



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

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MONTHLY TELECONFERENCE MINUTES

June 13, 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

Meeting Link:	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/j/adSv3hv19d

- A. Opened with ACA Serenity Prayer by Charlie H
- 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

Anita - Belgium	Barbara – CA1148 Delegate	Bernadette – Canada, IG 558	Christy – TX118
Dalia – Israel- IR007, IG718	Denise – Alaska 021	Dove – Arizona 0148	Elis – Montclair NJ
Greg R – Austin Texas, Nominating committee Chair	Helen W – Laguna Hills Group and IG	Karin S – Illinois – APB, Concepts, and	Laura D – Colorado IG
Lucia S – FL 262 – Finance Vice Chair	Marcia J – Archives Chair	Marcus – GEBACA IG	Markus S – European Committee
Nancy G – CA, IG1064	Rosalie – Western IG595	Sarah O – Greater NY IG	Sue V – Global Members Chair

Susan C – San Diego – Global Members	Szabolcs – Hungary	Mardi M - Montana	Pam – Central Coast IG Chair
Mary Jo – OPPM and BPC Chair, etc.	Justine F – PA IG, NE US Region		

E. Tradition Six (Sharon) - An ACA group ought never endorse, finance or lend the ACA name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.

F. Minutes:

- a. Motion to approve the April 11th, 2020 Teleconference Minutes (Jim B)
 Second: Miles C
 Discussion: None
 Decision: All in Favor

- b. Motion to approve the May 9th, 2020 Teleconference Minutes (Jim B)
 Second: Bill D
 Discussion: None
 Decision: All in Favor

G. Chair Report – Charlie H

- a. 5 Minute Timer for written reports – goal is for 3 Minutes. Leave more time for fellowship comment and discussion

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

Balance Sheet

In reviewing the Balance Sheet we can see ACA WSO ended the month with \$709,772 in Total Assets. This is an increase of \$281 from the previous month. The Balance Sheet felt impact from us paying the back sales taxes the Finance Committee has been working on the past several months. We began accruing the sales taxes owed under GL account 2210 and paid out \$18,426 in May.

Our Total Cash and Cash Equivalents increased by \$35,572 which is offset by our inventory valuation decreasing -\$20,894 due to brisk book sales. Despite the difficult condition the economy has been in, we are in solid financial condition.

WSO’s Total Liabilities and Equity was \$709,772 at the end of the period. This still leaves us with a Year-To-Date net income of \$62,455 in spite of the Covid crisis and the back sales tax accruals.

Profit and Loss Statement

Looking at the P&L we can see Total Income for the month was \$121,777 up from \$100,052 in April. This is an increase of \$19,356 in income, which is about a 20% increase over our budgeted income amount of \$102,420. The increased income is a direct result of a pick-up in sales on Amazon as we set a new high in those sales for the month, plus I believe it is a record amount of 7th Tradition Contributions in the nearly 3 years I have been your Treasurer. Please keep them coming, we are a ways from being self supporting by our own contributions.

The combined Cost of Goods Sold (COGS) was \$67,257 which was higher than the prior month's COGS due to higher sales. This left WSO a Gross Profit of \$54,519 before expenses.

Overall WSO Expenses were \$33,438 compared to \$36,655 the month before. These expenses include payroll and operating expenses. After deducting the expenses from the Gross Profit WSO was left a net income of \$21,080 for the month.

P&L Actual to Budget

This report that shows us how we are performing monthly compared to the approved budget. We were ahead of budget in total revenue by nearly 20% due to the aforementioned rather brisk literature sales and contributions.

Our expenses were also lower than budgeted by \$11,603 due in part to cancellation of events and travel due to Covid expenses.

Overall for the month we out performed the budget by \$22,456. 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 at treasurer@adultchildren.org or on Slack at Bill_D_Treasurer.

7th Tradition

WSO received \$18,167.53 in 7th Tradition Contributions for the month from members, groups, and intergroups. This is up approximately 58% from the \$11,000 per month we budgeted. We had some extremely generous contributions from the Telephone/ Online meetings as well as several large contributions from Intergroups. We also had a good number of contributions from outside of the US from Canada, Europe and Australia/New Zealand. A big thank you to those who contributed to help ACA continue to expand to meet the growing need of the program throughout the world.

