



**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
April 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#	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 Four - Each group is autonomous except in matters affecting other groups or ACA as a whole. We cooperate with all other Twelve-Step programs.
- F. Minutes:
 - a. Motion to approve the March 14th, 2020 Teleconference Minutes (Jim B)
Second:
Discussion:
Decision:
- G. Chair Report – Charlie H
- H. Treasurer’s Report – Bill D <https://acawso.org/category/treasurer-reports/>

- I. Committee Reports: All reports can be found on the business website:
<http://acawso.org>
1. Executive Committee: David McB <https://acawso.org/category/executive-committee/>
 2. Archive Committee: Marcia J <https://acawso.org/category/archives/>
 3. Finance Committee: Bill D <https://acawso.org/category/finance/>
 4. Literature Committee: Charlie H <https://acawso.org/category/literature-committee/>
 5. Member Services Committee: Carole C <https://acawso.org/category/member-services/>
 6. Public Services Committee: David McB or Miles C <https://acawso.org/category/public-information/>
 7. Hospitals and Institutions: Rich R <https://acawso.org/category/h-and-i-committee/>
 8. European Committee: Majbrit M <https://acawso.org/category/european-connection/>
 9. WSO Office: Nick C <https://acawso.org/category/wso-office/>
 10. DCOC: Bill D <https://acawso.org/category/dist-ctr-oversight/>
 11. Service Network Committee: Jim B <https://acawso.org/category/service-network-committee/>
 12. Information Technology (IT) Committee: Sharon F <https://acawso.org/category/information-technology/>
 13. ABC AWC Committee: Miles C <https://acawso.org/category/abc-committee/>
 14. Delegate Training Subcommittee – Erin D <https://acawso.org/category/delegate-training/>

15. Ballot Prep Committee: Mary Jo <https://acawso.org/category/ballot-prep/>

16. OPPI Committee: Mary Jo <https://acawso.org/category/oppi/>

17. Nominating Committee: Greg R <https://acawso.org/category/nominating-committee/>

18. Diversity Ad hoc Committee: Jim B <https://acawso.org/category/diversity/>

J. Motions passed at a Board Working Session on March 17th

- 1) **Motion:** (David) We authorize up to \$1,000 to get a lawyer's opinion on the status of our 2020 ABC AWC Hotel Contract and see if *force majeure* applies and if we can get our deposit back.

Seconded by Miles

Background: We have approximately 23K paid in deposits as part of the hotel contract for the 2020 ABC-AWC in Boca Raton. The contract has a clause that sounds like the contract can be exited due to the COVID-19 crisis and the travel restrictions and other government announcements about stopping spreading the virus. We need professional guidance in this matter.

Results: All in favor

- 2) **Motion: (Jim)** WSO to prepare a statement for Covid-19 which covers safety and updating meeting practices and get it on all of our websites.

Seconded by Bill

Background: David agreed to do a specific concurrence to get the WSO Statement Covid-19 done and we can review and do approval there. The fellowship needs guidance for how to handle meeting facilities closing and how to update meeting listings and other best practices for online meetings.

Results: All in favor

K. Motions passed at a Board Working Session on March 19th

- 1) **Motion (Charlie, Seconded by Carole):** To work with Boca Raton Renaissance Marriott, based on ACA WSO's understanding from conversations with hotel sales manager Debi Kieserman, to book the hotel for the 2021 ABC AWC under a total cost that remains similar to, or less than, the 2020 hotel contract. The ACA WSO negotiating team will be instructed to request concessions in response to the continuing global and national COVID-19 emergency.

Background: The negotiating team will be Charlie H, chair; Bill D, treasurer; and Miles C., ABC AWC Committee Chair. (More background will be supplied)

Results: All in favor

- 2) **Motion: (Jim, Seconded by David)** Provide full refunds for all 2020 AWC Meals and Convention Registration and create a mailing notice to alert people that their full refunds were made and let them know that they can do a 7th tradition contribution if they want to separately

Background: We want to make refunds as simple as possible and we will not require the over 300 people to have to request them. All AWC orders will be refunded. We will let people know that they can do a 7th tradition contribution and provide a link to our shopping site for that. This is because some people have asked if part of their refund could go to the 7th tradition.

