



**Adult Children of Alcoholic and Dysfunctional Families  
World Service Organization**

**1458 E. 33rd Street, Signal Hill, CA 90755**

Mailing address: ACA WSO PO Box 811 Lakewood, CA 90714 (310) 543-1815

**MONTHLY TELECONFERENCE MINUTES**

**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
<a href="https://zoom.us/j/228809511">https://zoom.us/j/228809511</a>	<b>US: +1-669-90-06833 (San Jose)</b> <b>PIN: 228809511#</b>	<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>
	<b>US: 1-929-205-6099 (New York)</b> <b>PIN: 228809511#</b>	

A. Call to Order – Opened by Charlie H

B. Roll Call of Board Members – Bill D, Carole C, Charlie H, David McB, Erin D, Jim B, Majbrit M, Miles C, Rich R, Sharon F

C. Quorum established - Yes

D. Guest Introductions

Kristian - Brooklyn	Jerry J – former national Capital area Intergroup chair	Mary Jo – on a number of committees	Greg R – TX131 – Chair of nominating committee
Laura D – Colorado IG Chair	Denise – Alaska 021	Marcia J – Archives Chair	Marcus – Chair Greater East Bay IG
Kathy – California – several Literature chair	Judith – Florida 158	Kacey – new delegate from Maui	Aviva – Florida 158
Tamara P – WSO IG Chair	Lucia S – WSO Vice Chair Finance committee	Julianne V – Delegate Indiana	Fredrik – Sweden – Vice chair of EC committee

		093 – Diversity Committee member	
Karin – Illinois – APB group and others	Sue V – Chair of Toronto IG	Matt K – Midwest Regional Contact	Jim R – Brooklyn – Doing ABC delegate Binder
Cheryl – Toronto DTSC Cochair	Pam – IG Chair central Coast IG – Former Board Chair		

E. Tradition Four (Sharon) - 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: David McB  
 Discussion: None  
 Decision: All in Favor

G. Chair Report – Charlie H – Coronavirus response has been a big challenge for us – working through isolation. ABC is proceeding on line (Virtual) April 23 and 24 – ACA World Convention also – April 25 and April 26. More online workshops also – Loving parent workshops. Fellowship service and participation is more critical than ever. Thank you to everyone for showing up. Please register for the ABC and AWC. Let’s continue our brief reports on this call. Treasurer 5 minutes. Other reports to 2 ½ minutes.

H. Treasurer’s Report – Bill D <https://acawso.org/category/treasurer-reports/>

**Balance Sheet**

[CLICK HERE TO VIEW THE MARCH, 2020 BALANCE SHEET](#)

In reviewing the Balance Sheet we can see ACA WSO ended the month with \$728,985 in Total Assets. This is a decrease of -\$15,890 from the previous month and is directly due to the Covid-19 crisis causing reduced literature sales and the cancellation of the ABC AWC. The cancellation resulted in about \$25,000 in refunds for the registrations and meals that had been purchased.

Our Total Cash and Cash Equivalents decreased by \$52,023 while our inventory valuation increased \$42,052 after receipt of printing inventory. Despite the downturn in global economy we are in solid financial condition and are continuing to meet all our regular obligations.

WSO’s Total Liabilities and Equity was \$728,985 at the end of the period that leaves us with a Year-To-Date net income of \$37,284.

## **Profit & Loss Statement – Previous Month**

[CLICK HERE TO VIEW THE MARCH, 2020 PROFIT & LOSS STATEMENT to PREVIOUS MONTH](#)

Looking at the P&L we can see Total Income for the month was \$72,687 down from \$114,592 last month. This is \$41,673 less income than the previous month. The reduced income resulted from: being out of stock on some of our core literature inventory, the office being closed for about a week, and a decrease in contributions. The Cost of Goods Sold (COGS) was \$43,296 and which was lower than the prior month's COGS of \$60,309 as expected due to lower sales. This left WSO a Gross Profit of \$29,391 before expenses.

Overall WSO Expenses were \$33,786 compared to \$38,806 the month before. These expenses include payroll and operating expenses. Deducting the expenses from the Gross Profit resulted in a net income of (-\$4,395) for the month.

**P&L Actual to Budget** – This is a new report that shows us how we are performing monthly compared to the approved budget.

We fell short of budgeted sales revenue by -\$29,732. However, our expenses were also lower than budget by \$11,071 due to decreased operational costs so the net effect after subtracting out COGs left us missing our budget amount for the month by -\$4,395. This is not bad and considering we beat the budget the first two months of 2020 considerably we are still \$37,284 ahead of budgeted income for the quarter. I won't take the meeting's time to go over the budget in detail, but if after your review you have any questions, please feel free to contact me.