WSO has created an electronic 7th Tradition basket using Venmo @acawso for contributions from inside the US and can still also easily accept contributions worldwide in our online shopping cart at shop.adultchildren.org.

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 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/>

Executive Committee Report May 2020

EC approved an order of 7,500 Laundry List Workbooks recommended by the Operations Manager and the DCOC.

EC recommended a shared Dropbox account for the Wso Board.

EC continued to address ongoing issues within the board and working to create a more constructive and efficient agenda structures for Board Working Sessions and the Monthly Teleconference.

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

Working on Oral Histories. Looking at an App that transcribes audio to text directly. Still a concern about editing and noting who is talking.

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

Diversity, Inclusion and Accessibility Ad hoc Committee May 2020 Activity Report

1. The Diversity committee met on May 1 2020 with 6 people in attendance. We meet monthly on the first Friday of each month at 2PM Eastern on Slack. Please email secretary@adultchildren.org for call details or more information.
2. The committee passed the following motion and asks the Board for its approval once it gets time to review it.

The Diversity Ad Hoc moves that we change our name to The Diversity, Inclusion and Accessibility Ad Hoc Committee

3. We are discussing Diversity, Inclusion and Accessibility at our meetings and how to do outreach.
 4. We also had a nomination to have Julianne be the ad hoc's committee liaison to the Spirituality Literature Team. She is already attending both meetings.
 5. We discussed how we can improve the visibility and message of Diversity on the Adultchildren.org website
 6. We continue to make announcements in the Traveler and local meetings about our committee and request members to get involved.
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4. European Committee: Fredrik <https://acawso.org/category/european-connection/>

Fredrik formally welcomed to the board; he started his Board service on June 1st.

This month the processes that was started after the AWC/ABC continued. And of course also implementing the work descriptions & the processes within the EC that we had before the AWC/ABC.

We have had meetings with the host committee for the European Annual event in Greece in September.

The HostCommittee of Greece will be asking their fellowship to go on and plan for a virtual event parallel with the face to face event. In case Covid 19 stops us from meeting face to face in Greece!

We have also explored the best solution for distribution of both translated as well as English written literature here in Europa. As you know it is very expensive for the fellowships now and we want to find the most efficient way to give all groups in Europe access to literature.

It will take time, and the process will be ongoing.

We are at present in contact with several countries, trying to find them servicesponsors for support of their growth. Examples of countries in contact with EC regarding literature and servicesponsors or other questions: Belgium, Spain, Greece, Italy, Hungary, Romania, Russia, Ukraine, Sweden, Denmark, Finland just to name a few.

We are looking for people in the fellowship willing to step up to do service as a servicesponsor for a country; A service sponsor should have a working knowledge of the traditions but especially the concepts. If you are that person or maybe know someone who would fit this description, don't hesitate to contact either me as the chair of the EC or Irma, our service-sponsor-coordinator.

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

FINANCE COMMITTEE REPORT – MAY 2020

In the past month the members of the Finance Committee met about 8 times and worked on the following projects and tasks.

1. Reviewed the Monthly Financial Statements with a representative of our accounting firm. The statements have been posted in the repository under Treasurer's report. – **Completed**
2. The committee upgraded our Webgility software with the latest 8.0 version which appears to have eliminated discrepancies in downloads of sales from Amazon. This is a major step in the inventory management project being performed primarily by the CPAs. The committee is now working on the internal controls portion of the project such as removing unneeded items from Quickbooks and supporting an Inventory SKU Addition / Removal Form to eliminate out of sync items in our sales and accounting systems. – **In Process**

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 17 where we are now collecting and remitting sales tax, and filing returns. This work mostly by volunteers has **saved WSO approximately \$56,000 in consultant fees** had we hired a consultant to do this complex work. – **In Process**

In the past month the WSO Board has approved payment of back taxes to 9 more states including, New York, Indiana, Utah, Tennessee, Minnesota, Georgia, Arkansas, Texas and Pennsylvania. This brings the total amount excluding interest to about \$57,000 that has been or is in the process of being paid. We have more states with Voluntary Disclosure Applications and are receiving responses from them weekly. Due to the Covid-19 many states are behind in responding to our requests for Voluntary Compliance. Please see the attached Status Summary chart for more detailed info. – **In Process**