Results: 1st Vote was 6 to 3 and after minority opinion was ALL in Favor

L. Motions passed at a Board Working Session on March 24th

- 1) **Motion (David, seconded by Carole):** To send proposed letter to Renaissance Boca Raton Hotel clarifying contractual status and status of 2021 event.

Background: ACA WSO's negotiating team is seeking to initiate discussions with hotel representatives. Following up an initial email sent March 19, 2020, it is felt that an additional letter is needed to clarify contractual issues related to the 2020 event and the proposed 2021 ABC AWC. The letter will be open for review on slack until the end of the day.

Results: All in favor

- 2) **Motion (Miles, seconded by Carole):** Delegates may register for online registration until the start of the 2020 ABC, in response to coronavirus crisis. *** This was superseded by a subsequent motion ***

Background: The prior cutoff date of April 5 for online delegate registration is not compatible with a fully online ABC. WSO will need to support late registration but urges all delegates to be fully prepared and have read ABC binder materials before the event.

Results: RICH ABSTAINS, CAROLE ABSTAINS. 7-0, with two abstentions

- 3) **Motion (Jim, seconded by David):** That WSO hold a 2020 Virtual AWC starting at 8 pm Eastern the evening of April 24th (after the remote ABC) and running through a 7 PM Saturday April 25th meeting. A single Zoom channel will be used for ACA meetings and ACA recovery workshops. An official AWC meeting script will be used to ensure the meetings are consistent and use an approved format. The ABC Committee, Members Global

Subcommittee, European Committee and WSO Secretary will organize the virtual AWC and its workshops and speakers. The sessions will be recorded and made available for free download after being reviewed and edited.

Background: Holding a virtual AWC immediately after the 2020 Remote ABC will leverage that energy and help bring the ACA fellowship together. Groups, Intergroups, and Regions from around the world will be asked to chair the meetings. Having it over 1 day will make it manageable. We will prepare an official meeting script to be read to ensure there is a consistent format that provides safety. We could leverage this format in the future, possibly for monthly service workshops and speaker meetings. **It is understood there is some flexibility in the plan and changes will be required. The program will be discussed and reviewed and presented for feedback.**

Results: All in favor

- 4) **Motion (David, seconded by Rich):** The DCOC recommends that we remain in our current warehouse and negotiate the best contract we can. We will work with the office in creating a logistics management (storage and movement of products) plan in order to manage our current space

Background: The existing warehouse proposed renewal lease was negotiated to a lower cost for WSO. The broker has provided a proposal for two years instead of three years that brought the proposed monthly base rent in the first year down from \$3,182.40 to \$2,828.80 plus an estimated \$1,224 in triple net costs for a total of \$4,052.80 instead of the \$4,406.40 previously proposed. This is a savings of \$353.60 per month or \$4243.20 for the year. In addition, the negotiations yielded 3 free months of rent for the months of May, June, and July with no rent payments being due until August 1st.

Results: All in favor

- 5) **Motion (Jim, Seconded by David):** Establish an Ad Hoc Committee on Human Resources, with a sunset date of May 8, 2021, and direct it to oversee development and implementation of a comprehensive HR strategy, and provide a written plan to the board for long-term oversight of HR matters.

Background: WSO has historically managed personnel situations with insufficient knowledge or training. Although WSO recently hired PayChex as an HR consultant, dedicated committee oversight is needed to ensure that a comprehensive HR structure is implemented, and that board and staff are properly trained to perform their roles. The committee will work with PayChex to oversee development of a comprehensive HR policy, review staff implementation of HR policy (and report regularly to the board), and submit a written report to the board by March 31, 2021, with a long-term strategy for effective board oversight of HR matters. Further details on the committee's function are in a March 2 background document provided by the Executive Committee.

