



**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 AGENDA  
November 14, 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 Meeting ID: 228-809-511, PWD: 90755**

| <b>Zoom Meeting Details:</b>            | <b>Dial US</b>  | <b>Dial International</b>  |
|---|---|--|
| Zoom ID: 228 809 511<br>Passcode: 90755 | <b>US:</b> +1-669-90-06833 (San Jose)<br><b>US:</b> 1-929-205-6099 (New York) | <a href="#">Zoom International Dial-in Numbers</a> <ul style="list-style-type: none"><li>• <b>DEN:</b> +45 89 88 37 88</li><li>• <b>SWE:</b> +46 8 4468 2488<br/>+46 8 4468 6646</li><li>• <b>Full list of international Numbers</b><br/><a href="https://zoom.us/j/adSv3hv19d">https://zoom.us/j/adSv3hv19d</a></li></ul> |

- A. Call to Order – Open with the ACA Serenity Prayer
- 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 Eleven - Our public relations policy is based on attraction rather than promotion; we maintain personal anonymity at the level of press, radio, TV, films, and other public media.
- F. Minutes:
  - a. (Jim B) Motion to approve the October 10th, 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: Julianne V <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: Jim B <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: David McB <https://acawso.org/category/abc-committee/>
16. Delegate Training Subcommittee – Cheryl F <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. Motions passed at a Board Working Session on October 15th, 2020

- 1) **Motion:** (Rich, seconded by David) That Nick receive a 20% raise that is retroactive to July 1<sup>st</sup>, 2020

**Results:** All in favor – Erin Absent

**Background:** Nick is our Operations Manager and has not had a raise in over 2 years and board is completing his review. The HR committee is almost done with the HR handbook and the OM Oversight Committee will be responsible for ensuring that reviews and raises are done in a timely manner going forward. The OMOC has almost completed a review for Nick and supports the raise.

#### K. Motions passed at the November 5<sup>th</sup> Board Working Session

- 1) **Motion: (Charlie, Seconded by Sharon) Amend Section X, Clause C of the OPPM (Page 24) regarding chair and vice chair elections and terms.**

Consistent with Concepts 3, 10 and 11 and Tradition 9, the Board of Trustees appoints committee chairs and vice chairs, using the following process:

1. Committee chairs and vice chairs serve a maximum of one two-year term, starting at the Annual Business Conference following appointment by the board and ratification by the delegates.
2. Committee members are asked to nominate or affirm, by mid-December, chairs and vice chairs who meet eligibility requirements in the OPPM. The Board will review all nominees and decide whether to approve them or select other candidates by the end of January. Chairs and vice chairs will be announced at the February teleconference.
3. ABC delegates will be asked to ratify committee chairs and vice chairs at the conclusion of each committee's report.
4. When a committee chair or vice chair leaves the position before completion of their term, the committee will notify the board so that a person can be appointed to complete the term. If a replacement chair is appointed, they may seek a full two-year term beginning at the next ABC.
5. The selection of subcommittee chairs and vice chairs is delegated to the committees.

**Results:** All in favor – Bill was absent

**Background:** Consistent schedules for committee officer elections and terms will ensure that officer positions are nominated and appointed in a timely way, and that committees will practice rotation of officers when terms end. The OPPM Committee will be directed to add this motion to the OPPM, making any necessary technical edits that do not materially change the motion's purpose.

**2) Motion: (Charlie, Seconded by Sharon) Amend Section X of the OPPM, Clause B (Page 24), as follows:**

Committees should invite and strongly encourage eligible non-board committee members to apply to serve as chair or vice chair. A Board member must be associated with each committee, either as a chair or as a board liaison.

**Results:** All in favor – Bill was absent

**Background:** Increasing the number of non-board committee officers will ensure the flow of new talent into service leadership and increase the participation and influence of the general fellowship in committee activities.

**3) Motion: (Charlie, Seconded by Sharon) Amend Section X, Clause F of the OPPM (Page 25) as follows:**

The business and progress of each committee shall be explained through three types of written communication: a statement of major strategic goals, monthly business reports, and annual business reports to the ABC.

