Conference
- Translations in development:
 - 70 translated publications in progress
 - 38 languages represented
 - Largest translation volume to date
- A new translation management system is being implemented, with anticipated benefits by late 2026. Translators are actively involved in system development.
- Work is underway to unify literature translation and publishing standards, including:
 - Style guides
 - Glossaries
 - Publishing and translation standards
 - Internationalization guidelines
 - The goal is consistency from writing through final publication and a shared ACA voice.
- Publishing policies are being clarified and expanded.
 - A Publishing Policy Coordinator has been appointed.
 - Policies updated on citations, copyright requests, and related matters.
 - A Publishing Policy Subcommittee will be formed next year to support this work.
- Ongoing efforts to strengthen Literature Committee structure, including plans for an Editorial Subcommittee. Focus remains on developing sustainable processes. Volunteers are needed across multiple areas, including committee and subcommittee chair roles.
- International Literature Fund motions: Two approved in the current period; one currently under review.
- Literature publishing motions: Two currently under board review:
 - New Traditions trifold
 - Updated *Good Enough* booklet
- Monthly calls for volunteer support are posted in the Traveler and will continue.

- Plans to host quarterly open houses to provide information and answer questions.
- A breakout room is scheduled following this report for additional discussion.

E. Update on ACA Russian-Speaking Convention Update - Alisa A.

- The third Russian-speaking convention was held today.
- The event also celebrated the 9th anniversary of the Russian-speaking Regional Service Committee.
- The Regional Service Committee serves ACA groups and members worldwide who speak Russian, not limited to a specific country or territory.
- The convention was celebratory in nature, with no business sessions.
- Five topics were presented, including participation from English-speaking guests.
- Educational topics new to the region included:
 - Nomination and nominating committee processes
 - Differences between conventions and conferences
 - Trustee nomination and candidate processes
 - Overview of the ACA literature development and approval process
- Additional topics included:
 - Role of the intergroup
 - Romantic relationships in ACA
 - Translated comedy content
- Online attendance peaked at approximately 35 participants.

F. Fellowship Group Vote Town Hall & Voting Update - Kaz S.

- A new Town Hall is scheduled for January 17, with two sessions (earlier and later) to accommodate global participation.
- A Town Hall held on December 6 was reported as very successful.
- As of early December, 321 meetings had cast votes.
 - This participation level is higher than any previous ACA voting process.
- Additional votes include:
 - 11 intergroups
 - 2 of the 3 regions
- Total votes received to date: 334.
- Voting remains open until January 31, end of day (per applicable time zones).

G. Questions/Comments on Accomplishments

- IT Manager: I just wanted to say, as of today, we're up to 399 groups that have voted. Also, for the website, we are going to get study groups on the website into 2026.
- I'm ChristineB. and, I just wanted to add to Sue's report that the ComLine will be opening up to submissions in January, which we're really excited about, and we are looking for an editorial review team, so I am the chair of your writer team, which means if you're interested in writing on a regular basis for the comm line,

you should contact me. We will also have an editorial review board, and we're actively looking for members who can do that, and you can also contact me, and I will get that information where it needs to go.

- I also wanted to add to Sue's report that the Member Services Committee is looking for volunteers. We have the Help Wanted flyer posted in the chat, and we're going to be in a breakout room after the meeting. Thanks.
- Q: Of the almost 400 votes that have been cast for the fellowship-wide group voting name change. How many are in favor, and how many are against changing the name?
 - I don't have results, I am only seeing the number of votes. And even if we had that, I don't think we'd want to influence the vote—just let it run uninfluenced all the way through. But the results will be posted within two weeks of the close of voting, and we'll get it to people as quickly as we can.
 - We made a conscious decision to not look at the results—only the participation rates.

