



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

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**MONTHLY TELECONFERENCE AGENDA
July 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 <ul style="list-style-type: none">• DEN: +45 89 88 37 88• SWE: +46 8 4468 2488 +46 8 4468 6646
	US: 1-929-205-6099 (New York) PIN: 228809511#	<ul style="list-style-type: none">• Full list of international Numbers https://zoom.us/u/adSv3hv19d

- A. Call to Order
- B. Roll Call of Board Members – Bill D, Charlie H, David McB, Erin D, Fredrik H, Jim B, Miles C, Rich R, Sharon F
- C. Quorum established
- D. Guest Introductions
- E. Tradition Seven - Every ACA group ought to be fully self-supporting, declining outside contributions.
- F. Minutes:
 - a. (Jim B) Motion to approve the June 13th, 2020 Teleconference Minutes
 - 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. Diversity, Inclusiveness and Accessibility Ad hoc Committee: Jim B <https://acawso.org/category/diversity/>
4. European Committee: Fredrik <https://acawso.org/category/european-connection/>
5. Finance Committee: Bill D <https://acawso.org/category/finance/>
6. Hospitals and Institutions: Rich R <https://acawso.org/category/h-and-i-committee/>
7. Information Technology (IT) Committee: Sharon F <https://acawso.org/category/information-technology/>
8. Literature Committee: Charlie H <https://acawso.org/category/literature-committee/>
9. Member Services Committee: Carole C <https://acawso.org/category/member-services/>
10. Public Services Committee: David McB or Miles C <https://acawso.org/category/public-information/>
11. HR Ad Hoc Committee Rich R <https://acawso.org/category/human-resources/>
12. WSO Office: Nick C <https://acawso.org/category/wso-office/>
13. DCOC: Bill D <https://acawso.org/category/dist-ctr-oversight/>
14. Service Network Committee: Jim B <https://acawso.org/category/service-network-committee/>
15. ABC AWC Committee: Miles C <https://acawso.org/category/abc-committee/>
16. Delegate Training Subcommittee – Erin D <https://acawso.org/category/delegate-training/>
17. Ballot Prep Committee: Mary Jo <https://acawso.org/category/ballot-prep/>

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

19. Ad Hoc Committee on Meeting and Service Safety – Erin D
<https://acawso.org/category/ad-hoc-meeting-and-service-safety-committee/>

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

J. New Motions to be Presented

a. **Motion:** (Rich) That the ACA WSO trustees approve the application of the North East USA region to become a recognized ACA Region.

Background: The application has been reviewed by the Member Services Regions sub-committee and they recommend for the board to approve the application. The application shows the North East Region to be demonstrating the areas recommended in Appendix 2 of the OPPM for Region Certification.

K. Motions passed at a Board Working Session on June 18th

1) **Motion:** (Bill, Seconded by Sharon) To hire Lucia S. as a 1099 contractor to perform the bookkeeping duties at a rate of \$30 per hour during Gloria's leave of absence.

Background- Gloria works as a part time accounts payable bookkeeper for WSO and is scheduled to go out on leave for an extended, but yet to be determined period of time. During this absence it is essential to WSO accounting operations that her duties continue to be fulfilled. Lucia has served as a volunteer first on the audit committee in 2016 and then on the finance continuously since 2017. She is a professional CPA and has worked as a financial accounting professional for over 40 years.

Results: All in favor – Charlie - absent

2) **Motion:** (Bill – Seconded by Rich) To approve the purchase two additional user licenses for Quickbooks, Right Networks, and Webgility for office staff Nick C. and Keara S. for an approximate cost of \$2,760 per year.

Results: all in favor – Charlie absent

Background: The LOM and IT committee suggested obtaining user licenses for two members of the office for software used in our bookkeeping processes. The 3 quotes obtained from the vendors that combine to provide our remote access are as follows:

- i. Quickbooks - due to a 20% discount promotion for having 6 or more users the cost will be \$35 per month per user for the next 12 months then increase by about 20% per month after one year.
- ii. Right Networks - remote desktop apps is \$30 per month per user.
- iii. Webgility - \$50 per per user per month.

The monthly total for 2 additional users is \$230 per month.

- 3) **Motion:** (Bill, Seconded By Sharon) That the WSO Board agree to the scope listed below for an Agreed Upon Procedures style independent accounting examination and authorize the Finance Committee to prepare an RFP and solicit 3 bids from accounting firms other than O&S based on this scope.
1. Inventory including the inventory counts as well as inventory management processes of purchasing, storing, recording and sales involved with the inventory management. This will likely generate a list of internal controls from the auditors that would be beneficial for WSO going forward.
 2. Analysis of Amazon and Shopify clearing accounts.
 3. A review of Cost of Goods Sold.
 4. Sales Revenues.
 5. Review of all Cash Accounts and their internal controls procedures to include bank accounts, credit cards, Paypal, Transferwise, Venmo, etc.
 6. Itemized cost of accounting and all accounting related software from 1/1/20 through 6/30/20.