4. The committee was informed by the CPAs that the increased work load on filing taxes in more states would increase their monthly fees so the committee sought 3 bids per WSO policy for a solution to the intensive manual work needed to file returns for so many states. An automated sales tax filing service known as Tax Jar was presented in a motion to the board to provide this service for the entire US. The motion was approved and the set up and implementation will take place in the second week of June. – **In Process**

5. The Treasurer worked with Amazon in Europe to develop a plan to consolidate the VAT services for the UK and Germany with 5 other countries and presented it to the board for approval. The plan was approved and the forms were filled out and the service took effect June 1st and will be free for one year - **Completed**

6. The committee discussed the “Where the Money Goes Flyer’ and a member attended a recent Region meeting to get more information for the committee about a Region’s finance’s which has provided clarity about recommendations for changes to the flyer. The changes are being discussed and will be sent to the board for review when finished. – **In Process**

7. The committee has sought direction from the board about whether they wanted to have a financial audit or review done for 2019. The CPAs and the committee recommended we skip doing one this year, but the board wished to discuss it more and several members attended a joint Finance Committee / CPA meeting to discuss it further. The consensus was there were perhaps some specific areas that could be looked at that might end up saving WSO money. The concept presented by the CPAs is known as Agreed Upon Procedures and is being considered by the board currently. The Finance Committee is fine with whatever course the

board wishes to take. – **In Process**

8. The Finance Committee is beginning to review the fiscal policies in the OPPM in order to modify them to maintain compliance with GAAP (Generally Accepted Accounting Procedures) and to accommodate the growth of WSO. – **In Process**

9. 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 or even accounting professional to participate. Please email me at treasurer@adultchildren.org or send a message on Slack.

In service

Sharon asked about where the money goes flyer – and noted that intergroups and regions are autonomous. The Finance committee was asked to look at the current flier and include recommendations for regions as well as the current IG recommendations.

6. Hospitals and Institutions: Rich R <https://acawso.org/category/h-and-i-committee/>

77 Requests for H&I Literature were responded to this month. The trifold (Doctors and Therapists) being worked on is now being called Medical Information for the Health Professional trifold. Contact HChair@adultchildren.org

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

Chair: Sharon F. Contact: webservant@adultchildren.org
Committee Volunteers: Carmen M, Cheryl F., Mary Jo L., and Michelle H.

Meetings: “Website Weekly Wednesdays” at 1pm Eastern US

We do MUCH more than Websites!!

- **Developed IT User Access Policy and Volunteer NDA** – To balance the business/operations needs of WSO with IT industry best-practices and security standards
- **Developed new procedure for posting monthly reports** – To streamline submissions for consistency to support posting by newer volunteers
- **Supported other committees**
 - Developed new form to automate volunteer service inquiries to committees
 - Technical support and website posting for LPG Reparenting Workshop
 - Created new pages to support various forms for Literature Committee

- 5 websites supported
- Added Time Zone Support for online and telephone meetings. Does not apply to face to face meetings
- Added more meeting statistics
- Contact Sharon on Slack or email webservant@adultchildren.org

Upcoming Projects:

- **Deployment of New Homepage for AdultChildren.org**
 - More dynamic content (ComLine and Fellowship News Alerts)
 - Improved Layout and User Experience
- **Site Planning and Updates**
 - Streamline information available on sites
 - Update pages left over from transfer from "old" site (adultchildren.org)
 - Better integrations between WSO websites
 - User Experience and Accessibility
 - Mobile Friendly
- **Upload AWC Workshop Handouts and Audio to Convention Site**
- **Support for more online workshops**

Volunteers Needed:

- Content editors to update existing pages
- Zoom scheduling (calendar), meeting & webinar options
- MailChimp design and/or audience maintenance
- Document/editing for procedure and "best practices" manuals
- Create screen shots for procedure manuals
- Zoho Forms integrations
- Project timeline and task coordination with project management software
- Spreadsheet
- Anyone else interested
- And yes, web developers, PHP programmers, WordPress, and database

8. Literature Committee: Charlie H <https://acawso.org/category/literature-committee/>

- On May 26th had volunteer open house – Christine B is the volunteer coordinator, we had over 60 people show up. Follow up meeting is June 27th. Creating 3 Manuscript reading teams, boundary resources development team.

