



**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
February 08, 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#	Zoom International Dial-in Numbers • DEN: +45 89 88 37 88
	US: 1-929-205-6099 (New York) PIN: 228809511#	• SWE: +46 8 4468 2488 +46 8 4468 6646
		• Full list of international Numbers https://zoom.us/u/adSv3hv19d

- A. Call to Order**
- B. Roll Call of Board Members**
- C. Quorum established**
- D. Guest Introductions**
- E. Tradition Two:** For our group purpose there is but one ultimate authority – a loving God as expressed in our group conscience. Our leaders are but trusted servants, they do not govern.
- F. Minutes:**
 - a. Motion to approve the January 11, 2020 Teleconference Minutes (Jim B)
Second:
Discussion:
Decision:
- G. Chair Report – Charlie H**
- H. Treasurer’s Report – Bill D**
- 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 R
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 F
13. **ABC AWC Committee:** Miles C.
14. **Delegate Training Subcommittee** – Erin D
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 a Board Working Session on Jan 16th

1. **Motion: (David M) WSO pay up to 4 people up to \$40 per hour with a cap of \$7,500 to call each state to comply with our sales tax issues**
 - **Second – Charlie H**
 - **Background – The finance committee is doing state by state tax registration. There about 26 states that we must register with. The quote we were provided was \$3,500**

per state for our Tax Consultants to complete this work. We have done the state of Florida already ourselves and feel we can do this with knowledgeable experienced people at a significant cost savings. This is too much to ask volunteers to do for free.

- **Discussion** – Should we ask O&S to look at it? Do we have the people to do it yet? We are looking for people with business and accounting experience – can be outside the program and even from Canada. Request to send a brief job description to Miles.
- **Vote Results: All in Favor**

L. Motions passed via a Board Working Session on Jan 24th

- a. **Motion: (Jim B)** That the board approve the DCOC recommendation to move forward with the O&S proposal for improving our Inventory Management procedures. This includes approved travel for Sharon to visit the DC to kick off this process. The maximum amount approved is the O&S proposal estimate of 8 to 10 K and Sharon's travel at \$1500.

Seconded: Rich R

Background: The stewardship of the processes identified in the project will belong to the WSO Staff with oversight by the DCOC, LOM, and accountants. The OM will be the primary person to oversee the inventory processes after the OM and staff are fully trained by the accountants. If there are monthly discrepancies in the inventory the DCOC and accountants will take an active role in troubleshooting any problems.

Vote: Unanimous (with Majbrit M voicing her approval before getting off the call)

M. Motions passed via Specific Concurrence on Slack

1. **Motion: (Bill D)** To authorize payment of unpaid sales taxes in the amount of \$9,834.92 including the interest of \$918.54 owed to the State of Florida. A penalty of \$4,458.19 was waived since the ACAWSO came to the State of Florida and voluntarily disclosed its tax liability.

Seconded: Carole C

Background: ACAWSO has been selling its books on Amazon since March of 2017 and from its Distribution Center in California many years before that. Neither Amazon nor ACAWSO were collecting and remitting sales tax on the books sold there. ACAWSO has sold enough books to meet the threshold for sales tax collection in Florida and was proactive in going to the State of Florida and submitting its records before they came to us.

Vote Results: Unanimous

2. **Motion: (Bill D) at a Jan 16th Working Session with Final vote on Slack** To adopt the ACA WSO 2020 Budget that has been reviewed and edited by the Board.

Seconded: Carole C

Background: The budget was reviewed and edited a number of times at a few different working sessions. The actual approved budget is posted on acawso.org and dated Jan 16th approved. The total 2020 income is projected at 1,392,359.92 and Cost of Goods at 751,316.96 for a profit of 641,042.96 on sales, etc. 2020 expenses are estimated at 582,329.48 for a year end profit of 58,713.48.

Vote: Unanimous

3. **Motion: (DCOC)** To approve entering into a Service Agreement with Paychex, Inc. to provide Human Resource consulting services as identified in the attached proposal for annual sum of \$5,981.58 plus a one time implementation fee of \$500.

Seconded: Carole C

Background: This vendor was selected from a 3 vendor competitive bid process initiated by the DCOC at the board's request. The complex HR requirements of dealing with employees in three states are more time consuming than current staff or the volunteer board can manage and remain in compliance without assistance from professionals in this field. WSO values its employees and wants to have a good HR program available to them. This vendor offers many value added benefits the other vendors did not offer such as an Employee Assistance Program, Dependent Care Flexible Spending Account (FSA) administration and education to employees, and a group discount program. All three proposals were in the \$5400 - \$5900 range with the two lower cost vendors not providing a dedicated HR Professional, a training program, or the extra benefits mentioned above in their base prices. The Exec Committee discussed accepting this proposal at its last meeting and unanimously voted to recommend doing it as an SC

Vote: Unanimous

N. Motions passed on a Board Working session on Feb 6 2020

- 1) **Motion (Jim B):** That WSO creates an ad hoc committee to review Diversity in the ACA fellowship and the WSO and provide their findings and recommendations.

