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**MONTHLY TELECONFERENCE Minutes  
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
<a href="https://zoom.us/j/228809511">https://zoom.us/j/228809511</a>	US: +1-669-90-06833 (San Jose) PIN: 228809511#  US: 1-929-205-6099 (New York) PIN: 228809511#	<a href="#">Zoom International Dial-in Numbers</a> <ul style="list-style-type: none"> <li>• <b>DEN: +45 89 88 37 88</b></li> <li>• <b>SWE: +46 8 4468 2488</b> <b>+46 8 4468 6646</b></li> <li>• <b>Full list of international Numbers</b> <a href="https://zoom.us/u/adSv3hv19d">https://zoom.us/u/adSv3hv19d</a></li> </ul>

**A. Call to Order (David to Chair as Charlie is Traveling)**

**B. Roll Call of Board Members**

David	Bill	Carole	Rich	Majbrit	Miles
Erin	Jim		Charlie Absent		

**C. Quorum established - YES**

**D. Guest Introductions**

Greg from TX	Denise From Alaska	Fredrik from Sweden	Adrian from Sweden
Karin from Chicago	Lana from Calgary	Marcia IL029 (Iowa)	Josh from DC area
Justine from PA	Jeff from Wisconsin	Laura from CA	Markus from Greater East Bay
Mary Jo	Markus from Sweden	Sharon from MO	Sarah from NY IG

**E. Tradition One:** Our common welfare should come first; personal recovery depends on ACA unity.

**F. Minutes:**

- a. Motion to approve Amended December 14, 2019 Teleconference Minutes (Bill D)

**Second: Carole**

**Discussion: minutes to be updated to correct the date of the EC Election to Feb 4**

**Decision: Approved Unanimously**

**G. Chair Report – (David for Charlie) – Charlie is traveling, Minutes from October Strategic Planning meeting where posted, ABC Ballots will be sent out soon, please sign up for the 2020 ABC and AWC.**

**H. Treasurer's Report – Bill**

In reviewing the Balance Sheet we can see ACA WSO ended the month with \$687,829 in Total Assets. This is a decrease of \$8,870 from the previous month and is due primarily to a continued decrease in our Liabilities. Our Total Liabilities decreased by more than \$13,000 because we paid off expenses that were accrued in previous months but had not actually been paid for until December. Our total cash increased by \$6,086 and our inventory decreased as a sales offset. Our Cash and Cash Equivalents increased by \$17,395. We are in good financial condition and are continuing to meet all our regular obligations without drawing into reserves.

WSO's Total Liabilities and Equity of \$687,829 at the end of the period that leaves us with a Year-To-Date net income of \$84,601.

**Profit & Loss Statement – Previous Month**

Looking at the P&L we can see Total Income for the month was \$91,722. This is higher than the previous month by \$3,729. This is due to an increase in contributions as well as audio book and European sales. The Cost of Goods Sold (COGS) was \$50,092 and was a little higher compared to the prior month's COGS of \$49,648 leaving WSO a Gross Profit of \$41,630 before expenses. We had a Gross Margin of 45.3% for the month compared to about a 39% average for the publishing industry. Gross margin is calculated by subtracting cost of goods sold (COGS) from total revenue and dividing that number by total revenue.

Overall WSO expenses were \$37,435 including payroll and operating expenses resulting in a net income of \$4,195 for the month.

Our YTD Total Income is \$1,203,746. Subtracting COGS of \$543,566 and Total Expenses of \$458,965 leaves WSO with a Net Income of approximately \$84,601. This which will cover the sales tax liability detailed in the Finance Committee report. So, as a non-profit we will about break even for the year as a result of this unplanned sales tax expense.

## **7th Tradition Contribution Report:**

WSO received \$12,335.00 in 7<sup>th</sup> Tradition Contributions for the month from members, groups, and intergroups. This is up by about \$3,500 from the prior month. We budgeted right at \$10,000 per month needed in contributions to fund our committees and programs.