- Comline next edition is early in July. Bill of rights will be posted as free literature soon during its evaluation period.
 - Helping set up ongoing workshops with IG's
 - <https://acawso.org/literature-committee-contact-form/>
 - On target to publish Ready Set Go and Loving Parent Guidebook this year
9. Member Services Committee: Carole C <https://acawso.org/category/member-services/>
- Members Services has 5 sub committees and they are changing their monthly meeting focus to be working meetings to brainstorm and support each other.
 - Global members is working with 8 countries outside of Europe, the US and Canada and has coordinators in these countries and regions
 - Intergroups is working on 3 projects – a working group for the volunteer opportunity list, working on connecting meetings with their IG's, and editing how to start an intergroup
 - Regions has received an application from the NE Region.
 - Teen and Young Adults has recently changed its name, has created a resource clearing house for teens and young adults, is looking to provide support for meeting speakers and events. The literature team is creating trifold focused on teens specifically and another on young adults
 - Travelers submissions must be in by the 24th (soon it will be the 21st) of the month
10. Public Services Committee: Miles C <https://acawso.org/category/public-information/>
- Still meeting in conjunction with the member services
 - We could use some more members

What does Public Services Do? We go out and give information to Doctors, Lawyers, Judges – Anyone from the public that wants to learn more about what ACA is. Last Year we attended 4 or 5 different AA functions. They can also provide literature to Community centers, police stations, and other places. Just send an email to pscchair@acawso.org

11. HR Ad Hoc Committee Rich R
- Working on a Human Resources handbook and Employee Handbook for WSO
 - Implemented twice a month employee brunches to ensure time to connect with and hear employees
12. WSO Office: Nick C <https://acawso.org/category/wso-office/>
- Office briefly shutdown in early June to public unrest to safeguard employees
 - Had best selling month this year as more people learn about the program, more smaller sales as IG's make less purchases. Thanks to the office for handling things
 - Amazon sales are up also, breaking records.

Active Meetings	2649
Pending New Meeting Requests	0
Pending Update Meeting Requests	0
New Meetings last 90 days	200
Updated Meeting last 90 days	619
Not updated this past year	1474

- - 107 Intergroups, and 1 Region
13. DCOC: Bill D <https://acawso.org/category/dist-ctr-oversight/>
 - See the link above for our detailed report
 - Thanks for the office for handling things so well and keeping things smoothy
 - We look at policies and procedures to help things work better and less manual
 - Looking ahead as ACA continues to grow
 14. Service Network Committee: Jim B <https://acawso.org/category/service-network-committee/>
 - Meeting weekly – see the link above for details
 - Working on an ACA preamble
 - The ACA Service manual
 - Using the traveler to connect with members
 - Town halls are being scheduled to get fellowship wide feedback
 15. ABC AWC Committee: Miles C <https://acawso.org/category/abc-committee/>
 - Report is not in the repository yet
 - Looking at how to combine the AWC virtually and in person
 - Working on contract for Florida – Please keep in mind about social distancing
 - Process for 2022 in San Francisco will start soon
 - Now meeting 2nd and 4th Saturday
 16. Delegate Training Subcommittee – Erin D <https://acawso.org/category/delegate-training/>
 - Survey is still open and will close on June 30th
 - Working on a delegate resource booklet
 - Tradition 7 and 8 skit Audios will be ready soon

- Looking for someone to help with animations

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

No report this month – Call for proposals will go out on August 1st

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

- We have a new committee member, Kelle from Florida.
- We are working on section 10 – committee structure

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

- Looking for 2 new Trustees to help balance the board's Diversity
- Also looking for nominating committee members – 2 applicants so far. A member outside of North America would be helpful

