



Adult Children of Alcoholic and Dysfunctional Families
World Service Organization
1458 E. 33rd Street, Signal Hill, CA 90755
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MONTHLY TELECONFERENCE AGENDA January 11, 2020 2PM Eastern

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:	Dial US	Dial International
https://zoom.us/j/228809511	US: +1-669-90-06833 (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• Full list of international Numbers https://zoom.us/u/adSv3hv19d

- A. **Call to Order (David to Chair as Charlie is Traveling)**
- B. **Roll Call of Board Members**
- C. **Quorum established**
- D. **Guest Introductions**
- E. **Tradition One:** Our common welfare should come first; personal recovery depends on ACA unity.
- F. **Minutes:**
 - a. Motion to approve the December 14, 2019 Teleconference Minutes (Jim B)
 - Second:**
 - Discussion:**
 - Decision:**
- G. **Chair Report – Charlie**
- H. **Treasurer’s Report - Bill**
- I. **Committee Reports:** *All reports can be found on the business website: <http://acawso.org>*

 1. **Executive Committee:** David McB.
 2. **Archive Committee:** Marcia J.

3. **Finance Committee:** Bill D
4. **Literature Committee:** Charlie H.
5. **Member Services Committee:** Carole C.
6. **Public Services Committee:** David McB
7. **Hospitals and Institutions:** Rich or Miles C
8. **European Committee:** Majbrit M.
9. **WSO Office:** Nick C.
10. **DCOC:** Bill D.
11. **Service Network Committee:** Jim B.
12. **Information Technology (IT) Committee:** Sharon
13. **ABC AWC Committee:** Miles C.
14. **Delegate Training Subcommittee** – Cheryl F or Erin
15. **Ballot Prep Committee:** Mary Jo
16. **OPPM Committee:** Mary Jo
17. **Nominating Committee:** Greg R.
18. **Predatory Behavior Work Group:** Karin S.

J. New Business

a. Motion:

Background:

K. Motions passed via specific concurrence on slack in 2019 and missed from previous TC's

1. **Motion:** (Bill Nov 10) To hire Avalara to perform WSO sales tax compliance work in accordance with the prior board approved Request for Proposal for an approximate cost of \$8,480 to do the study and register us with the states plus a \$9,845 annual service fee and \$985 monthly for tax filing.

Background: 8 firms were solicited with the approved RFP. Avalara is the firm whose response best met the criteria of the RFP.

The Finance Committee and Brett, our accountant from O&S, jointly discussed the Avalara proposal and recommend WSO utilize them for the sales tax project that will include the

following phases and costs. (Costs beyond the Nexus Analysis phase are estimated until the Nexus Analysis is completed. We do not know our complete sales tax cost scope as of this moment but will know before we agree to proceed to the next steps).

Second: Miles

Decision: Motion passes unanimously.

2. Motion: (Bill Nov 14) To approve the submittal of the 2018 990 Tax Return to the IRS as prepared by O&S Accountants.

Background: The Finance Committee finished its review of the 2018 990 Tax Return tonight. The Finance Committee is good with it and recommend the board approve it to be filed electronically tomorrow which is the deadline with the IRS.

Second: Miles

Decision: Motion passes unanimously.

3. Motion (Bill via SC on Dec 27 2019): That the board adopt a policy of requiring a form to be submitted whenever free program literature is disseminated (with the exception of routine H&I requests). This includes public outreach, Lights On Program, and BBI program literature requests.

Background: Since we are a 501(c)3 tax exempt charitable organization we cannot distribute our literature to anyone except to further our program goals and objectives. The accountants have suggested creating a paper trail for these types of requests to verify fulfillment of the regulations pertaining to these distributions.

Second: Erin

Decision: Motion passes unanimously.

REQUEST FOR FREE LITERATURE FOR DISTRIBUTION TO PUBLIC

Requested by: _____ Request Date: _____

Reason Literature to be distributed*: _____

Location/ Event of the distribution: _____

Committee or Cost Center: _____

Are these items currently budgeted? _____

Quantity of Literature Requested: (attach additional sheets if needed)

Item	Quantity Needed	Item	Quantity Needed
_____	_____	_____	_____
_____	_____	_____	_____

*Individual H&I literature packets do not need this form as long as written requests are received.

Shipping address of the literature: _____

Authorized by _____

Please email completed form to accounting@acawso.org

- 4. Motion (Erin via SC on Dec 27 2019):** That the board approve the ABC Committee's recommendation of selecting Helms-Briscoe as the firm to engage to facilitate hotel contract negotiations for the San Francisco 2021 ABC AWC.

Background: As the ABC AWC has grown in size and complexity the negotiations with hotels have stretched host committees and the board's abilities to seek the best deal for the fellowship. By using a professional consulting firm who specializes in event planning around the world, WSO will get their expertise at no cost since they are paid by the hotels when they bring them business.

Second: Majbrit

Decision: Motion passes unanimously.

L. Guest Comments

M. Motion to close the meeting:

Second:

Decision:

N. ANNOUNCEMENTS: Next meeting will be held on Saturday February 8th, 2020 at 2PM Eastern