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

**1. Executive Committee:** David McB.

We have been busy with the following areas:

- Looking at HR oversight and options
- And software improvements
- Staffing holiday schedules and options
- Planning Upcoming Strategic Planning meeting at the ABC – 1 day before, 1 day after
- 1 Year overview

**2. Archive Committee:** Marcia J.

- A final revision was done to the Deed of Gifts.
- A list of people to interview for Oral Histories was prioritized. Committee members were assigned names to find contact information.
- There has been no response to requests sent to Tulsa, OK in regards to possible contacts who may know about papers that belonged to Omer G., who was instrumental in the creation of the BRB. Our next attempt will be a request for information placed in the Traveler.

**3. Finance Committee:** Bill D

1. Reviewed the Monthly Financial Statements with a representative of our accounting firm. The statements were posted in the repository under Treasurer's report. – Completed

2. The committee continued compiling the 2020 budget during December. The committee has had a couple of working budget meetings with the full board to revise the committee area of the budget. This work will be completed with a final draft budget for adoption in the next few weeks – In Process

3. Completed the very laborious Phase 2 of the Sales Tax Compliance Project with the Finance Committee doing the work that resulted in saving WSO the \$1,500 fee from Avalara. We used their compliance analysis spreadsheet template that we paid for in Phase 1 and completed our sales tax compliance analysis for all states. This was done after determining where we meet either the physical or economic nexus that triggers the sales tax liability. We have determined WSO owes about \$77,000 in combined sales taxes nationwide as a result of the late 2018 ruling by the Supreme Court that gave states the right to retroactively collect sales tax from online sellers. Even though we did not have a physical presence in those states and were not charging sales tax previously the Supreme Court South Dakota vs Wayfair ruling allowed states to collect the taxes. – In Process

4. Sent the revised Travel Policy and new Outreach Literature Policy to the board for adoption - Completed

**4. Literature Committee:** Charlie H.

- Almost ready to publish new Getting Started Book/Little Red Book – Looking for people to help edit, Contact [vicechair@acawso.org](mailto:vicechair@acawso.org)
- Therapist trifold is progressing
- Having delays with spiral bound workbooks – we are out of stock of LL book now. Looking at alternatives to
- Work proceeding on Loving Parent workbook – reviewers are requested
- Q1 Comline was published and is on [adultchildren.org](http://adultchildren.org)

**5. Member Services Committee:** Carole C.

Our monthly teleconference is normally the first Wednesday of every month. Since that was New Year's Day this year, we postponed our meeting one week. Our Teleconferences are held on zoom at 2 p.m. Pacific Standard Time on <https://zoom.us/j/698113496>

We have quite a lot of business to attend to each month with five subcommittees attached to MSC and the Traveler.

We aim for having bullet points prepared for reporting on the WSO's monthly Saturday Teleconference and get our full reports and approved Minutes on the ACA WSO repository by the Friday before that TC to shorten the time we take up during it.

We worked on our MSC budget last month and submitted it to the Finance Committee. We are now working with the Board to clarify parts of it. We are very aware we need to make sure that our budget allows us to continue to serve the membership and the ACA program. We have been discussing how to do that economically.

We are on the lookout for a Member Services Committee Vice Chair. An MSC Vice Chair will eventually take on the position of Chair of this committee and will be a great help to the current Chair. and a Members Subcommittee Chair.

We are also looking for a Members Subcommittee Chair. This subcommittee is a vital part of the MSC and needs a Chair to lead it. The subcommittee makes sure that incoming questions about ACA and the program are answered. It keeps communication open between WSO, IG, Regions, meeting groups, and the membership. Our Subcommittees:

**Global Members** is Chaired by Sue V. from Canada. Global's Monthly Report is on the repository. Briefly South Korea has just registered their first meeting and have requested our "Lights On" program for literature to begin it. Global and WSO Translations are supporting their efforts at translating literature into Korean. New Meetings have started in South Africa and will be registering with WSO when they are more settled. Israel has started a Step Study group using the English 12 Step Study Workbook. Global is encouraging various countries to send a share in English and in their language to be included in the Loving Parent Workbook. China has a new meeting in English. This is not the first meeting to be registered in China. It has come to Global's attention, however, that no meetings in China were assisted

by the “Lights On” program. Therefore, Global is looking at the possibility of using it for this new meeting.