J. Motions passed at a Board Working Session on May 14

- 1) **Motion:** (David, seconded by Miles) Appoint Erin D. as liaison to the Nominating Committee.
Background: The OPPM requires the Board to appoint a liaison to the Nominating Committee. Carole C. recently vacated this position.
Results: All in Favor
- 2) **Motion:** (Charlie, seconded by Jim) Ratify Greg R. as member and chair for new two-year term of the nominating committee.
Background: Greg's first two-year term was reaching the end, necessitating a reappointment.
Results: All in Favor
- 3) **Motion:** (Sharon, seconded by Jim) To communicate the following to the Nominating Committee: The board accepts Fredrik H. as a new trustee, and requests that his official start date be June 1, 2020.
Background: Board nominees submitted to the Board by the Nominating Committee are accepted by the Board of Trustees, unless they declare that a candidate does not meet one or more criteria specified in the OPPM. Fredrik, who is chair of the European Committee, raises the Board to nine trustees, and is enthusiastically welcomed.
Results: All in Favor

K. Motions passed at the June 9th Board Working Session

- 1) **Motion:** (Erin, Seconded by Bill) In accordance with a 2020 Annual Business Conference motion, create an Ad Hoc Committee on Meeting and Service Safety, which initially will address safety issues related to virtual meeting environments during the coronavirus pandemic, and then develop a long-term strategy and potential resources to help the ACA fellowship effectively address other chronic safety issues. Unless extended by the WSO Board, the committee will expire

May 1, 2022, following annual reports presented to the Board and ABC in April 2021 and 2022, and its tasks and agenda will include the following:

- Evaluate pandemic-related needs and draft virtual and phone meeting safety guidelines that meet those needs;
- Hold organizational meetings and 1-2 online town halls to help assess fellowship safety needs;
- Fulfill all OPPM Committee organizational requirements, including drafting of a mission statement for board approval;
- Incorporate, coordinate and guide existing and prior safety-related initiatives, including the Addressing Predatory Safety and Virtual/Online Safety initiatives, into its mission;
- Communicate regularly with the board and any other WSO committees that might have a role in supporting meeting and service safety;
- Formulate proposed fellowship Norms of Conduct that provide practical guidance on applying ACA's Traditions, Concepts, Commitment to Service, and any other rules governing WSO and other service bodies;
- Model and educate about healthy business meeting practices at all levels of service;
- Conduct training workshops on how meetings and service bodies can establish and protect safe meeting environments;
- Explore and propose additional tools and strategies to advance ACA meeting and service safety;
- Draft a long-term safety strategy for the fellowship, and present it to the board and ABC for consideration and possible action.

Background: A floor motion at the 2020 ABC called for a new committee on fellowship safety, and WSO board members already had been developing a similar effort to give the fellowship additional tools and ESH for maintaining a safe, respectful environment in both meetings and service bodies. Recognizing the ABC's specified focus on the proliferation of virtual meetings during the coronavirus pandemic, the Virtual/Online and Phone Subcommittee would address fellowship safety guidance and resources to meetings transitioning between in-person and virtual meetings. Further recognizing that safety concerns predated the pandemic, the ABC motion calls for continued long-term study, guidance and development of resources to help the fellowship support member safety in meeting and service environments. The motion is intended to address short-term and long-term safety needs.

Results: Passed, 7 For, 1 Against, 1 Abstain

Minority Opinion: Having another committee will be confusing. This should be part of the Member Services committee.

- 2) **Motion:** (Jim, Seconded by Bill) Appoint Erin D as Chair of the Ad hoc Committee on Meeting and Service Safety

Background: This is a newly created Ad hoc committee and Erin can help get it started.

Results: All in favor

- 3) **Motion:** (Charlie, Seconded by Miles) Approve a license agreement permitting the Ukraine fellowship to locally print Russian translations of the Big Red Book and Yellow Workbook. The Ukraine Intergroup will

keep ACA WSO informed of all print orders and sales and provide quarterly sales reports and make quarterly royalty payments totaling 50 percent of net revenue from books sold in the previous three months.

Background: Events have made it more challenging for the Ukraine fellowship to import books printed in Russia. Working with the Moscow Intergroup, the Ukraine Intergroup will publish the Russian translation using a Ukrainian printer. This license, which is valid through December 2021, permits this to proceed.

