



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

1901 East 29th St, Signal Hill, CA 90755

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This is a regularly scheduled meeting with notice given on the ACA WSO website.

Please contact the board secretary for any comments, requests or questions about this meeting at secretary@acawso.org

Board Meeting with the Fellowship Minutes

June 13, 2026

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

Meeting held via video conference/Zoom

Agenda Topic
I. Opening - Tamara P, Meeting Chair A. Call to Order – Open with the ACA Serenity Prayer B. Readings: <u>Tradition 6</u>: 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. <u>Concept VI</u>: 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. <u>Diversity Statement</u>: 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. <u>Health and Safety Statement</u>: 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. <u>Meeting Protocol</u>: 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.

[Recording started]

C. Roll call of Board Members: Al E., Alisa A., Dove H., Rich R., Sue V., Tamara P.

Absent: None

Quorum - Established with all six trustees present

D. Meeting Support:

a. Chair(s): Tamara P.

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

c. Tech Host: Brad L.

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

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

- Trustees - 6
- Committee Chairs - 4
- Staff - 3
- Other participants - 19

II. Minutes

Last Meeting Minutes link: [March 14, 2026 Board-Meeting-with-the-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 March 14, 2026, Board Meeting with the Fellowship - see: [2026-03-14 Board Mtg. with Fellowship Minutes](#) (Dove H.)

Second: Tamara P.

Decision: Motion passed unanimously.

III. Executive Reports

A. [Board Reports](#) - Tamara P., Chair, presented the report

Reference: [2026 Book of Motions \(Jan. - May\)](#)

Summary Points:

- The board report highlighted business accomplished on behalf of and in support of the fellowship, with details available in the Book of Motions on the WSO website.
- Key Actions (March–May):
 - Approved actions to support the printing and distribution of ACA literature in Egypt, expanding recovery resources globally.
 - Approved Public Service and H&I Committee's outreach flyer for incarcerated individuals to carry the ACA message to those with limited access to recovery resources.
 - Updated criteria to provide more reliable and accessible meeting information for members and newcomers.
 - Accepted the 2025 audit report, supporting financial oversight and accountability.
 - New Committee Chairs Appointed:
 - Publishing Committee Chair: Rivka
 - ABC Committee Chair: Charlie H
 - Supported transitions across several service areas to ensure continuity and future growth.
- The board's work spans governance, financial stewardship, literature, outreach, and community support — all aimed at keeping ACA healthy, effective, and available for future generations.

B. [General Manager Reports](#) - Bill D. presented the report

Summary Points

- Literature Sales (April): 4,785 books sold across Signal Hill warehouse and Amazon North America channels
 - Top sellers: Loving Parent Guidebook, Big Red Book, and Yellow Workbook
 - 759 ebooks and 355 audiobooks sold
 - 878 booklets, 2,132 trifold pamphlets, and 3,072 chips and medallions distributed
- Warehouse & Distribution:
 - Domestic and international orders are processed
 - April transfers included the 20th Anniversary Big Red Book to Amazon UK and Germany, Spanish Big Red Books to Amazon US, and Italian Big Red Books to Amazon UK
- The IT team maintained WSO systems, website infrastructure, and meeting directory support
- The office received 403 emails and 137 calls in April
- 2,997 active meeting occurrences and 2,518 active meeting group numbers; 34 new meetings registered
- 105 intergroups listed as of the end of April
- Publishing & Translations:
 - Ongoing work on print, design, and e-book projects with a focus on international access
 - Progress on international distribution in Australia and Egypt

- Refreshed Traveler newsletter and relaunched Comline blog to improve fellowship communications
- Continued support for independent audit and financial reporting
- Active monitoring of Amazon, eBay, and other platforms for counterfeit or unauthorized literature sales
- The World Service Office remains stable, active, and focused on service despite limited staffing and growing complexity.