**Intergroups** is Chaired by Tamara. They have a workgroup that is presently working on the Needs Assessment Survey results. A report on that survey will be forthcoming once the deadline has passed and the work completed.

**Members** needs a chair to lead it. The Members Subcommittee works to promote connections between members, groups, and WSO.

In 2019 the Members Subcommittee answered questions from the membership, developed and published new pages for the AdultChildren.org website to welcome and engage Newcomers to ACA, conducted the 2019 Membership Survey to assist WSO committees in meeting the needs of the Fellowship, and assisted meetings and Intergroups in updating their information with WSO. A report is on the repository at <https://acawso.org/category/member-outreach/>

**Regions** is Chaired by Matt. They will begin meeting once a month by virtual means on the third Sunday of the month at 1 p.m. Eastern Time. Interested parties may also use the Slack channel #msc\_regions\_subcmte to discuss ACA business pertinent to the formation and existence of Regions. Regions is working on the German Region application. The Region will comprise the German speaking countries of Switzerland, Austria, Germany, and Liechtenstein. They might consider including German speaking meetings in other countries. Regions is also working with some other groups in the U.S. that are getting organized to form regions.

**Young Adults and Teens** is Chaired by Marc. He reported that subcommittee activity was slow during the holidays. Highlights for December included communication from a school psychologist who wants to start an ACA Teen meeting in a school. Marc suggested the psychologist contact the area’s Intergroup for assistance that agreed to assist her. Marc also suggested to the Intergroup that they might find a parent to assist the psychologist. The subcommittee is continuing to brainstorm how to help this psychologist and all Teen meetings.

The subcommittee now has a writing team that is discussing how best to reach out to young teens since they are children and existing ACA literature is written for adults. Their belief is the current literature is inadequate in explaining to teens what the ACA program is about and how to work it. The subcommittee is asking the OPPM Committee for answers about changing wording in the “Laundry List” for instance. During the last MSC meeting, the group gave Marc some suggestions for how to write new literature, use cartoons to explain current literature, and form a special team of volunteers to write a core list of what an ACAs are rather than try to reword the “Laundry List.”

We also discussed the difficulties of getting Young Adults/Teens meetings into schools. Decision was that the difficulties are like getting meeting into prisons and jails. One suggestion was to develop a special H & I package of literature meant for Teen meetings in schools that possibly that the Intergroups (and possibly the Regions) will be able to implement. Having Teen meetings connected to regular ACA group meetings was also mentioned to introduce Teens to the program.

During this discussion we all agreed that it would be logical for Rich, the nominee for Chair of H&I to work on the Teens meetings with MSC and the Subcommittee.

## **6. Public Services Committee: David McB**

- Working with AA on the 2020 International Convention – ACA hospitality suite for little or no cost
- Miles will be doing a presentation on Jan 24<sup>th</sup> or 25 at the Kanawakee Native Reserve and also looking at the Ontario Regional AA Conference and giving out literature there.

