



**MONTHLY TELECONFERENCE AGENDA
June 8, 2019**

THIS IS A REGULARLY SCHEDULED MEETING WITH NOTICE GIVEN ON THE ACAWSO WEBSITE AND THE TRAVELER NEWSLETTER
Please notify the secretary with changes, additions, or motions for this meeting.

Zoom Webinar ID: 228-809-511

Webinar:	Mobile one-tap	Dial
https://zoom.us/j/228809511	US: +1-669-900-6833 (San Jose) PIN: 228809511# US: 1-929-205-6099 (New York) PIN: 228809511#	Zoom International Dial-in Numbers <ul style="list-style-type: none"> • DEN: +45 89 88 37 88 • SWE: +46 8 4468 2488 +46 8 4468 6646
Link for International Numbers: —▶ https://zoom.us/u/adSv3hv19d		

- A. Call to Order:**

- B. Roll Call of Board Members**
Present:

Absent:

- C. Establish Quorum:**

- D. Guest Introductions:**

- E. Tradition of the month: 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.

- F. Minutes:** Motion to approve May 11 Teleconference Minutes (Miles C.)
Second:

Discussion:

Decision:

- G. Chair Report:** Charlie H.

H. **Treasurer's Report:** Pat H.

I. **WSO Office:** Nick C.

J. **Committee Reports:** *All reports can be found on the business website: <http://acawso.org>*

1. **Executive Committee:** David McB.
2. **Archive Committee:**
3. **Finance Committee:** Pat H.
4. **Literature Committee:** Charlie H.
5. **Member Services Committee:** Carole C.
6. **Public Services Committee:** David McB.
7. **European Committee:** Majbrit M.
8. **DCOC:** Bill D.
9. **Service Network Committee:** Jim B.
10. **Website/Database Committee:** Jim B.
11. **ABC Committee:** Erin D.
12. **Ballot Prep Committee:** Mary Jo L.
13. **OPPM Committee:** Mary Jo L.
14. **Nominating Committee:** Greg R.
15. **Addressing Predatory Behavior Working Group:** Karin S.

K. **Motions passed at the board working meeting on June 6, 2019**

1. **Motion (Bill D.):** That the WSO Board approve the purchase of 15,000 Yellow Workbooks at a cost of \$28,096 plus shipping of approximately \$2,544 per the attached quote from Bang Printing.

Background: The previous 10K order for YWB was made after receiving a 10K book order

about 2 months prior to that. By ordering larger quantities we will not need to order as frequently. With the cost savings of ordering 15,000 of them instead of 10,000 being 46.69 cents per book, we can order 15,000 books and get a total savings of \$7,003 in printing costs over what it would normally cost to print them. That is enough savings to pay for storage for 5,000 of them for 5 or 6 months if necessary and still have over \$6,000 in savings leftover.

Second:

Discussion:

Decision: Approved unanimously

L. New Business:

1. **Motion: (Pat H.):** To hire the firm of Onisko & Scholz as our new outside accounting firm, replacing Wilshire Financial Services, with a \$5500/month retainer fee for their services.

Background: The Finance Committee was tasked by the Board with finding a replacement for our current outside accounting firm, Wilshire Financial services. An RFP was sent out to half a dozen Signal Hill area accounting firms and the Finance Committee reviewed the responses.

The responses were narrowed down to two candidates: Onisko & Scholz and CKP. The Finance Committee checked their customer references and had telephone interviews with both firms. Onisko & Scholz has considerable experience with Non-Profit Organizations, has clients who sell through Amazon, is familiar with Sales Tax Nexus in each state, is the closest in location to the Signal Hill office, and has already gone to the office and seen some of our systems.

The firm's retainer fee will be reconciled against actual at year end. Any overpayment will be returned to WSO or carried over to the following year. We paid Wilshire Financial \$55,166.00 last year. Onisko & Scholz will outsource our payroll function to ADP, and our monthly fee will be less than \$500/month. ADP will file all of our payroll taxes in every state we have an employee.

Second:

Discussion:

Decision:

L. Guest Comments:

M. Motion to close the meeting:

Second:

Decision:

N. ANNOUNCEMENTS

- **Next Meeting: July**