Questions/Comments

- Q: Where are we in terms of culling meeting listings, and will it be completed this year?
How does it stay current?
 - A: IT Manager - We have an automated system that will be launched this summer that will require yearly updates by the groups. It is a priority and will be launching soon. We are also implementing a conference initiative to update the meeting listing guidelines to allow only a single individual to be the Public or one of the Primary Private Contacts for no more than four meeting registration numbers.
- Q: I didn't see anything in the board report to establish conference committees. I thought this was a priority for the board.
 - A: Trustee - It is a priority. This is under the sustainability committee. It is being worked on by the committees created by the conference.
- Q: What is the relationship between the board and the committees and the conference and the board?
 - A: Trustees - The WSO committees work with the board on behalf of the fellowship. The fellowship provides the board with direction, and the committees help implement it. The conference committees, when created, will be separate from the board/committee structure. The fellowship provides direction through delegates at the ABC (Annual Business Conference). The ABC then passes those directions to the board. The board has committees that look at implementation. WSO committees also handle day-to-day support — receiving emails and calls to support the fellowship. It is an evolving and maturing relationship that goes back and forth. The goal is to develop this structure together with the delegates and the fellowship. The charter group is working on the charter, and creating conference committees is part of the ABC Sustainability subcommittee's work.

C. Treasurer Reports - Al E., Treasurer (5 min.) Treasurer Presentation for June 13, 2026 BMF

Summary Points

- Overall Financial Position (2024 vs. 2025):
 - Total assets declined from ~\$1.6M (2024) to ~\$1.4M (2025), a drop of ~\$200,000
 - Contributing factors include operational support costs, literature development, new websites, and infrastructure expenses
- Income Trends:
 - Total income remained relatively flat, declining by ~\$23,000 between 2024 and 2025
 - Literature sales declined by ~\$34,000 in 2025
 - Seventh Tradition contributions trended upward by ~\$10,000, representing 22% of total revenue
- 2026 Year-to-Date (January–March):

- Revenue is under the budget projection by ~\$20,000
- Buffered by Seventh Tradition contributions of ~\$12,000, which exceeded budget expectations
- Literature sales remain the primary driver of the budget shortfall
- Increased inflationary costs and legal/professional fees (related to copyright issues) also impacted the budget
- Complete financial reports comparing 2024 and 2025 data are available on the BLUE website (ACAWSO.org)
- Al expressed gratitude for Seventh Tradition contributions.

D. [Finance Committee Reports](#) - Al E., Finance Committee Chair

📄 Finance Committee Report June 13, 2026 BMF

(Note: the financial reports presented are for two months prior to the current month.)

Summary Points:

- 2025 Accomplishments: Completed 34 finance-related tasks alongside monthly financial reviews with Jonathan (contract accountant)
- Supported the 2025 audit by digging out required documentation
- Updated the banking trifold
- Transitioned Jonathan, our accountant, to an independent practice, projected to save ~\$18,000 in 2026
- This transition also positions the committee well for selecting a new auditor in 2026
- Q1 (first quarter) 2026 Review: Reviewed financial trends, budget variances, and overall budget performance
- Key budget pressures identified:
 - Unexpected legal costs
 - Unpredicted inflationary-related costs due to the world situation
 - Softer demand for literature
 - Without these cost factors, the budget would have been nearly in balance (~\$2,000 off)
 - A budget re-forecast and inflation pricing adjustments are in progress
- Other Committee Activities:
 - Contingency fund policy still needs edits
 - IT improved QR codes on the website to enhance Seventh Tradition contributions
 - Looking into financial records protection for business and historical purposes
- What's Ahead:
 - Prudent reserve policy edits
 - Modifying the timeline for Form 990 federal disclosure
 - Contingency policy edits moving toward final drafts
 - Considering cryptocurrency donations for Seventh Tradition
 - Developing key performance indicators for quick budget visibility
- Committee Composition: Jonathan (CPA) continues as contract accountant, along with an ACA member who is also a CPA, and new members joining the Finance Committee