**Motion: (Bill) Approve Miles Public Services Trip to the Kanawakee Native reserve to present to their tribe for a cost of approximately \$500 Canadian**

**Second: Rich R**

**Results: All in Favor**

#### **7. Hospitals and Institutions: Rich**

- Rich will take over as H & I Chair and Miles will be the vice chair
- Sent out some literature to behind the walls
- Looking into a convention in Boston
- And the Canadian Mental Health Convention

#### **8. European Committee: Majbrit M.**

- The EC is still in the process of transitioning the task to the new team. New procedures are created, meetings held to discuss, what the EC might become once I rotate out in a few months. Emails of information are sent out to the IG's in Europe.
- The Spanish IG asked for support in reviewing the Panamanian traditions of LLWB and SMR.
- Ukraine are negotiating a license agreement to print the Russian BRB. Norway was provided with a service sponsor in their efforts to start up their translation process again.
- We also provided a regular sponsor of step-work by reaching out to our fellowship
- The WSO is finalizing the committee budgets for 2020. The board is reviewing them as we speak and we expect to have them on our next call.
- The ballot proposals have been analyzed by the board and will be sent back to the fellowship for voting it to the agenda (ABC in Florida) on January 15.
- An invitation of interest for co-host the annual EC event has been sent out to all the IG's in Europe, we expect a submission of interest no later than February 15.
- The election of officers/trusted servants for the first term after the Interim has been postponed until next EC TC February 1. A note will be sent out early next week with an updated list of vacant positions for voting February 1st 2020
- The yearly European committee report is in the making. Each year we provide a report of progress for the ABC as part of the binders used by the delegates. The binder can be downloaded in mid April before the ABC.
- The yearly report can also be read at the repository. [acawso.org/European](http://acawso.org/European)

#### **9. WSO Office: Nick C.**

- Year-end inventory is complete with no significant variances to report. documents and count sheets will be scanned and filed in Dropbox.

- In addition all inventory records from 2019 will be archived electronically and deposited to the Dropbox Office file.
- 2453 Active Meetings, 103 Intergroups, and 1 region
- Nick & Jose are attending to all aspects of the DC. We've had some record high volume days in shipping and are considering adding half days on Saturday as needed
- Amazon Sales are down likely due to being out of stock of some workbooks

#### **10. DCOC: Bill D.**

The DCOC has been very busy this past month with numerous projects in addition to their regular monthly duties of reviewing inventory levels and office oversight.

- Reviewed and discussed the monthly inventory statistics, pending orders, and inventory movements with the office. – Completed
- The UK in country printing project is proceeding along as mentioned in last month's report. The UK IG has received a copy of the first printing of the Soft Cover Big Red Book. Those are now printed as is the Newcomer Booklet. The other titles YWB, SMR Meditation, and LLWB are also printed but are awaiting binding. The UK online Book Store is in beta testing and is about to go live as soon as the ecommerce payment details are completed – In Process
- The German VAT registration process has finally been completed using a third party proxy. We have our official tax registration number and will be uploading it to Amazon when the form is received from the proxy – Completed
- The Committee was tasked with looking more deeply into the WSO Human Resources (HR) areas after a recent board discussion around our HR needs. As a result of that discussion the board asked the DCOC to look at HR consultants who could assess the WSO HR policies including procedures, documentation, employee files, and federal and state regulatory compliance. The committee performed an internal HR needs analysis and solicited 3 proposals from reputable firms. The committee is in the process of finalizing its report to the board. – In Process
- The new IT Committee Chair, Sharon F., who joined the committee last month presented an IT Access policy for the committee's review. It was delivered at the last committee by Sharon and will be reviewed and discussed at upcoming DCOC meetings before being sent on for review by other committees and ultimately the full board. – In Process
- The current office lease expires at the end of April and the committee has been discussing it with the operations manager and Executive Committee. The new owners broker was contacted and a conversation held about the lease. The new broker will get back to WSO with a proposed lease around the end of January. It will be a different type lease than we have had in the past with the former owners. It appears a result our lease rate will increase. – In Process
- There has been much discussion about the WSO inventory management since it was first cited as an area of concern in our last Financial Audit. The board discussed it with our operations manager and our accountants at our Strategic Planning Meeting in October. Most of us realize there is a big problem between what we show on our books and what we have in our warehouses. So much so that our accountants feel we would not pass an audit if we were audited.
- A lot of people don't think accounting is too important until they need it. If we cannot back up each inventory item and quantity to a recorded cost in our books and were audited, we would

likely be in trouble according to the accountants. This could have more serious ramifications down the road and could even possibly jeopardize our 501(c)3 standing.