Results: All in Favor

Background: The background is that the Finance Committee, with the input of our current CPA's, voted to recommend WSO did not have an audit or review performed this year due to the major change from a bookkeeping service to a full service accounting firm in midyear 2019. The other reason was to save money because we are going to be paying about \$80,000 in back sales taxes this year. The board asked for a joint meeting with the Finance Committee and accountants to further discuss this recommendation. During the discussion the accountant suggested an alternative of having specific areas looked at by independent auditors to keep the costs of an audit or review down. This was discussed and endorsed by the Finance Committee with the caveat that the scope be structured so the cost would not meet or exceed that of a Review.

L. Motions passed at a Board Working Session on July 2

- 1) **Motion:** (Bill D, Sharon F Seconded) To engage Helms Briscoe as the event planner for the 2021 ABC AWC

Background: The complexities of Event Management have been compounded by the COVID19 and require more specific expertise.

Results: All in Favor, Erin Absent

- 2) **Motion:** (Bill, seconded by Sharon) Sell a few cases of (LLWB, Step Book, Red Book, and Meditations) at the Intergroup rate, to the South Africa Intergroup with WSO absorbing the shipping costs.

Results: 7 in Favor, 1 Against, 1 absent

Background: This is a one-time order to help support the fellowship grow there.

Minority Opinion – The IG offered to pay *some* shipping expenses and we should encourage them to be self-supporting. Covering a percentage of the shipping costs would be healthy for both the IG and for WSO.

2A) Done via Specific Concurrence related to this motion

Motion - To amend the previously adopted motion to sell literature to the South Africa IG with a shipping discount to allow for quarterly payments.

Background - Due to the quantity of books that is being sold the small SA IG is requesting approval to make quarterly payments for the order.

- 3) **Motion:** (Jim, Seconded by Bill) Reprint 1,000 German language Yellow Workbooks at a cost of approximately \$4,000 and sell through Amazon Germany

Results – 7 In Favor, Erin and Fredrik were absent

Background: The last print was a smaller order and we can get a price break for orders over 500. And we expect increased demand once they are on Amazon. Let's send some to the office so we can list them on shopify also for US based sales.

M. Motions passed at a Board Working Session on July 9th

- 1) **Motion:** (David, seconded by Charlie) Move from a single person LOM (liaison to the Office Manager) model to a group that consists of the 4-person Executive Committee, the IT Chair and the HR Chair. This will be reviewed after a 6-month period.

Background: We have had the single LOM model for almost 2 years and information flow with the OM is going well. And we want to increase our good information flow between the OM and the board. This is a compromise of a number of models proposed.

Results: 5 In Favor, 2 against, 1 Absent (Fredrik), 1 Abstaining (Rich)

Minority Opinion: (Jim) The liaison role is supposed to shield Nick from having to communicate with the entire board. This model has 6 of the 9 board members on it. A smaller group would be better to flow information between the OM and the Board. (Bill) There is concern that this new group will hinder the good recent progress made with Nick attending the DCOC. It is not clear what will be discussed where and this impacts the effectiveness of the DCOC.

- 2) **Motion:** (Bill, seconded by Miles) To approve the printing of 1,000 German language YWB by Martins the Printer in the UK at a cost of approximately \$3,900 USD. This excludes the nominal set up fees and shipping.

Background: WSO paid for the design and layout of the German language YWB and ordered 100 last year in conjunction with an order for 500 for the German IG. The 100 were for WSO to put on Amazon to broaden the reach of the ACA message. The 100 were held back 6 months from Amazon at the request of the German fellowship in order for them make a start selling their books. That time frame and then another 6 months was honored. Recently the board passed a motion for WSO to print 1,000 books and begin selling them on Amazon. We registered for a VAT license last year and are ready to proceed.

The DCOC discussed 3 printing alternatives. 1) Print in US at Bang and ship to UK; 2) Use Martins Printing in the UK; and 3) Use Pajo AS Printers in Estonia. Printing at Bang was ruled out due to high cost of shipping. Bill presented a cost comparison of a quote from Martins versus Pajos. Martins can print the books for a savings of about \$630 for the order over Pajos quote.

N. Motions passed via Specific Concurrence since the Last Board Teleconference

- 1) **Motion:** (Sharon, seconded by Bill) That the following individuals be approved for access to the stated WSO Systems.