Questions/Comments

- Q: I heard there is a QR code for 7th tradition contributions?
 - A: IT Manager - Yes, I will post it in chat.
- Q: Is the dip in literature sales cyclical or do you have any theories on that?
 - A: General Manager - I do have some theories.
 - Third-party books on the market as about 10 books on reparenting the inner child have been published in the last year and a half on Amazon, likely adopting ACA principles, possibly through AI
 - AI copyright infringement - ACA's copyrighted books have been uploaded into AI platforms; a cease and desist was issued to ChatGPT to remove the *Loving Parent Guidebook* from their platform
 - Economic factors: The economy is reducing disposable income, leading people to spend less
 - Free PDF downloads: ACA copyrighted PDFs being posted online for free by members or the public reduces the incentive to purchase books
 - Unauthorized regional content: One registered region is creating its own book outside the fellowship process and offering it as a free download
 - All of these factors combined are contributing to the depressed literature sales.
- Comment: On the financial picture, showing only the bottom-line profit and loss doesn't give the full picture. Regarding the sales decline, people may not be buying physical books as much, which could be a key factor in the income decline. I do not want to encourage the free distribution of literature, yet I suggest moving more toward ebooks and other electronic formats, rather than continuing to invest heavily in printed books. Electronic literature is better for the planet, more cost-effective, and more equitable.
 - A: The digital sales are increasing, but slowly, every year, and my experience is that people don't want the workbooks as much as just regular reading books since the workbooks are difficult to navigate in a digital format, because people are writing answers, they're creating graphs or charts or whatever, and it's very difficult to do in a workbook. But we continue to publish the e-books, and every time we get a new translation, it goes into an e-book.
- Can you speak to the work of the Communications group related to this?
 - A: General Manager - The communications working group is comprised of staff, volunteers, and contractors, and meets regularly to discuss ways to carry the message more effectively. One key initiative is improving product description pages on Amazon and moving away from heavy text-based descriptions, and adding more interesting graphics and upgraded visuals.

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

IV. WSO Topics

A. Inflation-Based Literature Pricing Adjustment - Al E. & Bill Dalton

 Inflation Cost Recovery Presentation 6-2026.pptx

Summary points

- Why a Price Adjustment Is Needed:
 - ACA's last pricing adjustment was in March 2025; since then, inflation has continued to

rise

- Overall inflation is up ~4.8% from March 2025 to May 2026 (per the Bureau of Labor Statistics CPI)
- What cost \$23 in March 2025 now requires \$24.10 in May 2026 to maintain the same buying power
- The energy sector (affecting shipping, logistics, printing, and paper) is up ~19% over the last 12 months
- What Literature Revenue Supports:
 - Literature provides 78% of WSO's operational budget
 - Covers translation, publishing, technology infrastructure, accounting/compliance, and worldwide distribution
- Proposed Price Changes:
 - Big Red Book: \$24.00
 - Soft cover text: \$17.75
 - Chips and medallions: \$1.75–\$2.95 range
- Implementation target: July 1st, expected to generate ~\$30,000 in additional revenue
- Commitment to Affordability: ILF (Individual Literature Fund), regional/intergroup discounts, and translation discounts remain unchanged
- This adjustment is not generating excess revenue; it is responsibly recovering inflationary costs to continue carrying the ACA message worldwide
- Three additional fellowship members attended the Finance Committee meeting on Thursday where the pricing adjustment was finalized and all three new attendees said it was "a no brainer," that the adjustment was necessary to recover inflation costs even though no one likes prices to go up.
- I live in a retirement community and received a 4.5% price increase effective June 1st so this shows me that ACA's proposed adjustment is right in line with what other organizations are doing in terms of pricing adjustments

Questions/Comments

- Q: Are other cost costing measures considered, such as the intergroup discount or translation discount, to help raise funds?
 - A: Yes, those are additional topics the finance committee is taking up. So, stay tuned for future changes.
- Q: I am wholehearted about the price change. Is there an educational PowerPoint that would be easy to share with my group - those presented today - will they be posted on the website to share with our groups?
 - A: They are on the blue website acawso.org, and they are under Treasurer's reports and Finance Committee reports.
- Q: The WSO bylaws state that WSO will be primarily supported by contributions from its members, yet WSO is currently 78% funded by literature sales (non-contribution sources). Why do you suppose the people who founded or incorporated WSO put that provision in the bylaws? What would it take for WSO to be in compliance with that bylaw?
 - A: Trustee - This is a good question, yet I do not have enough handle on the history of the organization to explain how the 50% figure was arrived at. I did add \$50,000 aspirationally to the Seventh Tradition budget line to try to coax the contribution percentage past 22%.