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

WSO received \$8,292 in 7th Tradition Contributions for the month from members, groups, and intergroups. This is down 25% from the budgeted \$11,000 per month in contributions needed to fund our committees and programs worldwide. However again with the Covid-19 crisis causing the majority of groups to stop meeting face to face, this wasn't a big surprise. Many groups and members have set up virtual 7th Tradition baskets on apps like Paypal or Venmo and are collecting contributions from their online meetings and forwarding to WSO. People can also go to [shop.adultchildren.org](http://shop.adultchildren.org) and make a contribution as well.

To see the 7th Tradition Contributions for the month click the link below or go to the 7th Traditions tab in the right-side menu of the [acawso.org](http://acawso.org) website.

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/>

**The month of march was a busy one.**

**We began with evaluating our office space and options as our lease is coming up and we knew we were growing our current place.**

**Working with Nick and Bill (Treasurer) we were close to bidding on a new, larger location.**

**Jim B. (secretary) flew in to check out the locations and all looked good.**

**Then came CV19.**

**Short story: with the economic downturn and nationwide pandemic we were offered a good deal to stay at the location we are in. We are staying.**

**We also had a brief closure of the SH office and now are back in operation as we received permission from LA County.**

**We also were very active on the 2020ABC/AWC. Including arranging transportation for board member.**

**Then came CV19.**

**Executive committee was very involved in how to proceed. Board approved a postponement to 2021 for the event in Boca and a virtual ABC/AWC 2020.**

**Personnel issues were discussed and an Ad hock HR committee was suggested to the board which was approved.**

2. Archive Committee: Marcia J <https://acawso.org/category/archives/>

Mostly quiet – will start meeting again in May.

3. Finance Committee: Bill D <https://acawso.org/category/finance/>

4.

1. Reviewed the Monthly Financial Statements with a representative of our accounting firm.

2. The committee continues to monitor the inventory project as the CPAs work with software vendors to improve the interface between Shopify and Amazon and our accounting software to more accurately track sales and payments.

3. The Sales Tax Working Group under the Finance Committee continues to meet two times per week on average in addition to many hours logged by the members offline working independently on the project. We have increased the number of states to 12 where we are now collecting and remitting sales tax, and filing returns. This has saved WSO approximately \$35,000 in fees if we had hired a consultant to do the work.

3. The committee presented its Annual Report via a powerpoint presentation to the delegates at the ABC. A copy of the report was also included in the binder and posted on the [acawso.org](http://acawso.org) website

5. The committee welcomes new member Mark H., the treasurer of the Tennessee Intergroup, to the committee.

6. Anyone with finance, bookkeeping, or an interest in learning more about the Finance Committee is welcome to contact me about joining. You do not have to be a CPA to participate. Please email me at [treasurer@adultchildren.org](mailto:treasurer@adultchildren.org) or send a message on Slack.

7. The Finance Committee presented a motion through its report last month for board ratification of its vice-chair who was elected by the committee in March. I do not recall if that motion was adopted by the board at the last meeting so we would like to present it today as a motion to the board.

**Motion (Bill): The Finance Committee puts Lucia S forward as Vice Chair.  
Seconded by David**

**Results: All in Favor – Charlie offline due to technical problems**

5. Literature Committee: Charlie H <https://acawso.org/category/literature-committee/>
- Mardi Comline editor has been ill – The April Edition will be delayed
  - The Bill of rights has completed a list of 22 rights and will be out for comment soon and will be read during the ABC
  - Volunteer open house Saturday May 16<sup>th</sup> – check out literature page or the traveler. The life blood of Literature is our volunteers – thank you
  - April 4<sup>th</sup> was our quarterly meeting – discussed how to respond to COVID 19 – Explore online workshops – we just did one today – more will be done for the Loving Parent Guidebook.

6. Member Services Committee: Carole C <https://acawso.org/category/member-services/>

ACA WSO worked diligently during March to ease the stress our ACA fellowship is experiencing due to the coronavirus pandemic. We have researched ways for our membership to continue having their meetings while reminding them of the other virtual ways to attend extra meetings. We on the ACA WSO Board of Trustees have also been carrying on business as usual. That has meant double or triple our normal workload for those of us on committees who are also Board Trustees.

This Member Services Committee is looking for a Secretary and a Vice Chair. We also have openings for volunteers. If this interest you, please join us on Slack and at our next teleconference on the 1<sup>st</sup> Saturday of May at 5 p.m. Eastern, 2 p.m. Pacific, 10 p.m. UTC. The TC number is <https://zoom.us/j/698113496>.

During our April monthly meeting, we discussed the necessity of keeping our reports up to date on the repository so our membership may follow along with what this committee does. We discussed scenarios for the Virtual AWC and our participation in it. We posted COVID guidelines and self-care information.