Results: All in favor

4) Motion: (Sharon, seconded by David) The board adopt the following Mailchimp Procedures

1. Committee creates mailing and states who it needs to be sent to (for example: all meeting contacts, all delegates, etc.)
2. Post in a new Slack channel for all Board members – in case of conflict with other committees
3. Board members have up to 1 week to approve or raise concerns.
4. 2 Board Members to approve once all concerns are addressed.
5. Requestor sends to Eleni to create the MailChimp. Eleni posts PDF back to channel.
6. Requestor checks and tells Eleni it's ok to send
7. Eleni sends.

Background: There has been confusion about what the process is for sending a mailing out. Without an agreed process, mailings are waiting to go out. A process needs to be adopted so we can get our mailings out to the fellowship.

Results: 8 In favor – Charlie was not present

L. Motions passed by Specific Concurrence since the last Board TC

- 1) **Motion:** (Bill, seconded by Sharon) To approve payment of \$850.90 to the State of Utah for back sales taxes owed for sales of our books and products from March 2017 thru December 2019.
Background: Due to legislation passed in Utah a prior 3-year sales tax liability was created for WSO. The sales tax working group registered WSO with the state, secured a Voluntary Disclosure Agreement and has calculated the taxes owed.
Results: All in favor
- 2) **Motion:** (Bill, seconded by Sharon) To approve payment of approximately \$12,417.23 plus interest of about 8% (about \$993) to the State of Texas for back sales taxes owed for sales of our books from February 2016 thru December 2019.
Background: Due to legislation passed in the state plus the fact we had an employee in Texas since 2016 a prior 4-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
- 3) **Motion:** (Bill, seconded by Sharon) To approve payment of approximately \$8,047 to the State of Tennessee for back sales taxes owed for sales of our books from March 2017 thru December 2019.
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

- 4) **Motion:** (Bill, seconded by Erin) To approve payment of approximately \$2,231.67 plus interest of about 8% (about \$170) to the State of Pennsylvania for back sales taxes owed for sales of our books from March 2017 thru December 2019.
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
- 5) **Motion:** (Bill, seconded by Sharon) To approve payment of \$12,208.12 to the State of New York for back sales taxes owed for sales of our books from March 2017 to current.
Background: Due to legislation passed in New York a prior 3-year sales tax liability was created for WSO. The outstanding returns had to be filed and the tax has to be paid by May 18th. The sales tax working group registered WSO with the state and secured a Voluntary Disclosure Agreement. This SC is marked as same day urgent so we can meet the filing deadline and not incur any penalties.
Results: All in favor
- 6) **Motion:** (Bill, seconded by Sharon) To approve payment of \$2,160.49 by May 26th to the State of Minnesota for back sales taxes owed for sales of our books from March 2017 thru December 2019.
Background: Due to legislation passed in Minnesota 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.
Results: All in favor
- 7) **Motion:** (Bill, seconded by Sharon) To approve payment of approximately \$2,597.31 to the State of Georgia for back sales taxes owed for sales of our books from March 2017 thru December 2019.
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 Rich) To approve payment of \$530.83 to the State of Arkansas for back sales taxes owed for sales of our books from March 2017 thru December 2019.
Background: Due to legislation passed in Arkansas 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.
Results: All in favor
- 9) **Motion:** (Bill, seconded by Sharon) To authorize the treasurer to enter into a service agreement with TB Accountants, an Amazon Europe sponsored VAT (Value Added Tax) contractor, at no charge for the first year with the option to continue the service for a fee after notice one month prior to the end of the one year term.
Background: More and more of our sales in the European Amazon market are subject to VAT regulations as the countries implement laws collect revenue and begin enforcement. Amazon has deactivated its sellers' accounts if they are not in compliance with these laws which also include regular filings of returns in addition to the collection of taxes. In order to improve sales in Europe, Amazon has underwritten the cost of registering and maintaining compliance with the various laws for some of its sellers like WSO that meet certain requirements.
Results: All in favor

10) **Motion:** (Bill, seconded by Jim) To authorize the Finance Committee, with the collaboration of the IT Committee and Office as needed, to engage Tax Jar as our automated sales tax filing solution for sales inside the US. The Tax Jar annual subscription costs \$449 per month if paid for the entire year upfront.