Results: 8 to 1 – Bill presented the Minority Opinion – The DCOC saw the need for an external HR company and did the work to hire Paychex. Having another committee will add unnecessary interaction and will cause confusion. This new committee is not needed, the DCOC should be given the responsibility to handle this.

- 6) **Motion (Charlie, seconded by Miles):** To approve Rich R. as point of contact between the WSO Board and PayChex, and also to serve as initial chair of the Ad Hoc Committee on Human Resources. The point of contact will ensure that the HR committee is copied in on all correspondence with PayChex.

Background: PayChex has requested that WSO appoint one point of contact to funnel communications. The Executive Committee determined that Rich R. has capacity to handle this assignment, and that he further has extensive HR experience, having operated a medical office. A key part of the POC and the committee chair roles is to ensure open communication and effective participation among committee members, and Rich R. is seen as well suited to achieve this.

Results: 8 to 0 – Bill abstained

- 7) **Motion (Bill, Seconded by David):** To approve the Illinois Voluntary Disclosure Settlement Agreement for the back sales taxes from the 2nd half of 2018 and for all of 2019 in the amount of \$755, initiating sales tax collection on all sales platforms for Illinois, and to establish an online business license and sales tax account to facilitate future tax compliance.

Background: ACA WSO sells its books via its own website and Amazon to residents of Illinois. Per the 2018 Supreme Court ruling of Wayfair v South Dakota businesses that make online sales that meet certain thresholds are required to remit sales taxes on products sold. The WSO has reached a settlement amount with the State of Illinois that allows for full compliance with the ruling and contains no penalties or interest for non-compliance amounts.

Results: All in favor

M. Motions passed at a Board Working Session on March 26th

- 1) **Election** - We had a vote with 5 candidates for the 2020 ABC Chair position. Mary Jo was selected, and Greg R was the runner up.
- 2) **Motion (Miles, seconded by David):** Ask Greg R to the Vice Chair for the 2020 ABC as a backup for Mary Jo

Background: It was seen as good idea to have a back up for Mary Jo, just in case there is an issue that comes up.

Results: All in favor 8 to 0 – Charlie was absent

- 3) **Motion (David, Seconded by Bill):** WSO reopens sales of physical products that require shipping on our shopping cart

Background: Nick or Operations Manager called the department of health and got advice that we are ok to keep our distribution center open as an essential business.

Results: All in favor 8 to 0 – Charlie was absent

- 4) **Motion (Jim, Seconded by Bill):** We accept the recommendation of the Nominating committee to have Sharon as a Board Member. And give Sharon the option of starting now or wait till the 2020 ABC to be seated.

Background: The nominating committee has sent the board a recommendation for Sharon to be a Board Member. Everyone is happy to have Sharon on the board as soon as she likes. We will notify the nominating committee and ask Sharon when she wants to start

Results: All in Favor – 8 to 0 – Charlie was absent

- 5) **Motion (David, Seconded by Bill):** Cease and Desist Letters be drafted and put on slack for review to send to the people circulating our copyrighted material

Background: PDFs of our copyrighted material are being sent around. These are not authorized copy's and we need to contact them and have them stop.

Results: All in Favor – 8 to 0 – Charlie was absent

- 6) **Motion (Jim, Seconded by Bill):** That WSO create a Venmo account to make it easier for groups to do 7th Tradition contributions.

Background: This is needed as many groups are meeting online now. There is a place for the contributor to identify themselves, the group, region, or IG.

Results: All in Favor – 8 to 0 – Charlie was absent



N. Motions passed at a Board Working Session on April 9

- 1) **Motion (Bill, seconded by Carole)** To authorize the addition of DBA ACA WSO to the name ADULT CHILDREN OF ALCOHOLICS WORLD SERVICE ORGANIZATION, INC. on all of our financial and business accounts.