The Member Services Committee is composed of five subcommittees and the Traveler is also one of our responsibilities. We all have a page on the repository with a brief explanation of what the committee and the subcommittees are about. We are working to keep those pages current.

The subcommittee reports can be reach through going to the Member Services Committee page and scroll down to each one. There, you can follow the links to each of their reports.

The subcommittees and chairs are:

Global, Sue V. from Canada

Teen and Young Adults, Marc from the Netherlands

Intergroups, Tamara from the USA

Members, Sarah O from the USA

Regions, Matt from the USA

The Traveler Editor is Eleni who is also one of our Special Workers

Temporarily, our H&I and Public outreach committees join our Member Service Committee business meetings after the MSC business meeting has concluded.

Our next meeting will be on May 6, 2020 at 9 p.m. UTC / 2 p.m. EDT / and 11 a.m. PDT at <http://zoom.us/j/698113496>

7. Public Services Committee: David McB or Miles C  
<https://acawso.org/category/public-information/>

Noting much to report, everything we are working on has been cancelled or postponed. We could use some help. We meet with Carole's Members Services on the first Wednesday.



- Due to COVID-19 the committee changed its motion to move to a larger office space. We were able to get a 2 year lease in our current location and a reduced rate from original lease proposal with a much smaller increase than before.
- Is asking that a review be done about the procedure followed for the office closure due the COVID-19 Executive Order.
- Inventory management program is still underway.

**13. Service Network Committee: Jim B** <https://acawso.org/category/service-network-committee/>

- Working on a service manual. Will have a draft out for the ABC. To include information on Business Meetings, Meetings, The Conference.
- Holding a pre-conference review of the 7 passed Ballot proposals during our April SNC meetings
- Charlie asked the SNC to do a special presentation at the ABC for the service manual – Thank You Charlie

**14. Information Technology (IT) Committee: Sharon F** <https://acawso.org/category/information-technology/>

**WSO Information Technology Committee**

Reports posted at <https://acawso.org/category/information-technology/>

Committee Chair: Sharon F - [webservant@adultchildren.org](mailto:webservant@adultchildren.org)

Committee Volunteers: Cheryl F, Jim B, Mary Jo L, and Michelle H

Meetings: "Website Weekly Wednesdays" at 1pm Eastern

**Highlights for March 2020**

- Collaborating with ABC/AWC and Delegate Training Committees to provide technical guidance and support for an entirely Online ABC
- Assisting Registered Delegates with technology for Online ABC
- Supported the office with updating meeting listings for groups transitioning to virtual formats due to COVID-19 safety protocols
- Updated the various websites with COVID-19 announcements
- Email distributions to Meetings, Intergroups, Regions, and Delegate contacts for cancellation of in-person ABC/AWC and transition to online format
- Implemented closure and reopen for the ACA online shopping site

**15. ABC AWC Committee: Miles C** <https://acawso.org/category/abc-committee/>

- We are still having the Boca Raton Convention in 2021.
- Please be kind as this is the first virtual ABC and AWC we are doing.
- Delegate binder will be out very soon.
- The 2020 AWC will begin April 25<sup>th</sup> at 10am eastern and a new meeting every 2 hours – ending at 12PM on April 26<sup>th</sup>.

**16. Delegate Training Subcommittee – Erin D** <https://acawso.org/category/delegate-training/>

- Meet and Greet Sunday before the conference at 2PM Eastern April 19th
- Delegate orientation – Wednesday at 12PM and 7PM Eastern. All delegates are asked to attend a session
- Has a locked slack session for delegates
- Completed 2 Delegate training sessions – last one is tomorrow
- Delegate orientation check lists is in the
- 2019 Minutes are posted with the recordings to help you see what happens at an ABC
- Tradition Skits were created
- Delegates must register by 12 Noon April 20th

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

Seven ballot measures have been placed on the 2020 Online Annual Business Conference agenda, after receiving votes from more than 60 percent of the 154 groups, intergroups and regions that submitted positions. The measures that will be debated by ABC delegates are 3, 4, 6, 8, 9, 10 and 13. See this full description of the measures below, or [Download the pdf](#)

- Proposals that passed
- 3- ACA Preamble 89%
- 4- Copyright Release Form – 79%
- 6 – Creating a document Publishing experience on the traditions and principles 83%
- 8 – Creating additional Boundaries 85%
- 9 – Beginners handbook 79%
- 10 – Creating a daily re-parenting reader – 89%
- 13 – Changing the cover of the red book to include dysfunctional families more prominently 85%

**18. OPPM Committee: Mary Jo** <https://acawso.org/category/oppm/>

The OPPM was updated for a new version of Roberts Rules of Order for handling motions at the ABC.