- The DCOC is reviewing all of the separate issues so we can recommend to the board how to proceed to address this problem. Our accountants have presented a 4 phase action plan to give us the desired results and we are looking at utilizing volunteers and staff to accomplish the goal of accurate inventory accounting. – In Process

#### **11. Service Network Committee: Jim B.**

We meet weekly on Monday at 8PM ET, and Tuesday at 2PM ET to accommodate European and other schedules. See <https://acawso.org/category/service-structure-committee/>  
<https://zoom.us/j/368722526>

Check the WSO committee calendar at <https://acawso.org/committees-calendar/>

- We have completed our review of other fellowships service manuals.
- We have drafted a Table of Contents for the ACA Service manual and will continue to update it
- We are supporting the growth of regions in ACA where we can help with the Members Service Regions Sub Committee
- We took a few weeks off at the end of 2019 and want to thank all those that have contributed their time and shared their experiences with us this past year. 2020 is going to be a great year for the service network committee and for the growth of the ACA community.
- Our plans for 2020 are to a. Set goals for what we want to accomplish before the ABC in April 2020 b. Organize the committee to affectively deliver content going forward
- Reminder: The Concept Study Group will be meeting on Sunday, January 19 (3rd Sunday of the month) at 10:30 am EST via ZOOM; the discussion will be on Concept V. To join this meeting online, please go to <https://zoom.us/j/283490458>; Meeting ID: 283 490 458; to find your local call-in number by location, go to <https://zoom.us/u/ac3j5Blsoa>.

#### **12. Information Technology (IT) Committee: Sharon**

Formally the Website and Database Committee

We meet bi-weekly on Wednesdays at 1pm ET via Zoom and use our channel on Slack for work between meetings. If you're interested in joining us, please send an email to [webservant@adultchildren.org](mailto:webservant@adultchildren.org). We welcome fellow travelers who are interested in becoming involved, especially those experienced in graphics and web design, particularly WordPress.

Documentation • Meeting Updates procedures document forwarded to office for utilization and feedback • Working with OPPM Committee to update website, database, and technology use procedures in the OPPM • Working with DCOC to create procedures and form for WSO IT User Access • Working with MSC on Meeting List validation procedures • Documenting Best Practices for ACA websites and WSO publishing guidelines

Meeting Database • Continuing to reach out to groups to update or verify contact information • Additional notifications added for meeting/IG update requests for validation and response. Send an email to [meetings@acawso.com](mailto:meetings@acawso.com) for help with updating meeting or IG information.

Site Maintenance • All sites - Security updates • Adultchildren.org - Content and navigational updates for Meetings menu • Acawso.org - Changed category titles, URLs, and created redirects for Member Services, Distribution Center – Office, and Information Technology • Adultchildren.org - Resolved error in Mailchimp subscriber form

ABC/AWC • Maintaining registration information and food purchases • Working with committees to develop online forms for ABC and AWC feedback • Remote delegate procedures • APP for ABC Binders, AWC Program, Schedule, etc

Committee Support • Service Volunteers – forwarded inquiries to Literature and Member Services • Finance - provided reports for 2020 Budget and Sales Tax Reporting analysis • Literature – website updates • Emails – in process of migrating ec, ec-finance, help, hr, meetings and information emails from GoDaddy to GSuite – plan to complete before end of Jan

• Zoom – implemented meeting scheduling and recording procedures to support increased committee meetings in Zoom

The WSO Information Technology Committee would like to express its gratitude to Jim B. for his dedicated service and leadership. An addendum to the report was read.