Background: The Finance Committee members and other volunteers have worked diligently on applying for amnesty from sales tax penalties since we first started investigating the issue in 4th quarter 2019. To date we are collecting and remitting sales tax in 12 states and have paid or are in the process of paying the back taxes.

The most recent round of sales tax filings performed by our accountants required about 20 hours of a CPA's time. They estimate with the 12 states they will need to add between \$500 to \$700 per month to their contract cost. This will go up as the number of states increase. The software that will do this automatically is about \$449 per month.

The software also ensures we are collecting and remitting the correct tax amounts for each jurisdiction. The taxes being collected by Shopify are default values and are not confirmed according to Shopify.

Results: All in favor

11) **Motion:** (Rich, seconded by Bill) We give Jose 3 days of paid PTO in addition to what he currently has accrued. To be used at his discretion and the OM approval, between now and 12/31/2020.

Background: Jose has physically shown up to the office the past few months to keep shipments moving. This is a Thank you.

Results: All in favor

12) **Motion:** (Miles, seconded by David) To restart using event planner for the 2022 ABC AWC in San Francisco

Background: Because of the covid-19 we stopped all plans for the upcoming 2021 and 2022

Results: All in favor

13) **Motion:** (Sharon, seconded by David) That the attached "ACA WSO Information Technology User Access Policy" be adopted by ACA WSO and added to the OPPM.

Background:

Historically, the Website/Database Committee was charged with planning, implementation, maintenance, updates and functionality of the WSO Websites.

As WSO has grown, so have the technological needs for Special Workers, the WSO Board of Trustees, WSO Committee Volunteers, and outside vendors (e.g. accountants).

Last year, the Website/Database Committee changed its name to acknowledge the fact that WSO has expanded its technology reach to organizational email, digital storage, Amazon sales channels, teleconferencing (i.e. Zoom accounts), etc.

OPPM, Section XXI.E states, "Website administrators and others involved with the functioning or maintenance of WSO websites and similar communication mediums must be approved by the Board."

Other than this specific section of the OPPM, there is no clearly established User Access Policy that can meet the needs of both the volunteer and business operations of ACA WSO.

Results: All in favor

ACA WSO Information Technology User Access Policy

The WSO Information Technology (IT) Committee has created this policy to protect the integrity of the various technology aspects needed for the effective operation of WSO. As WSO has grown, so have the technological needs and responsibilities of our Special Workers, the WSO Board of Trustees, WSO Committee Volunteers, and outside vendors (e.g. accountants).

Final approval for all IT User Access rests with the WSO Board of Trustees. The IT Committee has the responsibility to make policy and user access recommendations, in collaboration with other committees, to the Board.

Any policy or access recommendation is meant to:

1. Balance the business/operations needs of WSO with IT industry best-practices and security standards.
2. Give users the ability to fulfill the requirements of their position (Board of Trustees, Committee Volunteers, Special Workers, and outside vendors).
3. Maintain the spirit of the Traditions and Concepts of Service

Many of these systems have more than one type of user access level. As in most organizations, the level available to an individual should depend upon their role/responsibilities, and in certain cases, their level of technological ability.

Primary User Access:

The highest level of access to all systems will automatically be given to the following:

1. The IT Committee Chair, a WSO Board Trustee, due to overall technology-related responsibilities.
2. The WSO Board Chair, due to his/her overall responsibilities to WSO. This is in place, regardless of the Board Chair's technology expertise. In the event the IT Committee Chair is unable to perform his/her responsibilities, the Board Chair will be able to access systems with the help of Special Workers and/or volunteers, if needed.
3. The WSO Board Treasurer will be given primary access to all financial systems, with specific level access to multi-purpose systems, as the technology allows.

Other Access levels will be recommended to the WSO Board of Trustees by the IT Committee. A record of all IT Access approvals will be maintained by the IT Committee Chair.

14) **Motion:** (Sharon, seconded by Bill) Per the WSO IT User Access Policy, I Motion these individuals to be granted the following system access.

Background: Each volunteer has signed the necessary Non-Disclosure Agreement to maintain the privacy and integrity of WSO information.