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

- We did not meet in the past month
- Sharon F was put forth as a nominee and is now seated on the board
- A second nomination is still being processed by the committee and will be completed after the ABC.
- The committee needs new members – please check the webpage above. 2 positions are open – one outside of a North America.

- The committee has been working for 2 years and is due for a periodic assessment or review. Greg and Laura have also done 2 years of service.

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

- First meeting was in April, now meeting monthly on the first Friday of the month at 2 PM Eastern.
- The committee discussed how Inclusiveness and Accessibility need to be considered as part of Diversity.
- We have channels on slack
- Talked about service at all levels – the group, intergroups and the WSO board and how we can encourage this.

**J. Motions passed at a Board Working Session on March 17<sup>th</sup>**

- 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 19<sup>th</sup>**

- 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 7<sup>th</sup> 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 7<sup>th</sup> 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 7<sup>th</sup> tradition.

**Results:** 1<sup>st</sup> Vote was 6 to 3 and after minority opinion was ALL in Favor

#### L. Motions passed at a Board Working Session on March 24<sup>th</sup>

- 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 24<sup>th</sup> (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 26<sup>th</sup>

- 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, N.A. (THE "BANK")	<b>Business Signature Card with Substitute Form W-9</b>	
<b>Account Number:</b>	_____	
<b>Account Type:</b>	<input checked="" type="checkbox"/> Checking	<input type="checkbox"/> Savings <input type="checkbox"/> Certificate of Deposit
<b>Account Title:</b>	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 14<sup>th</sup> 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. Special Acknowledgments of Majbrit M for her 6 years of WSO Board service

Thank you Majbrit for your dedication and support for the ACA fellowship and commitment to Literature translations, so that more adult children can read and hear the ACA message in their native tongue.

The European Committee that you helped build is a tremendous testament of your service commitment and gift to so many adult children today and in the future.

#### Q. Guest Comments

- Matt from the Midwest – The regions have also seen tremendous support and activity during the COVID-19 crisis. There is a southern regional contact that Matt has recently met. This is region 4 on our current US Regional Map.
- Laura D – Denver IG Rep – Questions about delegate training dates (Wednesday April 22 for Delegate Orientation 12 and 7 PM) Check the 2020 delegates slack channel. When will the binder be ready...Soon. Registration to be a delegate is available now, ABC ZOOM registration will be available soon. The AWC registration will be available soon also. Question on proposals – please see <https://acawso.org/category/ballot-prep/> and [acaworldconvention.org](http://acaworldconvention.org) for details.
- Julianne V – concerned about some problems she has heard about a telephone meeting problem in Australia. There is a meeting safety issue. Who does she contact for assistance? Sharon offered to help – email [webservant@adultchildren.org](mailto:webservant@adultchildren.org)
- Mary Jo – Shared some of the special moments she shared with Majbrit
- Marcus – Greater East Bay IG – They are helping provide a Zoom account to local groups and some members believe this is a traditions violation. Marcus does not believe it is and asked for feedback. A number of board members shared how they see this being done in the local meetings and see this is within the 7 tradition and self-supporting. And especially the 1<sup>st</sup> Tradition of Unity – and how we are coming together to support each other during this crisis.
- Carole – clarification of ABC registering – Can you register as a non-delegate for the ABC? Yes - The ABC observer registration will be available soon. Right now, ABC Delegate Registration is Live. 3 Items are pending – 1) ABC Delegate Zoom registration 2) ABC Non-Delegate Zoom Registration and 3) AWC Registration
- Jerry – The Map for the regions displayed for region 4 and region 5 cuts the NCA ACA structure in half. Charlie noted that the original idea for the regional maps was to allow flexibility in the regional definition at the edges of the map. We may need to correct the OPPM to ensure this is clear. Jim noted that the Service Network Committee is working on an update to the OPPM regional certification section to provide more flexible language about the regional definitions and support organic growth and definitions of Regions. We are also providing a Global World Regional Map.
- Majbrit – Asked for Jim to reach out to Denis in Moscow about a region that may have been formed there.
- Sue V – expressed thanks and gratitude for the Board and all of the committees to work through this crisis.
- Jim R – also voiced a question on Intergroups offering a Zoom account to local meetings. Support for this being in the traditions was voiced. It was noted that some groups may be affecting others when they create zoom meetings without considering the other groups in violation of the traditions. Jim R thanked for Majbrit for many -ships 😊
- Mardi noted the comline is short of articles. And asked for ABC attendees to consider sharing their ABC experience in the Comline. Deadline is June 1<sup>st</sup> for

submissions. We are working on a new way to submit articles. And thanked Majbrit also.

- R. ANNOUNCEMENTS: Next WSO Board Teleconference Meeting is Saturday May 9 at 2PM Eastern
- S. Motion To close – David/Jim
- T. Closing Serenity Prayer – led by Majbrit M from Denmark