- Comment: In order to remain a public benefit corporation, at least two-thirds of revenue must come from contributions.
- A: General Manager - I think this is likely a misstatement, as sales of ACA books are considered program-related income, which counts as revenue from the public. Also, in response to the question, when the bylaws were originally written in the 1990s, ACA had no books to sell. Therefore, the founders were not anticipating or planning for book revenue when they wrote the provision stating that the organization would be primarily supported by member contributions.
- A: Trustee - This balance between Seventh Tradition vs. literature sales is discussed across all 12-step organizations, so ACA is "in good company." The communications group is actively working to connect the fellowship with the need for Seventh Tradition contributions, and increases are already being seen. Also, ACA books are not just about selling books — they are about recovery. ACA members cannot recover without the books, so literature revenue is deeply tied to program work. Significant spending on program initiatives (such as translations and outreach) supports ACA's standing as a public benefit organization. The percentage of literature-related revenue should be viewed in the context of how much of it directly supports recovery and program activities.

Promise 7 Break -Al E.

IV. WSO Topics Continued

B. Literature, Publishing & Translations Presentation - Sue V.

 Unified Literature Publishing Translations.pptx

Summary Points

- Four Paths to New ACA-Approved Literature
 - Fellowship Proposal Ballot (goes to ABC)
 - Literature Committee Initiative (e.g., Loving Parent Guidebook)
 - Registered Group Submission (e.g., New Hope)
 - Board Initiative
- Key Committees & Roles
 - Literature & Development — Chair: Chris H. (supports new author teams)
 - Literature Evaluation — Chair: Alaska (includes worldwide reader team feedback)
 - Editing Subcommittee — new subcommittee, led by Kathy H. and Victoria
 - Publishing & Translations — new Chair: Rivka
- New books require ABC and board approval from concept to publication
- After evaluation, manuscripts may be revised and resubmitted
- Pre-publishing approvals involve board trustees and all literature subcommittee chairs
- Final publishing steps include translations, editing, typesetting, and distribution to print hubs and ebooks

- Strategic Development Areas
 - Unified style guide and standards from writing through translation
 - Formal editing process now in place
 - Conference approval process under development
 - New literature submission and changes to existing literature processes are being reviewed
- Upcoming Events
 - Open House on July 18th — details on the literature webpage
 - A breakout room at the end of the current meeting for additional questions
- Sue also thanked all volunteers, committee chairs, and key staff supporting this work.

Questions/Comments

- Q: Can you confirm why it takes so long to get ACA literature published? I answer others that the literature committee wants to ensure everything is correct and within the ACA message. Am I on track?
 - A: Yes, you are on track. I have checked with other 12-step organizations and heard that the average publishing timeline can be seven years. I think there is something else going on, which is why a system-wide review and assessment is underway. I hope that the process will become quicker in the future, yet it will never be truly fast.
 - A: Also, we need more volunteers, so if interested, please see the link in the chat.

C. 2026 Annual Business Conference Summary -Tamara P.

Summary Points

- 113 delegates registered to participate in the ABC, and approximately 70 delegates participated in worldwide online voting sessions each day.
- Motions Approved (with minority opinion already heard)- confirmation of the appeal process for chair and parliamentarian rulings
- Floor motions deemed timely resulted in four motions approved (minority opinion to be heard at next conference in September) as follows:
 - Adjustment to the ballot proposal timeline for greater flexibility and fellowship participation.
 - Limit on the number of ballot proposals that may be submitted by a registered ACA entity or individual member per ballot cycle.
 - Acceptance of the fellowship group vote results regarding a proposed functional name change to "Adult Children of Alcoholics and Dysfunctional Families" (ACAD), with a phased implementation plan over the next 5–10 years.
 - Clarification of the fellowship group vote process, affirming that results are based on votes cast by responding registered groups
- Trustee ratifications were completed, affirming the fellowship's confidence in current board members.

- These decisions reflect the fellowship's active participation in shaping ACA's future through the group conscience process.