Note: (All reports can be found on the [ACA WSO website](#) or see APPENDIX: Links to Webpages/ Reports by Area below for links to specific reports)

V. Promise 7 Break

VI. Board Topic - Becoming a Trustee/Service Rotation & Upcoming Meet & Greet -Jim R., Trustee

- Jim thanked attendees for participating despite the busy pre-holiday season.
- Announced and promoted the Board Meet & Greet scheduled for Saturday, January 10, offered at two different times to accommodate various timezones.
- Purpose of the Meet & Greet:
 - Provide a relaxed opportunity to meet current board members
 - Ask questions about board service
 - Learn about board responsibilities and governance processes. Emphasized the importance of having a Board of Trustees for WSO's continued operation; without a board, the organization cannot function.
- Jim noted that trustee service terms are up to six years, making ongoing recruitment essential. He stated the goal of onboarding one to two new trustees per year to ensure continuity.
- Current board status:
 - Seating capacity of 20 trustees
 - Currently 8 trustees serving
 - Several trustees are nearing the end of their terms, requiring replacement and expansion.
- Jim highlighted the variety of roles and responsibilities handled by board members.
- Jim shared personal experience of long-term involvement with WSO, beginning in 2016, including committee service and organizational familiarity.

- He encouraged current volunteers (e.g., literature, H&I, safety resources) to consider board service as a possible next step. Emphasized that key qualities for trustees include humanity, judgment, and lived experience.
- All invited attendees can bring questions to the January 10 Meet & Greet - there will be an openness and time for discussion.

Questions/Comments

- Nominating Committee chair (Denise):
 - Expressed appreciation for the emphasis on bringing one's humanity to board service.
 - Shared her experience serving on the Nominating Committee since November 2020 and noted the need to step down from that role.
 - Stated that all current board members were nominated during the speaker's tenure on the committee.
 - Emphasized that board members are all adult children who bring diverse perspectives, skills, and humanity to the board.
 - Acknowledged that some members may feel overwhelmed by the stated qualifications for board service. Clarified that key qualities sought include emotional sobriety and the ability to work well with other adult children.
 - Encouraged interested members to reach out to the Nominating Committee for guidance and suggestions.
 - Noted that the Nominating Committee currently includes three former board members, providing valuable board-level insight.
 - Affirmed that committee members are available to answer questions about board service.
 - Supported the upcoming January Meet & Greet and encouraged members to seek one-on-one conversations with the committee.
- Trustee (Sue V.):
 - To add that we have an orientation training and mentoring program inside the board for new trustees coming in, and even for trustees who have been here for a while. It's fun, it's informative, and there's a lot of team building that goes on.
 - I'm in my fifth year, and I would say my service recovery just took a huge leap forward since I've been a trustee and have been working through things. As I eventually leave the board, I'm going to have more ACA recovery and emotional sobriety than I had when I came in and so, it's wonderful. So, I encourage everyone to think about it. And this fellowship deserves that. It's saved my life and made a big difference, and I'd like to see it continue on and be sustainable. Thanks.
- Trustee (Jim R.):
 - Sue had put a lot of practices in place, including this orientation, which revolves around a program with videos, and we watch and we learn, but it's really morphed into a communal thing as well, where we're finding strength with one another. So there's definitely a team feeling now with

the board, it's a really lovely experience now.

- We do have a trustee who lives in Eastern Europe, so it's not that we do things at certain times of the day, but it's all doable. So don't let your place on the globe be a hindrance.

VII. **Motions Passed for the Record** - Kaz S.

See: [2025-ACA-WSO-Book-of-Motions-Jan.-Nov.pdf](#)

Questions/Comments

- Q: So am I understanding you right that there's a new conflict of interest form?
 - A: And it's really not changing the form, the revision is in the policy. It had said that the conflict of interest concerns could involve family members that lived with you. But I pointed out that it might involve family members who don't live with you, a brother, a father, an uncle, a sister, somebody else with a business. And so, that policy was defined so that it simply says, family.
- Q: Just want to ask if the conflict of interest renewals will be going out around the first of the year. Is the intent for these is so that everybody that is possibly conflicted will be able to sign the new one?
 - Yes, Trish is going to make sure the email goes out and there's an update about this so that when people are filling out the form they know.
 - IT is ready with the deployment of the annual Conflict of Interest forms at the beginning of the year.

IX. **Closing**

A. Announcements

- The next Board Meeting with the Fellowship will be held on March 14, 2025 *[Correction noted in the meeting as the published agenda said "June 14, 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: [Organizational Chart with Committees 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

C. Closing Serenity Prayer

NOTE: Minutes pending board approval at the March 14, 2026, Board Meeting with the Fellowship.