1. The Committee's top three strategic goals for the coming 12 months should be drafted and updated at least once a year and submitted to the Board for periodic review. Major strategic goals should clearly align with the Committee's statement of purpose and directives transmitted to the Committee by the Board or Board liaison. They should be posted on the Committee web page, and prominently listed in all monthly and annual reports.
2. A monthly report must be submitted for posting on the WSO service website, at least three days before the monthly teleconference. This report should include the committee's statement of purpose, a brief list of strategic goals, major activities of the previous month, and major decisions by the committee and its subcommittees.
3. Annual: a report of each committee's activities that covers the past fiscal year (January 1 through December 31) with an addendum to cover significant actions of the committee after the first of the year and prior to the Annual Business Conference. This report must be submitted to the ABC Committee Chair, or designated alternate, within the timeframe

required. All annual reports should include the committee's statement of purpose, top strategic priorities for the year completed and the year to come, and a list or chart of major work in progress.

4. Meeting recordings and minutes: Committee meeting minutes will not be stored on the WSO service website. If a committee chooses to keep such minutes, it is responsible for storing them or turning them over to the Archives Committee. If recordings are made of committee meetings, such recordings should be deleted within three months.

**Results:** All in favor – Bill was absent

**Background:** WSO work on behalf of the fellowship is being done by a growing number of committees. For the purpose of accountability to the fellowship, it is important that all committees provide current and transparent documentation of their strategic priorities and show that their activities align with the committees' priorities and statements of purpose.

- 4) **Motion: (Charlie, Seconded by Sharon) Add the following to the OPPM committee section.**

**Annual Board review of committee structure.** Each year, between July and mid-November, the Board will review the existing roster of committees to ascertain that it best serves fellowship needs, and add, subtract or combine WSO Board committees as needed. The board is strongly encouraged to consult with affected committees before making changes to the existing committee roster. The board also may extend the review deadline if needed.

**Results:** All in favor – Bill was absent

**Background:** WSO and fellowship needs are continually evolving. A scheduled review of the committee roster will ensure that the committee structure is updated when needed to align with fellowship needs and WSO capacities.

- 5) **Motion (Sharon, Seconded by Fredrik)** The IT Committee recommends that notes of unsubscribe requests and attempts to contact the meeting (directly and/or IG, Region) be noted in the admin block. Notice will be put on the meeting list that new contact info is needed, accompanied by a broader notice in the Traveler. If unsuccessful at getting an updated contact, within 60 days, we will then expire the meeting.

**Results:** All in favor (Bill Absent)

**Background:** This is a motion from the IT Committee to the Board for meetings that have no contact information due to contacts requesting removal. This is an ongoing issue with no contacts resulting from requests via email and unsubscribes in MailChimp. Right now, there are about 25 meetings that fit in this category, however that number is growing.

## L. Motions passed at the October 24<sup>th</sup> Strategic Planning Meeting

**1) Motion: (Bill, seconded by Charlie) To engage the COE consulting company for a fee of \$500 to do an organizational assessment of the ACA World Service Organization.**

**Results:** 7 to 0 – Jim and David Absent

**Background:** As part of its long-term Strategic Planning the board has been reviewing WSOs structure efficiency in overseeing its various operations. Three firms were interviewed, and the board selected the Center for Organizational Excellence to perform a preliminary assessment and make a recommendation on the type of structure for the board to consider.

M. Motions passed via Specific Concurrence (SC) since the last Teleconference. An SC is considered time sensitive and is done electronically.

**1) Motion: (Rich, seconded by Sharon) : To pay Nick Calandrino (OM) \$2308 for 80 hrs of accrued vacation time (April 2019-April 2020).**

**Results:** 8 in favor, Jim Abstained

**Background:** By CA law this must be paid out. This payout is at his old rate of pay.

N. Guest Comments

O. ANNOUNCEMENTS

Next WSO Board Teleconference Meeting is Saturday December 12<sup>th</sup> at 2PM Eastern

P. Motions passed from the 2020 ABC

| <b>Motion</b>   | <b>Status</b>   |
|---|---|
| <b>Proposal 3</b> - 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.                       | The Service Network Committee held Town Hall meetings in August to review 3 updated drafts. Next steps TBD. |
| <b>Motion from Proposal 8</b><br>We move that we direct the literature committee to create educational resource(s) that assist adult children with establishing healthy safe boundaries.  | A Literature subcommittee is starting to form.  |
| <b>Motion from Proposal 10</b> - Passed<br>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 | Pending   |

|   |  |
|---|--|
| <p>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>  |  |
| <p><b>Proposal 13-</b> 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".<br/> <b>Declined to Board's Motion that already addresses this for BRB and other literature</b></p> | <p>Pending</p>                                   |
| <p><b>Floor Motion from the 2020 ABC</b><br/> 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>Ad Hoc Committee has formed and is active</p> |

Q. Motion To close

R. Closing Serenity Prayer