Results: All in Favor

Background: Per the WSO IT User Access Policy, IT Committee collaborated with others on access to the following systems:

- Right Networks Access, in collaboration with Finance Committee
- Shopify, in collaboration with the Finance Committee and the Operations Manager

In addition to the Primary User Access information stated in the User Access Policy, the following are recommendations for other levels of access to a WSO owned system:

Financial System – “Right Networks” – includes Webgility and QuickBooks Enterprise Standard

1. *Lucia S – Finance Committee Vice-Chair – finance@acawso.org – user
2. **Gloria – Special Worker – accounting@acawso.org – user
3. **Brett – Vendor/Accountant – bbradbury@oniskoscholz.com – user

Shopify – shop.adultchildren.org

1. **Brett – Vendor/Accountant - bbradbury@oniskoscholz.com – Full
2. **Nick – Operations Manager – om@acawso.org – Full
3. Charlie – WSO Board Chair – chair@adultchildren.org – Limited
4. **Gloria – Special Worker – accounting@acawso.org – Limited
5. David McB – Liaison to Operations Manager - dmcbwso@gmail.com – Limited
6. **Keara – Special Worker – office1@acawso.org - Full
7. **Jose – Special Worker – warehouse1@acawso.org – Limited

* Signed NDA on file

** Per HR Committee meeting on Tuesday, Jun 9, 2020 – All special workers will sign the IT NDA, which covers information gathered via system and duties

- 2) **Motion:** (Sharon, seconded by Fredrik) That the following individuals be approved for access to the stated WSO Systems.

Results: All in Favor

Background: Per the WSO IT User Access Policy, IT Committee recommends the stated access be given for the following systems:

In addition to the Primary User Access information stated in the User Access Policy, the following are recommendations for other levels of access:

Website – ACAWSOEC.org – European Committee Website

1. Fredrik H., Board Trustee and EC Chair – Administrator
2. *Marjo K., EC Webservant – Administrator
3. *Markus S., EC Vice Webservant – Administrator

Website – ACAWorldConvention.org

1. *Cheryl F., IT Committee Volunteer – Editor

* As a non-Board of Trustees volunteer, a nondisclosure agreement will be signed and kept on file with the Board Secretary

- 3) **Motion:** (Sharon, seconded by Bill) That the following individuals be approved for access to the stated WSO Systems.

Results: All in Favor

Background: In addition to the Primary User Access information stated in the User Access Policy, the following are recommendations for other levels of access to a WSO owned system:

Financial System – “Right Networks” – includes Webgility and QuickBooks Enterprise Standard ¹– see note

1. **Keara – Special Worker – office1@acawso.org – User
2. **Nick C – Operations Manager – om@acawso.org – User

Shopify – shop.adultchildren.org ¹– see note

1. *Carole G – Finance Committee Volunteer – limited
2. *Lucia S – Finance Committee Vice-Chair – finance@acawso.org – limited

TaxJar – for state tax autofiling

3. *Carole G – Finance Committee Volunteer – Admin
4. **Keara – Special Worker – office1@acawso.org – Member
5. **Brett – Vendor/Accountant – bradbury@oniskoscholz.com – Admin
6. *Lucia S – Finance Committee Vice-Chair – finance@acawso.org – Admin
7. **Jonathan B – Vendor/Accountant – jbryson@oniskoscholz.com – Admin
8. **Nick C – Operations Manager – om@acawso.org – Member

1 – Note: Same access to both systems that Gloria currently has

* Signed NDA on file

** Per HR Committee meeting on Tuesday, Jun 9, 2020 – All special workers will sign the IT NDA, which covers information gathered via system and duties

- 4) **Motion:** (Sharon, seconded by Bill) That the following individuals be approved for access to the stated WSO Systems.
Results: All in Favor
Background: In addition to the Primary User Access information stated in the User Access Policy, the following are recommendations for other levels of access:

Website - ACAWSO.org

1. *Christine B (Toronto) – Volunteer Literature Committee Liaison to IT Committee – Author Level Access – uploading documents, editing events, posts, reports and announcements for Literature Committee