Background: WSO has encountered difficulties with banks accepting deposits of checks and money orders made payable to ACA WSO. The bank tellers are causing staff to waste time explaining regularly that it is an abbreviation of our legal name when deposits are being made. The bank tellers have to escalate it to a supervisor for approval of the deposits. The treasurer spoke with our banking business manager after sending him the State of California dba certificate and came up with a solution. The business manager prepared resolutions and

forms that can add dba ACA WSO to our bank accounts. We need a board resolution to authorize this modification to our accounts. Sample signature card shown below.

Results: All in Favor

BANK OF AMERICA 	Business Signature Card with Substitute Form W-9	
BANK OF AMERICA, N.A. (THE "BANK")		
Account Number:	_____	
Account Type:	<input checked="" type="checkbox"/> Checking	<input type="checkbox"/> Savings <input type="checkbox"/> Certificate of Deposit
Account Title:	ADULT CHILDREN OF ALCOHOLICS WORLD	
	DBA ACA WSO INC	

2) **Motion (Charlie, Seconded by Miles):** Approve the ABC Agenda as posted on the Board Working Channel. (snippet shown below)

Results: All in Favor

Background: Amendment (David, seconded by Sharon) to limit Treasurer's time to 5 Minutes also. It originally passed and then failed after a minority opinion and revote. We have been reviewing and updating the ABC schedule. This is the first fully remote ABC. And we are looking at a new procedure (Modified Roberts) for looking at Motions. And also keeping Committee reports brief to allow more interaction with the fellowship. And we have 7 motions on the floor plus possible floor motions. Timing is set to ensure as many people as possible will be awake around the globe. We discussed that there is not a need for a Board Meeting right after the ABC.

DRAFT 2020 ABC AGENDA (all times eastern US daylight time)

Day 1

Zoom line opens at 8:45 eastern US

9-9:25 am: Introduction/Greetings.

- Call to order and welcome by WSO Board Chair. Readings and Serenity Prayer.
- Welcome from ABC AWC Committee Chair, including an introduction of the ABC Conference Secretary, and call to ratify the ABC Conference Chair.
- The Conference chair briefly explains the ground rules and explains the process for submitting floor motions. The IT Committee gives tech support reminders.

9:25-9:35 am: Approval of 2019 ABC minutes

9:35-10:35 am: Treasurer, and Committee chair reports; Treasurer's report will be up to 10 minutes and other reports will be limited to 5 minutes each, including delegate questions. Additional questions may be asked from 10:50-11:30 am.

10:35-10:45 am: Personal needs break

10:45-50 am: *Gentleness break, led by a designated volunteer.*

10:50-11:30 am: Open delegate Q&A—Board and committee chairs. Continued opportunity to ask questions regarding committee reports. If committee-related questions end early, general board Q&A will complete this time block.

- 3) **Motion (Charlie, seconded by Carole):** To approve Swedish IG license to print 1,500 YWB copies. This will be using the standard 50/50 split royalty

Results: All in Favor

Background: The motion was originally put forth with a 45% royalty to WSO and was amended to 50/50 split. Swedes have successfully sold YWB's during and after the 2019 ABC/AWC but are running low. Under the license, the IG will pay the royalty in advance, and then directly order the books from the printer.

O. Motions passed via Specific Concurrence since the March 14th Teleconference

- 1) **Motion (Jim from the IT Committee, Seconded by Bill):** Change the registration deadline to Monday, April 20th at 12pm Eastern US time from the current deadline of the morning of the ABC, delegate registration. *** This supersedes a previous motion ***

Background:

The Zoom Webinar platform will be used to host an entirely online ABC for the first time in ACA history.