Questions/Comments

- Q: You said 113 registered and only 70 showed up. Why didn't they show? Maybe you could send them a questionnaire to find out.
 - A: In order to participate in worldwide voting, you need to register.
 - A: IT Manager- I do not have a specific answer for why those 43 delegates did not participate, yet this is a typical occurrence - between 25 to 40% of delegates who sign up do not participate.
- Comment: I want to do a shout-out to the board and all participants. This meeting was moving along quickly, and the presentations were great. I observed that very few questions were asked, suggesting that participants are well educated and that the board is doing a good job of educating the fellowship. Great work, team!
- Why are there two websites? Only after 5 years in ACA, upon volunteering as a delegate, did I discover the second (blue) website. It is concerning that service beyond the group level is so hard to find, drawing on 30 years of 12-step experience, where service is always part of recovery. There seems to be a "missing link" in connecting members to service opportunities.
 - A: IT Manager - There is a large section on volunteering on the new ACA website, including exploring volunteer opportunities where every committee is listed (shows webpage). Service has always been a big part of recovery, which is why an entire section at the top of the website is dedicated to it. Anyone with ideas for how the website can attract more volunteers, please contact me or reach out via Slack.
- Comment - We use a customized closing in our intergroup that emphasizes service and specifically outlines opportunities at the local, intergroup, and World Service levels. I am happy to forward it to anyone interested - you can put your email in the chat.
- Q: I am a new WSO volunteer and found difficulty finding a clear on-ramp for getting started. I got connected to Slack and started reading the channels, and found it helpful. I did not know about the Blue website at first, but once I found it, things became clearer. I feel the information on how to get started volunteering was a bit nebulous, and I waited to receive that clear "on-ramp" moment that never came. I suggest something super linear — like a guide in Slack at the beginning — to help new volunteers get started.
- Tamara - Thank you. Great suggestion.

IX. Closing

A. Announcements

- The next Board Meeting with the Fellowship will be held on September 12, 2026.
 - 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-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).

Comments:

- B. Motion to Adjourn Meeting
- C. Closing Serenity Prayer

Post-Meeting Breakout Rooms (15 - 20 min.: 3:35 - 3:55 PM ET)

- ❖ Literature, Translations and Publishing with Sue V.
- ❖ Board of Trustees with Tamara P., Rich and Dove
- ❖ Inflation-Based Literature Pricing Adjustment - with Bill D. and Al E.

REFERENCE Link: [WSO Resources List](#)

APPENDIX: Links to Web Pages/Reports by Area

1. Fellowship and Public Services

- a. [European Committee](#): Chair - Open
- b. [Global Members Committee](#): Chair -Open
- c. [Literature Committee](#): Chair - Open; LAP team interim
- d. [Member Services Committee](#): Chair - Open
- e. [Nominating Committee](#): Chair- Denise R.
- f. [Public Services and Hospital & Institutions Committee](#): Chair - William GB (TBC).
- g. [Safety Resources Committee](#): CoChairs -Marcin C. & Lisa M. (TBC)
- h. [Volunteer Resources Committee](#): Chair- Open

2. ABC/Conference

- a. [ABC Committee](#): Chair - Charlie H.
 - i. [Charter ad hoc](#): Co-Chairs - Josh & Mary Jo (TBC)
 - ii. [ABC Sustainability Group](#): Chair - Marion M.
 - iii. [Delegate Engagement](#) Open
- b. [Ballot Preparation Committee](#): Chair - Open
- c. [Concepts Study](#): Chair: Rotating

3. WSO Operations

- a. [Archives Committee](#) Chair - Joe C.
- b. [Audit Committee](#) Chair - Phillip
- c. [Data Analysis Committee](#) Chair: Brian P.
- d. [Finance Committee](#) Chair - Al E.
- e. [Information Technology Committee](#) - Chair: Marcin C.
- f. [OPPM](#) Team working on updating project: Dove H., Mary Jo L., Sue V. & Trish (staff)

- g. [Publishing Committee](#) Chair - Rivka
- h. [WSO Office](#) General Manager - Bill D.