Results: All in Favor

IT Committee User Access Recommendations

2 May 2020

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

Websites

1. **Meeting/Intergroup/Region Database**, hosted on adultchildren.org – ability to add, edit, expire and delete registered meetings, Intergroups and Regions
 - a. Special Workers:
 - i. Nick C., Operations Manager - currently tasked with maintaining the entries in the database and assisting groups with updates and meeting creation
 - ii. Gloria D., Bookkeeper – has maintained the database entries in the past and is regularly tasked with special projects such as validating groups and delegates; also serves as a backup to the Operations Manager in this capacity
 - b. IT Committee member:
 - i. *Mary Jo L. – IT Committee Member - Special Projects
2. **Adultchildren.org**
 - a. Robin R., Literature Special Worker – Special Contributor Level - uploading of images, literature, etc.
3. **ACAWSO.org**
 - a. *Mary Jo L. – IT Committee Member - Editor Access – create pages, create and edit categories, links, posts, reports, upload and replace documents, etc.
 - b. Special Workers:
 - i. Robin R. – Author Level - uploading of images, literature, etc.
 - ii. Eleni M. – Author Level - maintaining the events calendar, uploading flyers for events, uploading the monthly Traveler newsletter
 - c. IT Committee Member:
 - i. Cheryl F. – Author Level – uploading documents and creating reports
 - d. Board Officers:
 - i. Bill D., Treasurer – Author Level – uploading documents and posting reports required of the Treasurer
 - ii. Jim B., Secretary – Author Level – uploading documents and posting agendas, minutes, and maintaining the Book of Motions.
 - e. Committee Chairs:
 - i. *Marcia J., Archives Committee – Author Level – uploading and maintaining archival documents and information for the Fellowship
4. **Testing and Development Sites** – as deemed necessary by IT Committee

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

M. Guest Comments

- Josh – Suggested a way for meeting to meeting sharing of best practices. A possible way for WSO to help facilitate this. This could be a good thing to take to the members committee, members@adultchildren.org
- Sarah – How can an Intergroup get literature that they create to be conference approved? The Literature committee has a revised approval process coming soon, that has well defined stages for beta testing and getting feedback. Stay tuned. Locally developed fellowship literature has 3 options. 1) Just use it locally, 2) Submit it to the literature committee for them to adopt it, 3) Take it directly to the ABC for fellowship support. Option 2 is recommended – with understanding and patience 😊
- Laura D – Is there a way to have reports written and posted, and summaries provided at the meeting. It is hard to take notes on everything being said and report to my IG
- Rosalie – We are also seeing lots of newcomers. We also need more meeting safety resources – please get this out soon, we need it. Discussion of a particular local issue. Encouraged to contact Erin and look at the Addressing Predatory Behavior published literature, https://adultchildren.org/wp-content/uploads/2020/01/APB-Tent-Card_A4_R.pdf
- John P – Need info on June 27th Literature Meeting. Having problems with Slack. Issue with updating a meeting, send email to meetings@acawso.com
- Ellis – people are not getting responses from the literature request process to be part of the review process. Charlie asked to take it offline and will contact Christine. Some concern about the set up of their meeting as zoom vs face to face. This is a self-service issue during meeting creation or updates. Please contact meetings@acawso.com and provide your WSO Number and ask for the meeting type to be changed if needed
- Helen W – their meetings shows the APB resources and shares openly about meeting safety
- Anita – Confirmed that the Literature sign up is taking slow due to high demand. Please be patient we do need your help – thank you for volunteering
- Denis from Moscow – thank you for the special version of the Loving Parent Workshop done in Russian. We appreciate the Loving Parent Check in Process
- Susan C – Would like us to pursue simultaneous translation to reach more people.

N. ANNOUNCEMENTS

Next WSO Board Teleconference Meeting is Saturday July 11 at 2PM Eastern

O. Motion To close – Bill, David

P. Closing Serenity Prayer – Denis in Russian

Q. 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>	A Literature sub committee is starting to form.
<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 proposed reparenting reader will provide daily inspiration and support us to reparent ourselves with gentleness, humor, love, and respect.</p>	Pending
<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>	Pending
<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>	Board passed a motion to create an Ad Hoc Committee. The committee is forming.