- To fully participate, delegates will need prior preparation.
- Time is required to complete delegate training, either by attending a Delegate Training session or watching a recorded session.
- In order to participate as a delegate (motions, ask questions, voting, etc) the Zoom app will need to be downloaded and delegates will need to know how to operate it.
- There is background technical work that needs to be done when a delegate registers that takes time (for example – Zoom webinar registrations via email and authentication of delegates).
- Per Tradition One, the welfare of the group in conducting this business depends upon the delegates being prepared technically for this meeting.
- If the technical team has to take time away from hosting the meeting, the group suffers.
- The technical team are volunteers and ask that members consider this when making promises of last-minute registration support.

Results: 9 to 1 – Miles was not in favor – there was no minority opinion offered.

- 2) **Motion (Erin, Seconded by Bill):** To have an ABC Conference Vice Chair in the event that the chair becomes unavailable.

Background: A co-chair would be confusing to a conference. A conference vice chair, who can step easily into the position and is up to date on any modifications to Robert's Rules of Order or other conference procedures would easily be available as a back up for the position. This will be added into the OPPM as a new role for the ABC.

Results; All in favor 10 – 0

- 3) **Motion (Bill, Seconded by David):** To approve the Maryland Voluntary Disclosure Settlement Agreement and payment for the back sales taxes from March of 2017, all of 2018, and for all of 2019 in the amount of \$1,934.46, initiating sales tax collection on all sales platforms for Maryland, and to establish an online business license and sales tax account to facilitate future tax compliance.

Background: ACA WSO sells its books via its own website and Amazon to residents of this state. Per the 2018 Supreme Court ruling of Wayfair v South Dakota businesses that make online sales that meet certain thresholds are required to remit sales taxes on products sold. The WSO has reached a settlement agreement with the state that allows for full compliance with the ruling and contains no penalties or interest for non-compliance amounts.

Results: All in favor 10 – 0

- 4) **Motion (Charlie, Seconded by Bill):** Until further notice, shut down all ACA WSO website sales functions, such as Shopify, except for Seventh Tradition contributions and any product, such as audio recordings and epublications, that can be distributed online. Direct the IT

committee to prominently update website language to keep the fellowship informed of WSO's capacity to sell and distribute literature and other merchandise.

Background: This motion is in response to the state of California's decision to close workplaces doing "non-essential" business, which has led to closure of the Signal Hill, CA, distribution center. Draft website language will be supplied to the board for approval.

Results: All in favor 10 – 0

- 5) **Motion (Bill, Seconded by Rich R):** The Finance Committee has evaluated several options and discussed them with the HR Chair and puts forward a motion that we pay Jose and Keara for the missed four days of pay and that Gloria receive 10 hours of additional pay that she willingly did not work due to the office closure.

Background: This needs to be approved before the board meeting Thursday as it needs to go into the payroll processing in order to make the Friday paycheck delivery. The Executive Committee approved this unanimously at its meeting today, but the approximate \$1,300 amount exceeds the current limit the Exec Comm can authorize. These wages are not covered by the new Federal Family and Medical Leave Law as best as we can determine, but we feel it should be paid as it is a difficult time for everyone.

Results: All in favor 10 – 0

- 6) **Motion (Bill, Seconded by David):** To approve the Connecticut Voluntary Disclosure Settlement Agreement and payment for the back sales taxes from March of 2017, all of 2018, and for all of 2019 in the amount of \$1,642.92, initiating sales tax collection on all sales platforms for Maryland, and to establish an online business license and sales tax account to facilitate future tax compliance.

Results: 9 – 0. 1 abstention

Background: ACA WSO sells its books via its own website and Amazon to residents of this state. Per the 2018 Supreme Court ruling of Wayfair v South Dakota businesses that make online sales that meet certain thresholds are required to remit sales taxes on products sold. The WSO has reached a settlement agreement with the state that allows for full compliance with the ruling and contains no penalties or interest for non-compliance amounts

P. Guest Comments

Q. ANNOUNCEMENTS: Next WSO Board Teleconference Meeting is Saturday May 9 at 2PM Eastern

R. Motion To close

S. Closing Serenity Prayer