Website - ACAWorldConvention.org

1. *Michelle H - IT Committee Volunteer - Editor Level Access - graphics, design and layout
* As a non-Board of Trustees volunteer, a nondisclosure agreement has been signed and kept on file with the Board Secretary
- 5) **Motion:** (Bill, seconded by Sharon) To approve payment of approximately \$2,003.92 plus interest to the State of Missouri for back sales taxes owed for sales of our books from February 2017 thru May 2020.
Background: Due to legislation passed in the state a prior sales tax liability was created for WSO. The sales tax working group registered WSO with the state and secured a Voluntary Disclosure Agreement eliminating penalties. WSO is paying the taxes and interest.
Results: All in Favor
- 6) **Motion:** (Bill, seconded by Sharon) To approve payment of approximately \$4,150 plus interest to the State of North Carolina for back sales taxes owed for sales of our books from March 2017 thru March 2020.
Background: Due to legislation passed in the state a prior 3 year sales tax liability was created for WSO. The sales tax working group registered WSO with the state and secured a Voluntary Disclosure Agreement eliminating penalties. WSO is paying the taxes and interest.
Results: All in Favor
- 7) **Motion:** (Bill, seconded by Jim) To approve payment of approximately \$2,731.36 plus interest of about 8% (about \$218) to the State of Ohio for back sales taxes owed for sales of our books from March 2017 thru February 2020.
Background: Due to legislation passed in the state a prior 3 year sales tax liability was created for WSO. The sales tax working group registered WSO with the state and secured a Voluntary Disclosure Agreement eliminating penalties. WSO is paying the taxes and interest.
Results: All in Favor
- 8) **Motion:** (Bill, seconded by David) To approve payment of approximately \$705.81 plus interest to the State of South Carolina for back sales taxes owed for sales of our books from November 2018 thru May 2020.
Background: Due to legislation passed in the state a prior sales tax liability was created for WSO. The sales tax working group registered WSO with the state and secured a Voluntary Disclosure Agreement eliminating penalties. WSO is paying the taxes and interest.
Results: All in Favor

9) **Motion:** (Bill, seconded by Sharon) To approve payment of approximately \$7,355.15 plus interest to the State of Washington for back sales taxes owed for sales of our books from January 2016 thru June 2020.

Background: Due to legislation passed in the state a prior sales tax liability was created for WSO. The sales tax working group registered WSO with the state and secured a Voluntary Disclosure Agreement eliminating penalties. WSO is paying the taxes and interest.

Results: All in Favor

10) **Motion:** (Bill, seconded by Miles) To approve payment of approximately \$1,788.73 plus interest to the State of Indiana for back sales taxes owed for sales of our books from January 2017 thru December 2019.

Background: Due to legislation passed in the state a prior sales tax liability was created for WSO. The sales tax working group registered WSO with the state and secured a Voluntary Disclosure Agreement eliminating penalties. WSO is paying the taxes and interest.

Results: All in Favor

O. Guest Comments

P. ANNOUNCEMENTS

Next WSO Board Teleconference Meeting is Saturday August 8th at 2PM Eastern

Q. Motion To close

R. Closing Serenity Prayer

S. Motions from the 2020 ABC for the Board to Consider

Motion	Status
<p>Proposal 3 - The ACA Preamble will be sent back to the Service Network with comments so they can make updates and get more fellowship feedback. The passed motion is to send the Preamble back to the Service Network Committee for wordsmithing, with our workgroup's thoughts.</p>	<p>Actively being worked on by the Service Network Committee – Town hall Reviews tentatively planned for August</p>
<p>Motion from Proposal 8 We move that we direct the literature committee to create educational resource(s) that assist adult children with establishing healthy safe boundaries.</p>	<p>A Literature sub committee is starting to form.</p>
<p>Motion from Proposal 10 - Passed We propose that . . . the WSO create a daily reparenting reader similar in structure to the Strengthening My Recovery (SMR) daily reader. Reparenting tips, meditations, etc. would draw from the forthcoming Loving Parent Guidebook, the Big Red Book, other ACA literature, including new material, and ACA member submissions. The daily reparenting reader will complement the upcoming Loving Parent Guidebook, which helps ACAs learn and apply reparenting tools. The</p>	<p>Pending</p>

<p>proposed reparenting reader will provide daily inspiration and support us to reparent ourselves with gentleness, humor, love, and respect.</p>	
<p>Proposal 13- We propose that . . . The "Alcoholic/Dysfunctional Families" part of the title on the cover of the Big Red Book be moved up to be consistent with the Title Page, Page I. "Adult Children of Alcoholics Alcoholic/Dysfunctional Families". Also that the spine be changed to read "Adult Children of Alcoholics/Dysfunctional Families". Declined to Board's Motion that already addresses this for BRB and other literature</p>	<p>Pending</p>
<p>Floor Motion from the 2020 ABC Motion to create a committee to address fellowship safety for the immediate and continued purpose of providing guidance and resources to meetings transitioning between in-person and virtual meetings and addressing fellowship safety issues within all formats and venues during the current coronavirus pandemic and thereafter.</p>	<p>Board passed a motion to create an Ad Hoc Committee.</p>