Second: Carole C

Results: All in Favor

Background: The ad hoc committee will be formed with a Board member as the interim chairperson. The interim chair will form the ad hoc committee with volunteers from the fellowship and then elect a chairperson. The interim chair will then become the board liaison to the ad hoc committee. The ad hoc committee is to provide a report by the December 12th 2020 board teleconference. And can ask for an extension if needed.

2) Motion (Bill D): That Jim B be the interim Chair and Board Liaison of the newly formed Diversity Adhoc committee

Second: David M

Results: All in Favor

3) Motion (David M) - To approve shipping our outdated SKU back from Amazon US for a cost of under \$500. This is for approximately 1,250 products. We are quoted .30 each.

Second: Bill D

Results: All in favor

Background: Last year Amazon US enforced a change of SKU's for all products. Most of our products are the new SKU's but we have these outstanding slower sellers that are difficult to reconcile in our accounting.

This is the cleanest way to pave the way for single SKU's for each product on amazon US.

4) Motion: (Bill D) To increase the total room block request for the 2020 ABC-AWC by 91 to a total of 548.

Second: David M

Results: All in favor

Background: The cut off for room reservations is March 27th and we are obligated for 80% of the room block. We are looking to make an increase based upon the reservations already made. The block change is only a request to the hotel, we have to see what they actually approve. We are doing this to help keep a lower room cost for people. Without the discount the rooms are likely to be 40 to 60 dollars higher.

5) Motion: (David M) To approve Travel, Hotel, Per Diem and Meals expenses for 19 people as noted for the 2020 ABC AWC

Second: Carole D

Results: All in favor

Background: WSO typically pays travel expenses for the board to attend the ABC-AWC and also pays for any special workers, or people that WSO asks to attend to support the event.

A	B	C	D	E	F	G
Num	Guest	Date Checking In	Date Checking Out	Room Nights		
1	Bill D	4/21/2020	4/28/2020	7		
2	Carole C	4/21/2020	4/28/2020	7		Meals
3	Charles H	4/21/2020	4/28/2020	7		AWC Reg
4	David McB	4/21/2020	4/28/2020	7		Travel
5	Erin D	4/21/2020	4/28/2020	7		Lodging
6	James B	4/21/2020	4/28/2020	7		Per Diem
7	Majbrit M	4/20/2020	4/28/2020	8		
8	Miles C	4/21/2020	4/28/2020	7		
9	Richard R	4/21/2020	4/28/2020	7		
10	Claudia G	4/21/2020	4/27/2020	6		
11	Gloria D	4/21/2020	4/28/2020	7		+
12	Nick C	4/21/2020	4/28/2020	7		
13	Shannon B	4/21/2020	4/27/2020	6		
14	Sharon F	4/21/2020	4/27/2020	6		
15	Cheryl F	4/22/2020	4/27/2020	5		
16	Eleni M	4/22/2020	4/27/2020	5		
17	Greg R	4/22/2020	4/27/2020	5		
18	Annie C	4/22/2020	4/27/2020	5		
19	Fredrik	4/20/2020	4/28/2020	8		
			Room Nights	124		
			Room Cost	\$ 142		
			Total Cost	\$ 17,608		

6) Motion: (Charlie H with amendment from Bill D): That the Board accept applications until March 1 from the fellowship for a member to serve as Annual Business Conference chair and select a Conference chair in time to announce the decision by March 15. That the board further announce WSO's request for applications at Teleconferences, on the WSO website, and through other WSO communication channels.

Second: Carole C

Vote: Unanimous

Background: This changes wording and time frames laid out in the OPPM. The board wants to ensure we give the fellowship and local host community an opportunity to provide a chair for the 2 Day ABC. Having until March 15th gives us time to complete this for 2020 and going forward. This still allows for board members to express interest in chairing the ABC if they are interested. This motion was started on the Feb 6th teleconference and voting was completed later in the day on slack.

O. Guest Comments

P. Motion to close the meeting:

Second:

Decision:

Q. ANNOUNCEMENTS: Next meeting will be held on Saturday March 14th, 2020 at 2PM Eastern