### **13. ABC AWC Committee: Miles C.**

- Looking at some menu updates for the 2020 convention
- Finalizing the choices for speakers and workshop panels
- Doing work for getting a parliamentary and doing the recordings
- Will have a dedicated room for committee meetings
- Helms Briscoe event planner was selected to work on the 2021 hotel and event
- Requested committee reports for the ABC Binder

### **14. Delegate Training Subcommittee – Cheryl F or Erin**

Did not meet in December. Working on sending out another letter to the delegates

### **15. Ballot Prep Committee: Mary Jo**

- Ballots will go out on Wednesday Jan 15<sup>th</sup> to group contacts.
- 15 Proposals will be going out for consideration
- Remember this round of voting is not to vote yes or no on the proposal but to say if the proposal should be brought to the 2020 ABC for discussion

### **16. OPKM Committee: Mary Jo**

- Working on a number of projects. Updated Travel policy sent to the board
- A December 12<sup>th</sup> update was posted to the service website, [https://acawso.org/wp-content/uploads/2019/12/wso\\_oppm\\_rev\\_12-12-19.pdf](https://acawso.org/wp-content/uploads/2019/12/wso_oppm_rev_12-12-19.pdf)

#### **17. Nominating Committee:** Greg R.

Additional Trustee Applications for 2020 It's possible that the Board will ask us to nominate more than 2 new Trustees this next year. As a result, we are opening a second round of applications, ending February 1, 2020. We are proceeding in vetting the 2 applicants we have. We will start vetting any new applicants in February, just in case...

If you (or someone you know) has considered serving as a Trustee and weren't sure if this service work is right for you, contact the Nominating Committee. We'll do our best to provide you with additional information to help inform your decision. Additional applications are due by February 1, 2020.

See <https://acawso.org/category/nominating-committee/> for guidelines, forms and process information.

We are especially looking for someone with experience in finance or as a corporate secretary.

NOTE: Applicants from Europe should apply directly to the Nominating Committee, not through the European Committee.

CALL FOR NOMINATING COMMITTEE MEMBERS! We have two positions available on the committee, especially one from outside North America. If you or someone you know is interested and qualified, contact [chairnomcom@acawso.org](mailto:chairnomcom@acawso.org) and submit an application (see <https://acawso.org/category/nominating-committee/>)

Request Board members and others review NC process (see <https://acawso.org/category/nominatingcommittee/>) and suggest opportunities for improvements.

Nominating Committee accomplishments since December 1, 2019

1. Conducted two teleconferences in December. 2. Started interviews for Board applicants.

Next Steps:

1. Solicit additional 2020 Board applicants for additional Board seats, as needed 2. Continue search for two committee members, at least one from outside US and Canada 3. Continue to engage fellowship via WSO communications 4. Evaluate feedback from former Trustees and incorporate recommendations as appropriate

#### **18. Predatory Behavior Work Group:** Karin S.

- The committee continues to prioritize the APB organizational relation to the WSO

#### **J. New Business**

This motion was done during the PSC committee report

**Motion: (Bill) Approve Miles Public Services Trip to the Kanawakee Native reserve to present to their tribe for a cost of approximately \$500 Canadian**

**Second: Rich R**

**Results: All in Favor**

**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.**

**Second: Miles**

**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).

**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.**

**Second: Miles**

**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.

**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.

**Second: Erin**

**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.

**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](mailto: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**

- **Josh – Asked about the status of the APB tent card. The draft version is posted. The final version submitted to the Literature committee may still be pending due to the confusion of the status of the APB working group. We need to follow up with the Literature committee.**

- John From Mass – Asked about Boston Trauma center event, can his local IG assist. Suggested to contact Rich at [HICHAIR@adultchildren.org](mailto:HICHAIR@adultchildren.org)
- Laura – asked about Map for Regions outside North America. The board has created anything and the general view is to let the regions develop organically.

**M. Motion to close the meeting: Miles**

**Second: Carole**

**Decision: All in favor**

**Closed with the ACA version of the Serenity Prayer**

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